

WEST CHESTER UNIVERSITY
Application for Formal Admission to Teacher Education (FATE)
~ POST BACCALAUREATE ~

REQUIRED Attachments-- Please be certain to attach **ALL** of the following items **BEFORE** reviewing your application with your department advisor:

- Photocopy(ies) of transcript(s) from institution(s) where you have earned any credits
- Signed unofficial transcript from MyWCU
- Photocopy of your Approved Program of Study (APS) form with signatures of applicant and advisor(s) and Certification Officer

SUBMIT COMPLETED APPLICATIONS TO THE OFFICE OF CANDIDATE SERVICES
107 WAYNE HALL, 125 W. ROSEDALE AVENUE
INCOMPLETE applications will not be accepted

Name _____ Student ID# _____
(Please print. Add former name(s) if applicable)

Mailing Address _____

Phone () _____ WCU email address _____

Circle Appropriate Choice: Gender: M/F US Citizen: Y/N Full Time/Part Time Racial-Ethnic Origin _____

Certification Program (Subject Area) _____ Check one: Master's Program ☐ Certification Only ☐

A child abuse or criminal record may prevent you from being certified to teach. If you have any questions about how to respond to the next two items or believe that you have a criminal or child abuse record, please consult with the chairperson of your department or the Certification Office.

Some certification programs have established additional requirements* for FATE. If your program has such additional requirements, please respond to the item below.

*I have met the additional requirements established by my program for formal admission to teacher education. Yes No

Student Signature _____
Signature Please print name Date

Academic Advisor _____
Signature Please print name Date

Professional Advisor Signature (Secondary Education students only)

Signature Please print name Date

Verification by the Office of Candidate Services
_____ PDE Code _____ PS Code _____ Date _____ Initials _____

Original to: The Office of Candidate Services, College of Education & Social Work, 107 Wayne Hall, 125 W. Rosedale Avenue

ACHIEVING FORMAL ADMISSION to TEACHER EDUCATION at WEST CHESTER UNIVERSITY

What is Formal Admission to Teacher Education (FATE)?

Formal admission to teacher education is the application process that confirms your intent to pursue teacher certification at West Chester University.

What does it entitle you to?

Access to advanced coursework is available **only** to students with formal admission to teacher education. When students achieve formal admission, West Chester University adds the MILESTONE of EDF030 to their academic record. The MILESTONE is a prerequisite to all advanced professional education courses. The MILESTONE (EDF030) is not a course, carries zero credit, and in no way affects your cumulative GPA or tuition charges. It will appear on your MyWCU to confirm your **Formal Admission to Teacher Education**.

What are the requirements for Formal Admission to Teacher Education for post baccalaureate candidates?

- You must have earned an undergraduate degree from an accredited institution.
- You must have earned a minimum cumulative GPA of 2.8 for all courses on your transcript/s.
- You must have the recommendation of your major department. (Department recommendation may be contingent upon completion of additional and/or more rigorous requirements than the criteria described above.)

When should I apply?

You should apply for **Formal Admission to Teacher Education** as soon as you have met **ALL** of the requirements. Incomplete applications will not be accepted.

What are the steps in the application process?

1. Ensure that you have met the requirements for **Formal Admission to Teacher Education**
2. Obtain the application from the Office of Candidate Services (107 Wayne Hall), the Office of Teacher Certification (302 Recitation) or your program department office. Complete and sign the application for **Formal Admission to Teacher Education** and attach all of the required documentation:
 - A copy of your unofficial transcript from MyWCU *with your signature at the top of the first page*
 - Photocopy(ies) of transcripts from institutions where you earned any transfer credit(s) from institution(s) where you have earned credits.
3. Meet with your academic advisor or department chairperson to review the application. Your advisor's signature signifies that you have satisfied your department criteria for **Formal Admission to Teacher Education** and that it recommends you for admission. (Note for professional and secondary education students: You must obtain the signatures of both your academic and professional/secondary advisors.)
4. Submit the signed form and attachments to the Office of Candidate Services, 107 Wayne Hall, 125 W. Rosedale Avenue. Your application will be reviewed for final approval for **Formal Admission to Teacher Education**. When your application has been approved and processed, the MILESTONE of **Formal Admission to Teacher Education** will appear at the end of your unofficial transcript.