

Concordia University
Graduate Teacher Certification
Early Adolescence/Adolescence Add On Licensure
Policy and Procedure

PROGRAM GUIDE FOR STATE OF WISCONSIN LICENSED TEACHERS

The purpose of this guide is to provide an overview of Concordia University Wisconsin's admission and program completion process for individuals who currently hold a valid Wisconsin teaching license and are seeking a new field of licensure. If you have any questions or require additional information after reading these guidelines, please contact Barb Perlewitz, Director of Graduate Teacher Certification at 262-243-4582 or Barb.Perlewitz@cuw.edu

- *Early Adolescence through Adolescence (Ages 10-21)* – requires an Education minor which will be assessed using CUW's Graduate Teacher Certification program completion requirements with a major or minor (concentrations are not eligible) in *Biology, Chemistry, Economics, English, Geography, History, Journalism, Mathematics, Physics, Physical Science, Political Science, Psychology, Speech Communication*
 - ❖ Licenses in Broad Field Science and Social Studies are also available at this age level

- *Early Childhood through Adolescence (All Ages)* – requires an Education minor which will be assessed using CUW's Graduate Teacher Certification program completion requirements with a major or minor (concentrations are not eligible) in one of the following: *Art, Business Education, Foreign Languages, Marketing, Music and Physical Education*

Admission Procedures

Admission to CUW's Graduate Education Studies program is required.

- Submission of official transcripts of all undergraduate/graduate course work taken previously
 - Submission of Graduate Non Degree Seeking Admission Application Form available online at www.cuw.edu/graduate > How to Apply
 - Submission of a copy of current WI license
 - Submission of a letter from a principal or other school supervisor indicating successful teaching in subject for which person was previously certified.
 - Submission of the [Background Verification Form](#)
 - Submission of TB test results (within last 6 months)
 - Submission of passing scores on the Praxis II related to the additional certification
- NOTE:** Praxis test scores are valid for five years

Getting Started

Schedule Advising Session

Upon admission to the Graduate Education Studies program, schedule an appointment with the Teacher Certification Program director (262-243-4582).

Academic requirements for the add on major/minor one is seeking will be reviewed to make sure it is in compliance with DPI expectations. The director will meet with you to clarify program requirements. The applicant's credentials will be reviewed and a judgment made as to the student's having proven herself/himself academically and professionally.

Consideration is also made regarding the recency of course work (within the past 7-10 years).

An official licensure plan will be prepared for you after you meet with the director. Until you have an approved, official licensure plan, you are not considered to be pursuing a valid licensure plan.

At a minimum, you will be required to complete the following CUW courses:

- EDG 609 Communication Arts Across the Curriculum (3 Credits)
- EDG 618 Communication in a Diverse Environment (3 Credits)
- EDG 634 Special Education and the Law (3 Credits)
- Education methods course(s) appropriate to the license area (1 Credit)
- Education student teaching course or comparable, approved experience appropriate to the license area (six weeks, full unit). (4 Credits)
- EDG 629 Portfolio review (1 Credit)

Note: Additional courses may be required to complete major/minor requirements. CUW has a minimum 15 credit residency requirement

Completion of License Requirements

To obtain your new teaching license, you must successfully complete all of the following requirements. Specific requirements for your chosen license will be listed in the official licensure plan drafted by the program's admissions advisor.

Major or Minor

Depending upon the license you are seeking, you will be required to document that you have completed a major or minor outside the field of Education with a minimum GPA of 3.0 or better. The program's admissions advisor will provide you with complete information about your specific license requirements.

PRAXIS II

This is a Wisconsin Department of Public Instruction teacher licensing requirement. The PRAXIS II assesses your knowledge in the specific content area(s) in which you are

being licensed. You must receive a passing score on this test before you will be eligible to apply for a license. Registration information and materials are available in the Graduate Education Office, LU 201C or online at www.ets.org/praxis.

Student Teaching

Licensed teachers seeking a new license are required to complete at least a six week (4 credits) teaching assignment at the grade level and in the subject area for which they are seeking a license. Student teaching may be done on the job if the individual is teaching in the content area for which certification is sought.

The program's admissions advisor will provide you with specific information about what you need to do to meet this requirement.

Wisconsin Teacher Standards Portfolio

You will be required to complete and have approved portfolio based upon the ten Wisconsin Teacher Standards and the CUW framework of knowledge, skills, and dispositions. The portfolio will contain the documentation that you meet the ten standards. Carefully chosen artifacts and reflections will help demonstrate your competency in acquiring the knowledge, skills, and dispositions necessary for your new teaching license.

The program's admissions advisor can provide you with information about the portfolio requirement. When your portfolio is complete, you can request a formal review.

Apply for Your Wisconsin Teaching License

The final step of the process is to apply for your Wisconsin teaching license. This will involve a complete review of your education program file, university transcripts and portfolio by the Program's Certification Officer to verify that all licensure requirements have been met.