



**Master of Arts in Teaching
 Special Education Initial Certification: Learning and Behavior Disorders (P-12)
 Program Reference # 0456
 COLLEGE OF EDUCATION & BEHAVIORAL SCIENCES
 WESTERN KENTUCKY UNIVERSITY**

**Special Education Initial Certification: Learning and Behavior Disorders (P-12) Program Reference # 0456
 MAT-LBD**

STEP 1 – DEPARTMENTAL APPLICATION

The following **Departmental Application** requirements must be **sent all together in one packet** to the School of Teacher Education.

School of Teacher Education
 ATTN: MAT Admission Advisor SPED/LBD
 1092 Gary A. Ransdell Hall
 1906 College Heights Blvd. #61030
 Western Kentucky University
 Bowling Green, KY 42101-1030

_____ Present a letter of application (including professional goals).

_____ Submit Departmental Application – Applicant Profile Form.

_____ Submit the Kentucky state required passing score on the **Pre-Professional Skills Test (PPST August 31, 2014 or Prior)** OR the **Praxis Core Academic Skills for Educators (CASE September 1, 2014 or After)**. *THIS MEANS THAT STUDENTS MUST HAVE THE PASSING SCORE ON THE PPST OR the CASE BEFORE THEY MAY BE ADMITTED TO THE PROGRAM.*

******If candidate will be taking the Praxis exam August 31, 2014, or earlier the candidate will take the Pre-Professional Skills Test (PPST). If the candidate will be taking the Praxis exam September 1, 2014, or later the candidate will take the Praxis Core Academic Skills for Educators (CASE) exam.**

- *The minimum Praxis Core Academic Skills for Educators (CASE) scores of 156 in reading, 162 in writing and 150 in mathematics are required for admission. For information on registering for the PPST/CASE, visit www.ets.org. Applicants must have Educational Testing Services send their OFFICIAL copy of their score report sent directly to Western Kentucky University (if you took your exam outside the state of Kentucky you must also submit a copy to the Kentucky Education Professional Standards Board.)*
- *The minimum PPST (PRAXIS I) scores of 174 in writing, 174 in math and a 176 in reading are required for admission. For information on registering for the PPST/CASE, visit www.ets.org. Applicants must have Educational Testing Services send their OFFICIAL copy of their score report sent directly to Western Kentucky University (if you took your exam outside the state of Kentucky you must also submit a copy to the Kentucky Education Professional Standards Board.)*

_____ Provide the following documentation that will also be used to satisfy partial criteria for admission to the WKU Teacher Education Program:

- _____ Submit three letters of recommendation that can speak to your potential as a successful graduate student and your disposition for teaching children with special needs.
- _____ Physical Exam
- _____ TB Screening
- _____ Signed commitment to uphold the Code of Ethics for Kentucky School Certified Personnel (PAGE 3 of *this packet*)
- _____ Kentucky State Police Background check.
(http://www.kentuckystatepolice.org/pdf/minors_rev11_10.pdf).

➤ **An email will be sent from the School of Teacher Education informing you of when to apply to The Graduate School (Step 2).**

STEP 2 - GRADUATE SCHOOL APPLICATION

- _____ Submit Step 1, Department application checklist (page 4 of this packet), with Graduate School application
- _____ Complete an online Graduate School application. The application can be found at:
http://www.wku.edu/graduate/prospective_students/
- _____ Submit an official copy of your transcript(s) to document completion of a bachelor's degree with a major, or equivalent, in an approved subject area and from an accredited institution. (For special education, we accept any undergraduate degree).
 - Document a cumulative overall grade point average(GPA) of 2.75 or above (counting all course work, undergraduate or graduate) OR a GPA of 3.0 in the last 30 hours of coursework (counting all course work, undergraduate and graduate).
- _____ Present a letter of application (including professional goals).
- _____ Submit three letters of recommendation that can speak to your potential as a successful graduate student and your disposition for teaching children with special needs.

PROGRAM NOTE: Students who have not had an introductory-level special education course within the past ten years must complete SPED 516: *The Exceptional Child Perspectives and Issues*, as a deficiency prior to enrollment in any of the MAT courses for Special Education.

APPLICATION DEADLINE NOTES:

Along with all graduate school admission deadlines (see current graduate catalog), for priority consideration for admission to the Special Education Initial Certification: Learning and Behavior Disorders MAT program, students should submit application materials to the graduate school by the following dates:

- ◆ Summer Admission: March 1
- ◆ Fall Admission: May 1
- ◆ Spring Admission: November 1

Students submitting materials after the above deadline dates cannot be guaranteed that applications will be reviewed in time for admission for the upcoming term nor that course space will be available.



ACKNOWLEDGMENT OF RECEIPT OF PROFESSIONAL CODE OF ETHICS FOR KENTUCKY SCHOOL CERTIFIED PERSONNEL

**PROFESSIONAL CODE OF ETHICS FOR KENTUCKY SCHOOL CERTIFIED PERSONNEL
704 KAR 20:680**

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to hold the responsibilities of the education profession, including the following obligations to students, to parents and to the educational profession:
 - (a) To Students:
 - 1. Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator;
 - 2. Shall respect the constitutional rights of all students;
 - 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 - 4. Shall not use professional relationships or authority with students for personal advantage;
 - 5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 - 6. Shall not knowingly make false or malicious statements about students or colleagues;
 - 7. Shall refrain from subjecting students to embarrassment or disparagement; and
 - 8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing or grabbing; rape; threats of physical harm; and sexual assault.
 - (b) To Parents
 - 1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
 - 2. Shall endeavor to understand community cultures and diverse home environments of students;
 - 3. Shall not knowingly distort or misrepresent facts concerning educational issues;
 - 4. Shall distinguish between personal views and the views of the employing educational agency;
 - 5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
 - 6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
 - 7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.
 - (c) To the Education Profession:
 - 1. Shall exemplify behaviors, which maintain the dignity and integrity of the profession;
 - 2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
 - 3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
 - 4. Shall not use coercive means or give special treatment in order to influence professional decisions;
 - 5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualification; and
 - 6. Shall not knowingly falsify or misrepresent records of facts relating to the educator=s own qualification or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

Your signature on this form serves as verification that you have read, understand, and affirm that you will uphold the Professional Code of Ethics for Kentucky School Certified Personnel 704 KAR 20:680.

Signature

Date



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**ACKNOWLEDGMENT OF CHANGE OF PROGRAM REQUIREMENTS CONCERNING TEACHER ADMISSIONS
REQUIREMENT**

Your signature on this form serves as verification that you have read and understand the following:

If you should change your graduate program, including changing from Standard Route Initial Certification to Alternate Route (Option 6) Initial Certification, you are required by state regulations to meet the current standards for teacher admissions. This may require additional testing and/or updating physicals, TB exams and Kentucky state police criminal background checks. The following link will take you to current teacher admission requirements -

http://www.wku.edu/cebs/programs/req_for_adm_to_prof_ed.php

Signature

Date



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DEPARTMENTAL APPLICATION – Applicant Profile Form

Attach this form to your Departmental Application Materials

APPLICANT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

The following **Departmental Application** requirements must be **sent all together in one packet** to the School of Teacher Education **prior** to application to the WKU Graduate School.

School of Teacher Education
 ATTN: MAT Admission Advisor SPED/LBD
 1092 Gary A. Ransdell Hall
 1906 College Heights Blvd. #61030
 Western Kentucky University
 Bowling Green, KY 42101-1030

I certify that the following items are included in my Departmental Application for admission to the Special Education Master of Arts in Teaching program:

___ Present a letter of application (including professional goals).

___ Submit the Kentucky state required passing score on the **Pre-Professional Skills Test (PPST August 31, 2014 or Prior)** OR the **Praxis Core Academic Skills for Educators (CASE September 1, 2014 or After)**. *THIS MEANS THAT STUDENTS MUST HAVE THE PASSING SCORE ON THE PPST OR the CASE BEFORE THEY MAY BE ADMITTED TO THE PROGRAM.*

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___ Kentucky State Police Background check.

(http://www.kentuckystatepolice.org/pdf/minors_rev11_10.pdf).

___ Proceed to Step 2, Graduate School Application, on Page 1 when confirmation of this step is completed. Send this completed page with Step 2 of the application and keep copies of all files and documents in your records.

Applicant Signature

Date