

## **CSI@MTEC Certification Program** **(Computer Science Initiative)**

The Milwaukee Teacher Education Center's (MTEC) Computer Science certification program is for teachers who currently hold a Wisconsin teaching license at the Early Adolescence through Adolescence (EA-A) or the Early Childhood through Adolescence (EC-A) levels who are responsible for teaching computer science classes at the high school level. Successful completion of this program will result in obtaining a DPI teaching license in Computer Science (1405) at the Early Adolescence through Adolescence (EA-A) level.

### **Application Requirements**

1. MTEC application form
2. Non-refundable \$55 application processing fee.
  - Check or money order made payable to MTEC
  - Credit card payable in person or on-line at [www.mteconline.org](http://www.mteconline.org)
3. One (1) Degree-bearing official sealed transcript from the college/university that issued the degree. The transcript must verify the coursework and state the date the bachelor's **or** master's degree was conferred. All applicants must be graduates of an accredited four-year institution.
4. Two (2) Letters of Recommendation (Please review requirements below)
5. A printout of your current Wisconsin DPI teaching license.
  - This can be accomplished by going to license lookup page on the DPI website: <http://dpi.wi.gov/tepd/lookup>
6. "Computer Science Teaching Confirmation" form (see last page). To be filled out by an administrator. Acceptable scenarios are the following:
  - You are assigned to teach a computer science class that spans the entire academic year.
  - You are assigned to teach a semester long computer science class that you will teach both semesters.

**Requirements for Letters of Recommendation:**

1. The recommender should be a professional reference (supervisor, teaching colleague, etc.)
2. Letters of recommendation must include the following:
  - Date
  - recommender's name and title
  - recommender's **signature** and his/her relationship to the applicant.
3. Letters of recommendation must be on **official letterhead**.
4. It is recommended that you make copies of the letters of recommendation prior to submitting them to MTEC.

**All application materials should be forwarded to the address below:**

Milwaukee Teacher Education Center  
6737 W. Washington St., Suite #1420  
West Allis, WI 53214  
Attention: Juanita Barnes, Admissions Coordinator



### Computer Science Teaching Confirmation

In order to participate in the MTEC Computer Science add-on licensure program, applicants must be assigned to teach high school computer science classes in their school setting. Acceptable scenarios are the following:

- Applicant is assigned to teach a computer science class that spans the entire academic year.
- Applicant is assigned to teach a semester long computer science class that you will teach both semesters.

This form confirms that \_\_\_\_\_ will be teaching the following computer science class(es) while enrolled in the MTEC Computer Science certification program:  
(name of teacher)

| Name of Class Taught | Class scheduling   | Grade level(s) |
|----------------------|--|----------------|
|                      | <input type="checkbox"/> year-long class<br><input type="checkbox"/> semester long class taught both semesters |                |
|                      | <input type="checkbox"/> year-long class<br><input type="checkbox"/> semester long class taught both semesters |                |
|                      | <input type="checkbox"/> year-long class<br><input type="checkbox"/> semester long class taught both semesters |                |

Administrator name (please print): \_\_\_\_\_

Administrator signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator email: \_\_\_\_\_