



# ADD-ON & INITIAL CERTIFICATION IN MEDIA

Proof of the following should be submitted to the Graduate School at least 20 days prior to the beginning of the semester you plan to enroll:

FALL SEMESTER 2008

CLASSES BEGIN AUGUST 15, 2008

SPRING SEMESTER 2009

CLASSES BEGIN JANUARY 7, 2009

SUMMER SEMESTER 2009

CLASSES BEGIN MAY 18, 2009 (SESSION I),  
JUNE 8, 2009 (SESSION II & SESSION III),  
and JULY 6, 2009 (SESSION IV)

- ✓ Completed application for admission
- ✓ Non-refundable \$30.00 application fee (To be paid one time only)
- ✓ Meet minimum 2.7 GPA requirement for admission
- ✓ One official transcript from each college or university ever attended (undergraduate and graduate)
- ✓ Three letters of recommendation from individuals knowledgeable of your professional and academic abilities
- ✓ Valid photocopy of your highest teaching/educator certificate (T-4 or higher)
- ✓ Proof of exemption or satisfactory score on PRAXIS I – If you are seeking initial certification or have a provisional certificate, please see page 3 for more information.
- ✓ Satisfactory Certificate of Immunization – (New Students Only)
- ✓

**NOTE:** Admission to an add-on certification program is for the purpose of certification only and credit earned may not be used toward a degree in Media at the University of West Georgia. Applicants working towards initial certification in MEDIA must pass the PRAXIS II for Library Media before the Georgia Professional Standards Commission will award the S-5 certificate.

Please send all documents directly to the Graduate School, University of West Georgia, Carrollton, Georgia 30118-4160. Inquiries related to your application status should be directed to the Graduate School by calling 678-839-6419, or via e-mail at [gradsch@westga.edu](mailto:gradsch@westga.edu). Our fax number is 678-839-5949. Your application status may also be viewed at <http://www.westga.edu/~gradsch/>.

## IMPORTANT PHONE NUMBERS

Department of Media & Instructional Technology  
College of Education  
Financial Aid  
Registrar's Office

678-839-6558 [coe.ed.westga.edu/mit/](http://coe.ed.westga.edu/mit/)  
678-839-6570 [coe.westga.edu/](http://coe.westga.edu/)  
678-839-6421 [www.westga.edu/financialaid/](http://www.westga.edu/financialaid/)  
678-839-6438 [www.westga.edu/~registra/](http://www.westga.edu/~registra/)

## **IMPORTANT NOTICE**

Please understand that no more than 9 semester hours taken as a post-baccalaureate or non-degree status may subsequently be applied toward a masters degree program. Therefore, individuals attempting to gain admittance to a masters degree program should make every effort to take the Graduate Record Examination (GRE) or New Millers Analogies Test (MAT) as soon as possible.

### **ADMISSION REQUIREMENTS FOR PROSPECTIVE STUDENTS SEEKING ADMISSION TO THE COLLEGE OF EDUCATION AND GRADUATE SCHOOL**

For admission into the College of Education and Graduate School, a prospective student must meet minimal GPA and GRE or MAT test score requirements in addition to meeting other specified criteria. The Graduate School calculates the GPA on all undergraduate course work attempted. If this GPA does not meet the department minimum GPA requirements, the Graduate School recalculates the GPA on the basis of the last 60 hours (or its equivalent) of undergraduate and/or graduate course work completed. All courses taken during the term in which the 60<sup>th</sup> credit hour is completed shall be included in the calculation.

No prospective student may be admitted to the Graduate School to take any course without the approval of the appropriate department in the College of Education. This means that every prospective student must be recommended for admission into a degree or non-degree program before being admitted to the Graduate School. Each department must approve every student for regular or provisional admission into a program of study before any graduate courses in the College of Education may be taken. Any student admitted provisionally must receive specific requirements from the department which, when successfully completed, will result in "Regular" admission into the degree program. Any applicant denied admission could appeal such a decision. However, no prospective student will be considered for appeal with less than a 2.5 GPA on the last 60 hours of course work attempted.

The University of West Georgia offers a number of Specialist in Education (EDS) degree programs. A separate application is required for admission into these programs. Please call the Graduate School Office at 678-839-6419 or consult our web site for additional information.

# PRAXIS / GACE TESTS

## PRAXIS I / GACE BASIC SKILLS TEST

July 1, 1997, the University of West Georgia began requiring a passing score on the PRAXIS I for admission to teacher education. The GA Professional Standards Commission (GAPSC) began requiring the PRAXIS I as part of college/university recommendations for teacher certification beginning March 1, 1999. Therefore, applicants at the University of West Georgia who were admitted to teacher education before July 1, 1997, but who have not applied for teacher certification prior to March 1, 1999, must pass the PRAXIS I before applying for certification. The PRAXIS I covers the areas of reading, writing, and mathematics. The reading and mathematics assessments are multiple-choice, and the writing assessment contains both essay and multiple-choice components.

The required passing PRAXIS I composite scores are:

CBT READING – 321  
PPST READING – 176

CBT MATH – 322  
PPST MATH – 176

CBT WRITING – 321  
PPST WRITING – 174

CBT Required Composite Score: 964

PPST Required Composite Score: 526

The Georgia Assessments for the Certification of Educators® (GACE®) replaced the PRAXIS I on September 1, 2006. Students passing all parts of the PRAXIS I prior to September 1, 2006 do not need to take the GACE Basic Skills Test. However, if parts of PRAXIS I were passed and failed (e.g., passed Reading, Writing, but failed Math), the student will need to take all parts of the GACE Basic Skills Test if passing scores were not obtained on the failed parts of the PRAXIS I by March 5, 2007. The PSC will not accept a “mix” of scores from PRAXIS I and GACE. Please see [http://www.gapsc.com/msgc\\_gacetoreplacepraxis.asp](http://www.gapsc.com/msgc_gacetoreplacepraxis.asp) for more information.

- PRAXIS I / GACE Basic Skills Test is required for initial certification
- Individuals who hold or have held a clear renewable certification are not required to take PRAXIS I / GACE Basic Skills Test.
- Candidates holding nonrenewable certificates and enrolled in teacher preparation programs at Georgia institutions must post passing scores on the PRAXIS I / GACE Basic Skills Test prior to being recommended for certification by the institution.
- At least two tests of the PRAXIS I (reading, writing, and mathematics) must be passed in order to be recommended for certification. Applicants taking the GACE Basic Skills Test must pass all three parts of the test. See information below on required PRAXIS I/GACE Basic Skills Test composite scores.
- You can find the GACE calendar on the GA PSC web site at: <http://www.gapsc.com/>. Just click on "Educator Assessment" in the menu on the left side of the screen; then "TEST DATES & LOCATIONS" under "GACE INFORMATION".
- Passing scores - please see below for more information.
- The GACE Basic Skills is offered as a computer-based test. It cost approximately \$140.00 to take the GACE. More information about cost is available at [http://www.gace.nesinc.com/GA\\_testfees.asp](http://www.gace.nesinc.com/GA_testfees.asp).
- See [http://www.gace.nesinc.com/GA\\_testdates.asp](http://www.gace.nesinc.com/GA_testdates.asp) for GACE Testing Dates.
- Test Preparation Materials for the GACE can be found at [http://www.gace.nesinc.com/GA\\_preparationmaterials.asp](http://www.gace.nesinc.com/GA_preparationmaterials.asp).

**GACE** - All test results are reported as scaled scores. The scaled score is a combination of the number of scorable questions you answer correctly on the selected-response section of the test and the scores you receive on any constructed-response assignments, converted to a scale from 100 to 300, with a score of 220 representing the passing score. Please note that for assessments composed of more than one test, candidates must pass all tests for that assessment to meet the certification requirements.

- The Praxis I/ GACE Basic Skills Test may be exempted if high enough scores are obtained on the SAT, ACT, or GRE. As of September 24, 2003, **exemptions are:**

**SAT exemptions: 1000 (with no minimum verbal or math scores required)**

The composite score is obtained by adding the verbal and math scores.  
Candidates must take both the verbal and math sections of the test.

**GRE exemptions: 1030 (with no minimum verbal or quantitative scores required)**

The composite score is obtained by adding the verbal and quantitative scores.  
Candidates must take both the verbal and quantitative sections of the test.

**ACT exemptions: 43 (with no minimum English or Math scores required)**

The composite score is obtained by adding the English and Math scores.  
Candidates must take both the verbal and math sections of the test.