

**MASTER IN TEACHING-ELEMENTARY  
CERTIFICATION  
APPLICATION PORTFOLIO**

*PREFERRED* APPLICATION SUBMISSION DATE  
December 1, 2017 – January 15, 2018

Program Start Date: May 7, 2018

*It is the desire of the Elementary Certification Program, as well as the state of Washington, to prepare the best possible teachers. Thus, we reserve the right to seek the most highly qualified individuals for admission to the Elementary Certification program. Each year a select number of students are chosen for admission. Simply meeting the application requirements does not guarantee admission to the program*

*Washington State University subscribes to the principles and laws of the state of Washington and the federal government, including applicable Executive Orders pertaining to civil rights, equal opportunity, and Affirmative Action. Washington State University policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran in the recruitment and admission of students, the recruitment, employment and retention of faculty and staff, and the operation of all University programs, activities, and services. Evidence of practices that are inconsistent with this policy should be reported to the Director, Center for Human Rights, French Administration Building, Room 225, (509) 335-8288.*

# APPROXIMATE SELECTION TIMELINE

## **December-Mid-January**

All applications are reviewed for completeness. Transcripts are evaluated for prerequisites. Testing information is verified. Information is compiled in data base as well as for selection committee review.

## **January -February**

The selection committee reviews all applicant materials in the process for final selection. Confirmation of received and outstanding application documents is emailed to applicants.

## **March**

Verification of Grade Point Averages arrives from the Graduate School. Final decisions are made for admission.

## **March/Early April**

Written offers of admission are sent to applicants. Applicants who have been waitlisted will receive notification of admission decisions.

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## MIT ELEMENTARY APPLICATION PROCESS

Applicants complete an application for admission to the WSU Graduate School and a separate application portfolio for the College of Education. Admission must be granted by both the Graduate School and the College of Education before an applicant may begin the MIT-Elementary program.

### I. Submit the following items to:

**Graduate School  
Washington State University  
P.O. Box 641030  
Pullman, Washington 99164-1030**

- \_\_\_\_\_ On-line Application for Admission to Graduate School (<http://gradschool.wsu.edu/>)
- \_\_\_\_\_ \$75.00 application fee.
- \_\_\_\_\_ **Official transcripts** sent **directly** to the Graduate School at the address above by the Registrar of each institution from which you have completed coursework after grade 12. The Graduate School has access to WSU transcripts; you do not need to order WSU transcripts.
- \_\_\_\_\_ Names and email addresses of three people from whom you will be requesting professional letters of recommendation. Friends and relatives are not acceptable for professional references. The reference writers will be sent an email prompting each to submit an on-line reference letter on your behalf.  
*Reference writers are required to submit letters via this method. This process can take 14-21 days. Applicants are advised to track reference letters so as to ensure that the application is complete by the priority deadline.*

### II. Submit the following items to:

**MIT-Elementary Program  
College of Education  
WSU Vancouver  
14204 NE Salmon Creek Ave.  
Vancouver, WA 98686-9600**

- \_\_\_\_\_ \*TWO COMPLETE PORTFOLIOS –Starred items below must be included in the portfolio. A clear photocopy is acceptable for the second portfolio. No folders, no binders, no staples, please.
- \_\_\_\_\_ \*Applicant Information Sheet
- \_\_\_\_\_ \*Documentation of Prerequisite Courses
- \_\_\_\_\_ \*Statement of Personal Commitment and Relevant Experiences.
- \_\_\_\_\_ \*Documentation of Professional/Volunteer Experiences
- \_\_\_\_\_ \*Current Resume
- \_\_\_\_\_ \*Summary of Letters of Recommendation/Instructions
- \_\_\_\_\_ Official West B (or SAT/ACT) scores must be received by **March 1** prior to the program start date. **Out-of-state applicants only** may submit passing scores on the Praxis I, the Praxis I CBT, or the CBEST (California or Oregon) in lieu of the WEST-B.
- \_\_\_\_\_ Official NES-Elementary Education scores for each section must be received by **March 1** prior to the program start date.

**NOTE:** Page 4 has additional application information.

### III. Additional MIT Elementary Application Portfolio Explanation

#### **Application Portfolio**

This packet is considered the Application Portfolio. Applicants are required to submit two hard copies. It is highly recommended that each applicant keep a copy for personal records.

#### **Prerequisite Courses**

All prerequisite courses must be completed before the MIT elementary program begins in early May.

#### **Documentation of Professional and/or Volunteer Experiences**

Applicants should discuss relevant professional or volunteer experiences working with children or special populations. All applicants are strongly encouraged to have experiences with elementary-aged students in a public school setting. See page 9 for additional instructions.

#### **Statement of Personal Commitment and Relevant Experiences**

This statement should not exceed five typed pages (double-spaced, 12-point font). The statement will be evaluated on content, narrative flow, grammar and vocabulary. See page 8 for additional instructions.

#### **Summary of Professional Letters of Recommendation**

Three letters must be submitted on-line to the WSU Graduate School. Please inform each of your three reference writers to *discuss the following items* in support of your application: (1) your experience working with children, (2) your facility with written, oral and interpersonal communication, (3) your academic ability to do graduate-level work, and (4) your interpersonal skills. It is preferred that letters of recommendation come from school or community professionals who can directly support the applicant's experiences listed in the "Documentation of Professional and/or Volunteer Experiences." Letters from faculty who can address your ability to succeed in graduate school are also preferred. Letters from family members and friends will not be accepted.

#### **Test Requirements: WEST-B and NES-Elementary Education**

<http://www.west.nesinc.com/>

Washington applicants must successfully complete the WEST-B in the areas of reading, writing, and mathematics scoring a minimum of 240 out of 300 for each subtest. Official WEST-B scores must be received by **March 1** prior to the program start date. Send official scores to WSU Pullman. *Out-of-state applicants only* may submit passing scores on the Praxis I, the Praxis I CBT, or the CBEST (California or Oregon) in lieu of the WEST-B. Appropriate SAT/ACT scores may be used in lieu of WEST-B; see Academic Coordinator for information regarding minimum scores.

Official, passing NES (National Evaluation Series) scores for Elementary Education (both subtests) must be received by **March 1** prior to the program start date. Send official scores to WSU Pullman.

***TESTING NOTE: The testing company will require that you take tests on two separate test dates. Be certain to plan accordingly so all tests are passed and official score reports are received by the April deadline.***

#### **Transcripts**

Official transcripts from each institution you have attended since Grade 12 must be provided to the Graduate School. It is not necessary to submit WSU transcripts to the Graduate School, as these can be accessed internally. Applicants who complete prerequisite courses at institutions other than WSU *after* submitting the portfolio will be required to submit official updated transcripts (to the Graduate School).

**APPLICANT INFORMATION SHEET  
MIT ELEMENTARY PROGRAM**

Please Type or Print

WSU Student ID Number \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

**PHONE**

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

WSU EMAIL: \_\_\_\_\_

(If available. The College of Education adheres to WSU policy, communicating only with WSU email addresses.)

EMAIL: \_\_\_\_\_

(Only if no WSU email address at time of application)

DATE OF WEST-B (or SAT/ACT) EXAM: \_\_\_\_\_

(completed or planned)

DATE OF NES EXAM: \_\_\_\_\_

(completed or planned)

**HAVE YOU PREVIOUSLY ATTENDED WASHINGTON STATE UNIVERSITY?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**Names of all other post-secondary institutions you have attended:**

\_\_\_\_\_

**WHICH PROGRAM DO YOU WISH TO PURSUE?**

**FULL-TIME** \_\_\_\_\_ **PART-TIME** \_\_\_\_\_

**DOCUMENTATION OF PROFICIENCY IN ELEMENTARY EDUCATION  
KNOWLEDGE AND SKILLS**

The applicant must be able to document proficiency in the designated areas listed below of knowledge and skills: reading, writing, mathematics, life and physical sciences, U.S. history, geography, U.S. government/civics, and economics (see items 3-8).

The applicant is required to receive satisfactory scores of 240 on each WEST-B subtest in reading, writing, and mathematics or an approved Basic Skills test (see items 1-3).

Proficiency can be documented in the following ways:

1. Reading - Passing score obtained on the WEST-B or, for out of state applicants, CBEST.
2. Writing - Passing score obtained on the WEST-B or, for out of state applicants, CBEST.
3. Mathematics - Passing score obtained on the WEST-B or CBEST for out of state applicants, CBEST **and** one college-level mathematics course with a grade of C or better (defined as a 2.0 on a 4 point scale) is required. Math for elementary teachers course(s) strongly encouraged.
4. Sciences - Complete college/university life **and** physical science courses (7-8 semester credits), with grades of C or better. One course must include a lab. Introductory biology course with lab strongly encouraged. Introductory physical science course encouraged.
5. U.S. History - Complete a college/university U.S. History course with a grade of C or better.
6. Geography - Complete a college/university geography course with a grade of C or better (for example: Survey of World Regions, or Physical or Cultural Geography, etc.)
7. American Government - Complete a college/university course in U.S. government/civics (course prefixes may be listed as Political Science, U.S. Government, etc.) with a grade of C or better.
8. Economics - Complete a college/university economics course with a grade of C or better.

NAME: \_\_\_\_\_

WSU ID Number \_\_\_\_\_

## MIT Elementary DOCUMENTATION OF PREREQUISITES

### COURSES

Please indicate all courses that you **have completed, are currently enrolled in, or that you PLAN to enroll in** to meet the prerequisite requirements. Credit will only be given to courses receiving a grade of “C” (2.0) or higher.

| Requirement                                             | Course Prefix and # | COMPLETE Course title              | Credits | Grade (C or higher) | School |
|---------------------------------------------------------|---------------------|------------------------------------|---------|---------------------|--------|
| <u>Economics</u>                                        |                     |                                    |         |                     |        |
| <u>U.S. History</u>                                     |                     |                                    |         |                     |        |
| <u>Geography</u>                                        |                     |                                    |         |                     |        |
| <u>American Government</u>                              |                     |                                    |         |                     |        |
| <u>Math Proficiency</u>                                 |                     |                                    |         |                     |        |
| <u>Science</u><br>Signify lab science by writing an (L) |                     | (P)Physical:<br><br>(B)Biological: |         |                     |        |

**Applicants can fulfill the Math Proficiency requirement in any ONE of the following ways:**

- Obtain a score of 500 or above on the Quantitative section of the Graduate Record Exam.
- Complete one college level course in mathematics with a **grade of “C” or better**.
- Have received college credit by “advanced placement” for high school math courses. (Documentation must be provided to the College of Education in Vancouver before MIT classes begin in May.) Official AP test scores must be sent to WSU Pullman.

## **STATEMENT OF PERSONAL COMMITMENT AND RELEVANT EXPERIENCES**

The Statement of Personal Commitment and Relevant Experiences should be written in essay format and should not exceed 5 typed pages (double-spaced, 12-point font). Please address every item and put your name on each page of the document. The statement will be evaluated on content, narrative flow, grammar and vocabulary.

While the narrative is a required portion of the MIT Application, not all applicants may be able to respond to every item. If you cannot respond to a particular item, please explain why an item was not addressed.

### **Contents of Statement:**

- 1. Personal commitment to teaching.**  
Describe your personal commitment to children and the teaching profession. Include in your response details about your experiences with children and your personal qualities that demonstrate your ability to make a significant contribution to the teaching profession.
- 2. Experiences with educational systems, social service agencies, and/or community agencies.**  
Reflect on and discuss your experiences as a learner when working in educational systems and other learning environments (social service agencies, and or community agencies). Focus on what you discovered about yourself as a learner and future teacher.
- 3. Experiences with diverse people, perspectives, and/or contexts.**  
Describe one significant experience that you have had with individuals who are different than yourself; describe this difference and why you felt it to be important. Discuss what this experience taught you about diversity and what the implications might be for you as a future teacher.
- 4. Describe experiences that have influenced or enhanced your communication skills, leadership skills, and initiative.**  
Reflect on these skills and how they will influence your ability to be an exceptional teacher. While these experiences may have taken place in a structured environment such as the work place, it is also appropriate to discuss more everyday and personal experiences.



**DOCUMENTATION OF PROFESSIONAL  
and/or VOLUNTEER EXPERIENCES**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

List your professional or volunteer experiences related to teaching or the education of children, youth, and/or adults. This page can be copied if you have more than two experiences.

**Examples of Work experience:**

*Acceptable Experiences:*

Classroom Volunteering  
Coaching  
Freshman Seminar Facilitator  
HEP Program  
Service Clubs: Girl/Boy Scouts,  
Campfire, 4-H, Youth Groups  
Public School Paraprofessional

WSU Literacy Corps  
National Youth Sports Program  
Camp Counselor  
Tutoring Programs  
College Teaching Assistant

*Unacceptable Experiences:*

Babysitting  
Older Brother/Sister  
Nanny

**Experience #1 (copies of this page may be made for additional experiences)**

Place Worked: \_\_\_\_\_

Dates of Work \_\_\_\_\_

Experience/Total Hours: \_\_\_\_\_

Supervisor's Name/Phone: \_\_\_\_\_

Description of Duties (include grade level, age of students, nature of experience): \_\_\_\_\_

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**Check all that apply:**

Grade Level:

\_\_\_\_\_ Preschool    \_\_\_\_\_ K-8th grade    \_\_\_\_\_ 9th-12<sup>th</sup> grade    \_\_\_\_\_ Adults

Nature of Experience:

\_\_\_\_\_ Responsible for some teaching    \_\_\_\_\_ No teaching  
\_\_\_\_\_ Public school    \_\_\_\_\_ Private school    \_\_\_\_\_ Informal schooling

Describe experiences in this position working with diverse populations:

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Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

List professional or volunteer experiences you have that relate to teaching or the education of children, youth, and/or adults.

**Experience #2**

Place Worked: \_\_\_\_\_

Dates of Work \_\_\_\_\_

Experience/Total Hours: \_\_\_\_\_

Supervisor's Name/Phone: \_\_\_\_\_

Description of Duties (include grade level, age of students, nature of experience): \_\_\_\_\_

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**Check all that apply:**

Grade Level:

\_\_\_\_\_ Preschool    \_\_\_\_\_ K-8th grade    \_\_\_\_\_ 9th-12<sup>th</sup> grade    \_\_\_\_\_ Adults

Nature of Experience:

\_\_\_\_\_ Responsible for some teaching    \_\_\_\_\_ No teaching  
\_\_\_\_\_ Public school    \_\_\_\_\_ Private school    \_\_\_\_\_ Informal schooling

Describe experiences in this position working with diverse populations:

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# SUMMARY OF PROFESSIONAL LETTERS OF RECOMMENDATION

APPLICANT NAME: \_\_\_\_\_

Please complete the information listed below for each of the three **reference writers** that will be submitting on-line references to the WSU Graduate School. Please inform each of your reference writers to discuss the following items in support of your application: (1) your experience working with children, (2) your facility with written, oral and interpersonal communication, (3) your academic ability to do graduate-level work, and (4) your interpersonal skills. It is preferred that letters of recommendation directly support the experiences listed in the “Documentation of Professional and/or Volunteer Experiences.” **References from family members or friends will not be accepted.**

***CRITICAL:** Reference letters must be received and processed by the Graduate School before the departmental application portfolio is considered complete. Applicants are encouraged to remain in close contact with reference letter writers to ensure letters are submitted to the Graduate School in a timely manner.*

Name: \_\_\_\_\_

Address (home or work) \_\_\_\_\_

Phone (home or work) \_\_\_\_\_

Place of business (if appropriate) \_\_\_\_\_

Relationship with reference writer  
(classroom teacher/principal,  
employer, professor, etc.) \_\_\_\_\_

Name: \_\_\_\_\_

Address (home or work) \_\_\_\_\_

Phone (home or work) \_\_\_\_\_

Place of business (if appropriate) \_\_\_\_\_

Relationship with reference writer  
(classroom teacher/principal,  
employer, professor, etc.) \_\_\_\_\_

Name: \_\_\_\_\_

Address (home or work) \_\_\_\_\_

Phone (home or work) \_\_\_\_\_

Place of business (if appropriate) \_\_\_\_\_

Relationship with reference writer  
(classroom teacher/principal  
employer, professor, etc.) \_\_\_\_\_

## IMPORTANT INFORMATION FOR MIT APPLICANTS

### FINGERPRINT CLEARANCE

To begin the first internship, MIT-Elementary candidates are required to obtain clearance from the Washington State Patrol and the FBI. Clearance involves submission of the Pre-Residency Clearance. The instructions on how to complete this will be sent with the admissions packet. In addition, WSP and the FBI require fingerprinting as part of their background check. WSP and FBI clearance is also required (in addition to successful completion of all MIT coursework, state-mandated examinations and internships) for final awarding of the teaching certificate. Upon admission to the MIT program, candidates will receive all of the necessary paperwork and fingerprinting information for clearance. Listed below are conditions that automatically prevent an applicant from being awarded a teaching certificate in the State of Washington. Cost range is approximately \$65 - \$85.

### AUTOMATIC DENIALS FOR CERTIFICATION

Convictions, including guilty pleas, involving any of the following:

1. Physical neglect of a child under chapter 9A.42 RCW
  2. Physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW)
  3. Sexual exploitation of a child under chapter 9.68A RCW
  4. Sexual offenses under chapter 9A.44RCW where a minor is the victim
  5. Promoting prostitution of a minor child under chapter 9A.88 RCW
  6. Sale or purchase of a minor child under 9A.64.030 RCW
  7. Violations of similar laws to the above in another jurisdiction
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### NOTIFICATION OF LIABILITY INSURANCE

Because accidents can happen very quickly in a K-12 classroom and you can be held financially responsible if the accident occurs while you are in the classroom, you are required to show proof of personal liability coverage (\$1,000,000 minimum) before beginning any coursework in the MIT-Elementary Program. There are four options, which will be discussed during orientation for newly admitted students:

**WSU Experiential Liability Insurance Policy** \$7.50 per year (effective date of payment + 365 days), form available from Academic Coordinator, fee payable at cashier's office

**National Education Association policy with NEA membership** \$22.50 per year (September 1 through August 31), journals, job opportunities/postings, membership rolls over from student status to professional membership, sign up online <https://www.nwpe.org/index.php/secure-nwpe-membership-application> with credit or debit card after July 1

**Northwest Professional Educators (NWPE) Policy and Membership** \$25 per year effective for a full calendar year, remains in effect after student teaching and when under contract or as a substitute teacher, journals, classroom resources, legal counsel, preferential ratings on grants and scholarships, sign up online <https://ims.nea.org/HowToJoin/stateStudent.do?mbrType=STUDENT&sea=wa> with credit or debit card any time

**Personal coverage** Check with your insurance provider for available options.