MASTER IN TEACHING-ELEMENTARY CERTIFICATION
APPLICATION PORTFOLIO

APPLICATION SUBMISSION DATES
December 1, 2019 – January 15, 2020

Program Start Date: May 11, 2020

It is the desire of the MIT-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. Testing information is verified. Information is compiled in database as well as for selection committee review.

January -February

The selection committee reviews all applicant materials in the process for final selection.

February - 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. All applicants 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 –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
___ Statement of Personal Commitment and Relevant Experiences.
___ Documentation of Professional/Volunteer Experiences
___ Current Resume
___ Summary of Letters of Recommendation/Instructions
___ Official Basic Skills test (WEST-B or SAT/ACT) scores must be received by March 1 prior to the program start date.
___ Official passing scores for the NES for Elementary Education (both subtests) 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 third copy for personal records.

**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: Basic Skills and NES-Elementary Education**
http://www.west.nesinc.com/
Applicants must attempt all three parts of one of the approved basic skills test (WEST-B, SAT, or ACT) in the areas of reading, writing, and mathematics. Official scores must be received by March 1 prior to the program start date. Applicants must have official test scores sent to WSU Pullman.

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 using school code 240.

**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 college or university attended since high school must be provided to the Graduate School by the Registrar at each institution. It is not necessary to submit WSU transcripts to the Graduate School, as these are accessed internally. Note: If you are a current WSU student or completed your baccalaureate degree at WSU and have not attended college level courses since your first admission to WSU you do not need to send official transcripts as the Graduate School will access your undergraduate records.
APPLICANT INFORMATION SHEET
MIT ELEMENTARY PROGRAM

Please Type or Print

WSU Student ID Number ____________________

NAME: ________________________________________________________________________

PRONOUNS: ____________________________________________________________________

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 BASIC SKILLS EXAM (WEST-B or SAT/ACT): _____________________________
(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 ____
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, one-inch margins). 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. Once each response is complete, please copy and paste the appropriate writing prompt above each response (this will increase the total pages to 6).

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. **Experiences demonstrating leadership, communication skills and initiative.**
   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 every day 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 (most preferred)
- 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
- Nanny
- College Teaching Assistant

Unacceptable Experiences:
- Babysitting
- Older Brother/Sister
- Nanny
- College Teaching Assistant

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

Place Worked: ________________________________________________________________

Dates of Work: ________________________________________________________________

Experience/Total Hours: ____________________________________________________________________________

Supervisor’s Name/Phone: ________________________________________________________________

Email: ______________________________________________________________________________________

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

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Check all that apply:

Grade Level:

[ ] Preschool  [ ] K-8th grade  [ ] 9th-12th 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:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
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 ________________________________________________

Email: _________________________________________________________________

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

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Check all that apply:

Grade Level:

_____ Preschool  _____ K-8th grade  _____ 9th-12th 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:

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________
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 online 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 are not acceptable.

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: ____________________________
Email Address (personal or work) ____________________________
Phone (home or work) ____________________________
Place of business (if appropriate) ____________________________
Relationship with reference writer (classroom teacher/principal, employer, professor, etc.) ____________________________

Name: ____________________________
Email Address (personal or work) ____________________________
Phone (home or work) ____________________________
Place of business (if appropriate) ____________________________
Relationship with reference writer (classroom teacher/principal, employer, professor, etc.) ____________________________

Name: ____________________________
Email Address (personal 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 program, 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

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 $7.00 per year (effective date of payment + 365 days), form available from Academic Coordinator, fee payable at cashier’s office (Cougar Center)

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, sigh 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.