

CERTIFICATION

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 2010
 SPRING SEMESTER 2011
 SUMMER SEMESTER 2011

CLASSES BEGIN AUGUST 12, 2010
 CLASSES BEGIN JANUARY 5, 2011
 CLASSES BEGIN MAY 16, 2011 (SESSION I),
 JUNE 6, 2011 (SESSION II & SESSION III),
 and JULY 1, 2011 (SESSION IV)

- ✓ Completed [application](#) for admission
- ✓ Non-refundable \$30.00 application fee (one time only)
- ✓ Meet minimum GPA required for admission to teacher certification program*
- ✓ One official transcript from each college or university attended (If you hold a graduate degree, please include transcripts from all undergraduate and graduate institutions attended.)
- ✓ Proof of exemption or satisfactory score on PRAXIS I or GACE BASIC SKILLS TEST – If you are seeking initial certification or have a provisional certificate, please see page 3 for more information.
- ✓ Photocopy of your highest teaching/educator certificate (if you hold one)
- ✓ [Two Letters of Recommendation](#) – Initial Certification Applicants for French & Spanish Only
- ✓ Satisfactory [Certificate of Immunization](#) – (New Students Only)
- ✓ [Academic Honor Form](#)

NOTE: Each certification program has a specific GPA requirement that must be met prior to admission. Applicants with less than the required GPA will be advised to apply for admission as an undergraduate student in an effort to raise their GPA. For more information regarding these requirements, please see "Admission to Teacher Education" on page 2.

If you are interested in [ADD-ON CERTIFICATION](#) (e.g., Media, Counseling, etc.) or [ENDORSEMENT](#) (e.g., ESOL, Reading) programs, please contact the Graduate School for more information since these programs have different requirements than the Initial Certification programs addressed in this document.

Please send all documents, except the [Certificate of Immunization](#) (see form for instructions), directly to the Graduate School, University of West Georgia, Carrollton, Georgia 30118-4160. Please allow 7-10 days for processing your application. Check your APPLICATION STATUS online at www.westga.edu/~gradsch/ by clicking on [HOW TO APPLY](#) (item #9).

IMPORTANT - In addition to applying to the Graduate School, you must apply to have your transcripts evaluated by the department offering the initial certification program(s) in which you are interested in applying. [Please see page 3 for more information.](#) **PLEASE SEE DEPARTMENTAL WEB SITES FOR MORE INFORMATION.** Please understand that there is a \$25 evaluation fee for *each* area of interest which is separate from the \$30 Graduate School application fee. If you have graduated from UWG in the last year, your \$25 fee is waived. Please make your check separate from the Graduate School and payable to: UWG, with designation on the "memo" line for "Transcript Evaluation". Your check or money order, along with your Post Baccalaureate/Initial Certification application, should be mailed [directly to the department](#) offering the initial certification program(s) of your interest.

IMPORTANT - As a result of No Child Left Behind, the Georgia Professional Standards Commission is eliminating [Broad Field Social Studies](#) certification. Therefore, the Department of Curriculum & Instruction will no longer accept applications to this program. Instead, candidates can be certified in specific social science fields such as Economics, Geography, History, and Political Science. [UWG only offers initial certification in Secondary Education – History and Economics.](#) The program in Economics will go into effect Fall Semester 2007. Applicants must have a bachelors degree in field. Therefore, please be sure to make this specification when you submit your application to the Graduate School Office. If this distinction is not made, the processing of your application may be delayed.

IMPORTANT - Effective June 1, 2007, the Department of Special Education & Speech-Language Pathology will no longer offer a post-baccalaureate/initial certification program in Special Education. Applicants interested in special education will need to apply to the master's degree program in Special Education – General Curriculum or Adapted Curriculum.

IMPORTANT - Effective July 1, 2007, the Department of Physical Education & Recreation will no longer offer a post-baccalaureate/initial certification program in Physical Education. Applicants interested in Physical Education will need to apply to the master's degree program in physical education.

IMPORTANT PHONE NUMBERS

***The URLs for College of Education departments are changing during the 2010-2011 academic year. Please check the College of Education web site for updated information.**

Dept of Art – Art Education	678-839-6521	www.westga.edu/~artdept/
Dept of Management – Business Education	678-839-4838	www.westga.edu/~mgmtbus/bused/bused-main.htm
Contemporary Teaching & Early Learning	678-839-6559	coe.westga.edu/CI/
- Early Childhood Education*		
Leadership and Specialized Instruction	678-839-6557	coe.westga.edu/CI/
- Middle Grades Education*		
- Secondary Education*		
Transformative Support and Intervention	678-839-6567	coe.westga.edu/CI/
- Reading Education*		
Dept of Foreign Langs. & Literature – French & Spanish	678-839-6515	www.westga.edu/~forlang/
Dept of Music	678-839-6516	www.westga.edu/~musicdpt/
College of Education	678-839-6570	coe.westga.edu/
Graduate School/Financial Aid	678-839-6419 / 678-839-5949 (FAX)	www.westga.edu/~gradsch/
Registrar's Office	678-839-6438	www.westga.edu/registrar/

**NON-DEGREE INITIAL CERTIFICATION PROGRAMS
COLLEGE OF EDUCATION
UNIVERSITY OF WEST GEORGIA**

ADMISSION REQUIREMENTS - The admission and program requirements that follow are generally applicable to non-degree initial certification programs at the University of West Georgia. However, the results of the evaluation of your application materials and the initial certification program you wish to pursue will determine the exact nature of your program. Should you have additional questions, please contact the department offering the program.

1. Applicants must have received a Bachelors degree from an accredited college or university. The bachelors degree program must reflect a broad general education with at least two courses from these areas: (a) Humanities, (b) Mathematics/Science, and (c) Social Science.
2. Applicants must meet requirements for admission to teacher education (see below).
3. The applicant must present to the program advisor a copy of all transcripts and other documentation required by the program. **Once a transcript analysis has been conducted and the applicant has been deemed eligible for admission to an initial certification program, s/he will receive a program sheet detailing the courses needed to complete course requirements for certification.**
4. Applicants must successfully complete the PRAXIS Series Tests (PRAXIS I and PRAXIS II) and/or Georgia Assessments for the Certification of Educators® (GACE®) (Basic Skills Test and GACE Content Assessment) prior to being recommended for certification. The PRAXIS I or GACE Basic Skills Test score must be submitted prior to acceptance to teacher education. The PRAXIS II or GACE Content Assessment will be required before the University of West Georgia can recommend candidates for certification to the GA Professional Standards Commission.
5. Prior to the end of a student's first semester in a program, the program advisor will develop a Program of Study to be signed by the student and the departmental representative. This Program of Study will be valid for five (5) years unless otherwise indicated.
6. Candidates must complete all courses required in the Program of Study at the University of West Georgia. All internships and practica sites will be located in the University of West Georgia's service area.
7. Courses completed for Professional Learning Unit (PLU) credits may not be accepted for meeting certain program requirements. PLUs will not be accepted to meet teaching field (content) requirements.
8. Candidates must earn a grade of B or better in each graduate course or an overall grade point average of 3.0 on all graduate level work attempted applicable to the field of certification; and earn a grade of C or better in each undergraduate course.
9. A limited number of graduate courses, not to exceed 3 courses or 9 graduate semester hours, used to complete requirements for initial certification may be used toward a Master of Education degree program. For more information, please contact your department for specific requirements.
10. Candidates who were previously enrolled, but have not been in attendance for four semesters must reapply for readmission with the Graduate School and the College of Education and meet Teacher Education requirements in place at the time of readmission.

RETENTION - In addition to the specific requirements for admission to teacher education, the candidate must meet the following requirements for retention in teacher education programs.

1. Demonstrate the knowledge, attitudes, and skills appropriate for the various stages of the preparation program.
2. Maintain the minimum GPA required for admission to the program.
3. Candidates must earn a grade of B or better in each graduate course or an overall grade point average of 3.0 on all graduate level work attempted applicable to the field of certification; and earn a grade of C or better in each undergraduate course. Successfully complete each field experience undertaken prior to the next step in the sequence of the program, including exhibiting responsible professional behavior at the field placement site and in interactions with peers, faculty, and students.

ADMISSION TO TEACHER EDUCATION - Eligibility requirements for admission to teacher education for undergraduate programs include the following. Admission to the teacher education program is a prerequisite to enrollment in professional education courses.

1. Completion of Core requirements for Areas A, B, C, D, and E (see Undergraduate Catalog for more information).
2. Meet overall minimum GPA requirement.

For Art Education, Business Education, Early Childhood Education, Foreign Language (French or Spanish), Middle Grades Education, Secondary Education, and Music Education, an overall grade point average of 2.7 in academic work completed is required. *{The GPA of 2.7 is applied to Early Childhood Education majors admitted under the University of West Georgia 1996-1997 (and beyond) Catalogs. The GPA of 2.7 is applied to Art, Business Education, Foreign Languages, Middle Grades, Music Education, and Secondary Education majors admitted under the University of West Georgia 1997-1998 (and beyond) Catalogs. Candidates admitted prior to the 1996-1997 catalogs must demonstrate at least an overall GPA of 2.5 in all Core requirements (minimum of 70 hours).}* Transfer and certification students must use the current catalog in use during the first term of their academic enrollment at the University of West Georgia.

3. Proficiency in oral communication as demonstrated a grade of C or better in COMM 1101 and/or other means determined by the department (e.g., interviews or tapes of oral communication).
4. Satisfactory completion of the Regents' Examination (University System of Georgia institution graduates). This is not a requirement for some programs; only require PRAXIS I / GACE Basic Skills Test.
5. Satisfactory completion of the PRAXIS I: Pre-Professional Skills Test / GACE Basic Skills Test. The PRAXIS I/GACE Basic Skills Test is required of all candidates admitted to teacher education after July 1, 1997. Candidates admitted to teacher education before July 1, 1997 must post a passing score on the PRAXIS I / GACE Basic Skills Test when applying for an initial Georgia Educator Certificate on or after March 1, 1999.
6. Satisfactory completion of CEPD 2101 or CEPD 2102 (these courses will be discontinued in Fall 2007), MEDT 3401/6401 or equivalent, SPED 2706/6706 or equivalent with a grade of C or better (grade of B or better if it is a graduate course – 5000 level course or higher = graduate course).
7. Completion of any other additional requirements specified by individual departments (e.g., departmental interview).

For more information, please see the **Teacher Education, Field Experiences, and Internship: Policies and Procedures Handbook** at coe.ed.westga.edu/Students/documents/.

The Graduate School's web site (www.westga.edu/~gradsch/) has links to all graduate programs.

LIST OF ADVISORS INITIAL CERTIFICATION PROGRAMS IN EDUCATION

		Non-Degree Initial Certification
Art Education (P-12)	Name	Dr. Kevin Shunn
	Telephone	678-839-4960
	Email	kshunn@westga.edu
Biology (6-12), Chemistry (6-12), Early Childhood Education (P-5) Earth/Space Science (6-12), Economics (6-12), English (6-12), History (6-12), Mathematics (6-12), Middle Grades Education (4-8) Physics (6-12), Political Science (6-12), and Science - Broad Field (6-12)	Name	Ms. Bethany Schmelzer
	Telephone	678-839-5539
	Email	bschmelz@westga.edu
Business Education (7-12)	Name	Dr. Alexa North/Ms. Sandra Thompson
	Telephone	678-839-6318
	Email	anorth@westga.edu sthompso@westga.edu
French (P-12), Spanish (P-12)	Name	Dr. Maria Hellin-Garcia
	Telephone	678-839-6515
	Email	mjhellin@westga.edu
Music (P-12)	Name	Dr. Kevin Hibbard
	Telephone	678-839-6516
	Email	khibbard@westga.edu

Departmental Web Sites – Instructions for Requesting Transcript Evaluations

Department of Art – Please contact the Department of Art for more information.
(Art Education)

Contemporary Teaching & Early Learning – <http://coe.westga.edu/advisement/InitialCert.asp>
(Early Childhood Education)

Leadership and Specialized Instruction – <http://coe.westga.edu/advisement/InitialCert.asp>
(Middle Grades Education & Secondary Education)

Transformative Support and Intervention – <http://coe.westga.edu/advisement/InitialCert.asp>
(Reading)

Department of Foreign Languages & Literatures – <http://www.westga.edu/~forlang/forms/FAQinitcert.pdf>
(French & Spanish)

Individuals who would like to have their undergraduate transcripts evaluated in order to obtain information about their program requirements before actually applying for admission may send a copy of all undergraduate transcripts along with a cover letter stating the area in which they seek to obtain certification. These materials, along with your check or money order for the transcript evaluation, should be sent to: Dr. Gary Schmidt, Chair, Department of Foreign Languages & Literatures, University of West Georgia, Carrollton, GA 30118.

Department of Management – <http://www.westga.edu/~mgmtbus/bused/Initial-Cert-BusEd.htm>
(Business Education)

Department of Music – <http://www.westga.edu/assetsDept/music/InitialCert.pdf>
(Music Education)

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

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 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 non-renewable 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 "GACE WEBSITE" under "TESTING INFORMATION".
- Passing scores - please see below for more information.
- The GACE Basic Skills is offered as a computer-based test. It costs approximately \$140.00 to take the GACE. More information about cost is available at http://www.gace.nesinc.com/GA4_testfees.asp.
- See http://www.gace.nesinc.com/GA4_testdates.asp for GACE Testing Dates.
- Test Preparation Materials for the GACE can be found at http://www.gace.nesinc.com/GA4_prepare.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.