LEVEL 2 AND POST-BACHELOR CERTIFICATION APPLICATION
(Teacher Certification Programs Only)
If your intended major is Community Health, Exercise & Sport Science or Instructional Technology please complete the NON-TEACHER CERTIFICATION PROGRAM application.

Application Deadline Dates
June 1 for Fall Admission
October 1 for Winter Admission
February 1 for Spring/Summer Admission
## Level 2 Eligibility/Application Deadline Table

<table>
<thead>
<tr>
<th>Application Deadline: June 1 for fall</th>
<th>Application Deadline: October 1 for winter</th>
<th>Application Deadline: February 1 for spring/summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Skills Test (BST/PRE):</strong> You must take and PASS the exam by the <strong>April</strong> test or the computer based test that will ensure score receipt by June 1</td>
<td><strong>Professional Readiness Exam (PRE) (formerly known as Basic Skills Test):</strong> You must take and PASS the exam by the <strong>July</strong> test or the computer based test that will ensure score receipt by October 1</td>
<td><strong>Professional Readiness Exam (PRE) (formerly known as Basic Skills Test):</strong> You must take and PASS the exam by the <strong>January</strong> test or the computer based test that will ensure score receipt by February 1</td>
</tr>
<tr>
<td><strong>Math Competency:</strong> You must meet the Math Competency requirement no later than June 1 to be eligible for the fall semester. (NOT REQUIRED for Post-Bachelor applicants)</td>
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Application Checklist (Teacher Certification Programs Only)
Please verify that all information requested is included in your application packet.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

A minimum **2.50 GPA** at Wayne State University or previous institution if a recent transfer student

Transcripts: You must include a Pipeline copy of your Wayne State University transcripts. Please verify that any courses that are transferred from another institution are reflected. Only courses that have been evaluated by WSU will be reviewed at the point of application.

Current Negative TB test results within the past **three years (please provide verification)**.

Submit a copy of an advisor initialed copy of your curriculum guide

Completion of Intermediate Composition (IC) course with a “C” or better
*(This requirement does not apply to Post-Bachelor Students)*

The Mathematics Competency (MC) requirement must have been completed through: WSU Mathematics Placement Exam, an equivalent transfer course, or the appropriate WSU course.
*(This requirement does not apply to Post-Bachelor Students)*

The State Basic Skills Exam of the Michigan Test for Teacher Certification (**all three parts** must be passed). All scores must be furnished **directly to Wayne State University** electronically from the testing agency.

Personal Statement (p.)

Print out of Criminal History Check (p.) [http://coe.wayne.edu/as/forms/criminal_history_check.pdf](http://coe.wayne.edu/as/forms/criminal_history_check.pdf)

Completion of a minimum of 53 semester hours of coursework (**find your specialization below for specific requirements**):

- **SECONDARY EDUCATION**: minimum of 12 semester hours in teaching major required
- **ELEMENTARY EDUCATION**: MAT 1110 at minimum must be completed
- **EARLY CHILDHOOD/ELEMENTARY EDUCATION**: MAT 1110 at minimum must be completed
- **SPECIAL/ELEMENTARY EDUCATION**: MAT 1110, PSY 1010/1020, PSY 2400, & ( BIO 1030/ BIO 1050/ BIO 1510/ SCE 5010)
- **FOREIGN LANGUAGE MAJORS/MINORS**: must contact an advisor upon completion of Foreign Language requirements to be granted permission to take the Oral Proficiency Exam (OPI).
- **BILINGUAL/BICULTURAL EDUCATION (BBE)/ ENGLISH AS A SECOND LANGUAGE MINORS**: must complete the Oral Proficiency Exam (OPI) and Writing Proficiency Test (WPT) prior to admission. Applications must include a signed BBE/ESL plan of work
- **VISUAL ARTS EDUCATION**: Completion of a minimum 24 credits of Art Foundation courses and the completed portfolio review form received after submission of the portfolio.
- **PHYSICAL EDUCATION MAJORS**: must complete BIO 2870 Anatomy & Physiology (w lab), KIN 3610, KIN 3620, KIN 3630, signed plan of work from KHS advisor
- **HEALTH EDUCATION**: must include a signed plan of work from Health advisor
- **COMBINED DEGREE**: students must provide a signed plan of work from degree granting college

**POST-BACHELORS CERTIFICATION PROGRAM APPLICANTS**: Submit a copy of College of Education transcript evaluation form.
APPLICATION FOR ADMISSION TO LEVEL 2
AND POST-BACHELOR EDUCATION PROGRAMS

APPLYING FOR: 20____
☒ FALL
☒ WINTER
☐ SPRING/SUMMER

PERSONAL DATA

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle/Maiden Name:</th>
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</table>

Date of Birth (Month/Day/Year):  
WSU ID:  
WSU Email:  

ADDRESS

<table>
<thead>
<tr>
<th>Street:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
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</table>

Is this the same address as on Pipeline?  
☐ YES  
☐ NO  

TELEPHONE

<table>
<thead>
<tr>
<th>Home:</th>
<th>Mobile:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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TEST REQUIREMENTS

Please initial the following completed items below and attach verification to this application

Basic Skills Test/Professional Readiness Exam Date Passed:  
(TB Test Date Taken (Provide Copy):  
(Scores must be sent electronically to WSU)  
How did you meet the Math Competency (MC) requirement?  
By Exam:  
By Transfer Course:  
By WSU course(s) MAT 1000 or higher, MAT 1110 and/or MAT 1120:

Criminal History Check:
The Michigan Teacher Certification Code: Rule 390.1201

Please read the following statement and answer the three questions listed below (REQUIRED):
The Michigan State Board of Education may refuse to grant a teaching certificate to an applicant convicted, as an adult, of an act of immoral conduct contributing to the delinquency of a child, or a felony conviction.

1. Have you ever been convicted of a felony?  
☐ Yes  
☐ No  

2. Have you ever been convicted of any other offense?  
☐ Yes  
☐ No  

3. Have you ever had a professional license or certification, denied, suspended (for cause) or revoked?  
☐ Yes  
☐ No

A criminal background check is required for all applicants seeking Teacher Certification. Instructions can be found at: http://apps.michigan.gov/ICHAT

DEMOGRAPHICS (OPTIONAL)

This information is voluntary. It is requested to fulfill reporting obligations of the university and will remain confidential.

<table>
<thead>
<tr>
<th>Ethnicity:</th>
<th>Race:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Hispanic or Latino</td>
<td>☐ American Indian or Alaskan Native (Including all Original Peoples of the Americas)</td>
</tr>
<tr>
<td>☐ Non-Hispanic or Latino</td>
<td>☐ Asian (Including Indian Subcontinent and Philippines)</td>
</tr>
<tr>
<td></td>
<td>☐ Black or African American (Including African and Caribbean)</td>
</tr>
<tr>
<td></td>
<td>☐ Native Hawaiian and Other Pacific Islander (Original Peoples)</td>
</tr>
<tr>
<td></td>
<td>☐ White (Including Middle Eastern)</td>
</tr>
</tbody>
</table>

Gender:  
☐ Male  
☐ Female  

The Effective Urban Educator: Reflective, Innovative, and Committed to Diversity
DEGREE or CERTIFICATION REQUESTED

☐ Bachelor’s Degree granted by the College of Education
(Please see program list below)

☐ Post Bachelor Certification (No Degree-Teacher Certification Only) (Please see program list below)
Note: Program credit will never count towards a Master’s Degree.

☐ Combined Degree: Bachelor’s Degree granted by the College of Liberal Arts & Sciences or by the College of Fine, Performing, and Communication Arts. Certification through the College of Education. (Secondary Education ONLY)

Major must be declared prior to admission.
Write in your declared major
MAJOR:____________________
MINOR:____________________

(If this box is checked, do not mark any of the choices in the section below).

PROGRAMS

☐ Elementary Education (Grades K-5 All Subjects; K-8 Self-Contained Classroom)

1. ☐ Subject Core (Grades 6-8)
   ☐ Integrated Science ☐ Language Arts ☐ Mathematics ☐ Social Studies
   ☐ Main Campus ☐ Macomb Campus

   Additional Minor (Optional): ____________________________

2. ☐ Comprehensive Major
   ☐ Bilingual – Bicultural ☐ Early Childhood ☐ English as a Second Language (ESL)
   ☐ French ☐ Italian ☐ Spanish ☐ Chinese

   Additional Minor (Optional): ____________________________

3. ☐ Special Education (Grades K-12 Endorsement in Cognitive Impairment)
   ☐ Main Campus
   ☐ Macomb Campus

☐ Kinesiology (Teaching Track)
   ☐ Major in Physical Education [Grades 6-12 or K-12] Minor (REQUIRED): ____________________________
   ☐ Major in Health Education [Grades 6-12] Minor (REQUIRED): ____________________________

☐ Secondary Education (Grades 6-12)
(Complete List Available at http://coe.wayne.edu/as/guides/undergrad_secondary.pdf)

   Major:______________________ Minor:______________________

☐ Visual Arts Major (Grade K-12; No Minor Required)

REGULATIONS

I certify that the information given in this application is complete and accurate, and I understand that the College of Education reserves the right to deny admission or revoke any admission granted if the information provided herein proves untruthful. I also understand that the submission of fraudulent academic records by a student for admission, transfer of credit, or any other purpose shall be cause for the student’s dismissal from the College of Education. If admitted I agree to comply with the regulations of the College of Education. Find more information regarding Public Acts in your curriculum guide.

Signature (REQUIRED):________________________________ Date:________________
As part of your application, a statement concerning your reasons for entering the field of education is required. Career goals and objectives, volunteer or work experience related to your desired area of interest should be included.

This statement should also reflect grammar, spelling and language structure appropriate for a college student. Please type/word process your statement in the space provided below, or attach a separate sheet.
Please remember to submit the **Evaluation of Group Work with Children/Youth Form.**
*(REQUIRED IF YOU HAVE NOT COMPLETED TED 2251 prior to fall 2012 OR TED 2250 after fall 2012)*
This form must be completed by at least one supervisor verifying your experiences with children/youth.

**WAYNE STATE UNIVERSITY**

**COLLEGE OF EDUCATION**

**EVALUATION OF GROUP WORK WITH CHILDREN/YOUTH (40 hours)**

Reference for: ____________________________

__________ Student’s Name  ____________ Student ID Number

The above individual has applied for admission to the College of Education. Please rate this person’s potential as a future teacher based on the work he/she carried out with children/youth. Please use the following scale:

<table>
<thead>
<tr>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Please explain your reason(s) for this rating. Please include a brief description of the work completed by the student.

Signature_________________________________________  Date_____________________

Name:_____________________________________________  Title:_____________________

Organization:_______________________________________

Address:___________________________________________

________________________________________
City  State  Zip Code

*The Effective Urban Educator: Reflective, Innovative, and Committed to Diversity*
INTERNET CRIMINAL HISTORY ACCESS TOOL (ICHAT)

Procedure to search criminal history records, by name, without fingerprints:

The search by name is only for criminal convictions that may be on file. Most employment checks are by name only, unless fingerprints are required for licensing or by state law.

1. Go to http://apps.michigan.gov/ICHAT/. Select “Register” from the list of links near the top. You will be required to register by entering a login ID, which must be a valid e-mail address. In addition, you will need to enter a password of your choice along with your name and address. All fields marked with an asterisk (*) are mandatory. The password must be between 6 and 12 characters long, contain both letters and numbers, and is case sensitive.

2. An e-mail message will be sent to the e-mail address entered as your login ID. This message will contain your account activation code and a link to activate your account (you may wish to print this message for your records). If you use the link, the activation of your account is automatic. If you return to the ICHAT website and login, you will need to enter the activation code when prompted.

3. Select “Background Search” from the links on the left. Enter your information: Last Name, First Name, Middle Initial, Race, Sex, Month of Birth, Day of Birth, Year of Birth, and Social Security Number (optional) or Michigan Driver License Number (optional).

4. Once all information has been entered, select the “Submit” button.

5. Your order information will appear in a box on the right. Select the “Checkout” button.

6. Your order appears again and this time you need to check the box next to your name and then select the “Checkout” button.

7. Confirm your billing address and if correct, then select “Next.”

8. Enter your credit card information (American Express, Discover, Master Card, or Visa) and then select the “Order Now” button.

9. Confirmation will appear that your order has been received and your credit card has been approved. Select the “View 7 Day Summary” button (near the bottom of the screen).

10. Your search information will appear again and select the “View Results” button on the right.

11. A warning pop-up prompt appears. Read the prompt and select “okay.”

12. Select the “Printer Friendly Results” link found under your name.

13. Select the “Print” button and print your report.

For further assistance, please e-mail cjicapplhelp@michigan.gov or call (517) 322-1956.
PROCEDURES FOR CORRECTING AN ICHAT RECORD

1. Records that do not belong to the individual whose name has been searched.

   If the individual believes that the record does not belong to him or her, the individual should go to the nearest State Police Post and request to be printed on a state applicant fingerprint card for employment/volunteer/licensing purposes. There is no charge for such fingerprinting if it is done at a Michigan State Police post.

   The card should be mailed to the Criminal Justice Information Center with a copy of the ICHAT record and a letter requesting the Criminal Justice Information Center to verify that the enclosed criminal record does not belong to him or her (attach the ICHAT Criminal History Report). There is no fee. The address is:

   Michigan State Police – CJIC
   Attn: Record Challenge
   PO Box 30634
   Lansing, MI  48913

   (517) 322-6766
   Officer Johanna Richardson
   State that you call is regarding a “record challenge for a false positive report from ICHAT.”

2. Inaccurate Records

   Sometimes records inadvertently contain errors. For example, the nature or date of the conviction might be wrong, or the record might contain a conviction that should have been removed from the record.

   In such cases, the individual should obtain certified copies of the court judgment or other documents which show that the information contained on the criminal record is incorrect. If the proof is satisfactory, the Michigan State Police will modify the record accordingly.