

Teacher Candidacy Application
(Formerly known as Formal Admission to Teacher Education)
West Chester University of Pennsylvania
UNDERGRADUATE

- Enter below the “Passed the Basic Skills test” milestone date OR “Core Academic Skills for Educators” milestone date OR enter scores below for your combination of qualifying scores currently specified by PA Department of Education for Teacher Candidacy.
- Early grades, middle grades and special education majors **only**: Community Service milestone date:
- Middle grades preparation majors **only**: include the Declaration of Academic Content Area Concentrations.
- Transfer Students: If your transfer credits **do not** yet appear on your unofficial transcript OR you **do not** yet have a WCU GPA, include PDF(s) of transcript(s) from institution(s) where you earned any transfer credits.

Name: _____ **WCU#:** _____
(Please print. Add former name/s if applicable)

Cell Number: _____ **WCU Email address:** _____

US Citizen (check one): Y N **WCU Cumulative GPA:** _____ **Total Credits Earned:** _____

Degree Program/Major: _____

Passed the Basic Skills Milestone or Core date: _____ **OR a combination of scores from basic skills tests:**

SAT Reading: _____ SAT Math: _____ SAT Writing: _____

ACT Composite: _____ ACT Math: _____ ACT English/Writing: _____ (prior to Sept 2015, PDE Determination)

ACT Reading _____ ACT Math: _____ ACT Writing: _____ (after Sept 2015)

Pre-service Academic Performance Assessment (PAPA) Reading: _____ Math: _____ Writing: _____

Core Academic Skills for Educators Reading: _____ Writing: _____ Math: _____

Composite Score Total (if applicable): _____ Please refer to the PA Dept. of Education’s Composite Score Calculator at [LINK: https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx](https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx)

List completed courses and the semester completed (must have a grade & credits earned on your transcript). Enter "T" if transfer credits.

Courses to satisfy: Semester Completed OR "T"

	3 credits English composition	_____	_____
	3 credits English literature	_____	_____
	3 credits mathematics	_____	_____
and	3 credits mathematics	_____	_____

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Student Signature	_____	_____	_____
	Signature	Please print name	Date

Academic Advisor	_____	_____	_____
	Signature	Please print name	Date

Special Education Dual Majors Only:

Academic Advisor	_____	_____	_____
	Signature	Please print name	Date

Secondary Education 7-12 Majors:

Signature (Department Chairperson, Secondary Education)	_____	_____	_____
	Please print name	Date	

Verification by Candidate Services

_____	_____	_____
PS Code	Date	Initials

Email to: jmacdonald@wcupa.edu **Candidate Services, College of Education & Social Work, 107 Wayne Hall**
2201

ACHIEVING TEACHER CANDIDACY at WEST CHESTER UNIVERSITY

What is Teacher Candidacy

Teacher Candidacy is the application process that confirms your intent to pursue teacher certification at West Chester University. *It is not automatic – you must apply!*

What does it entitle you to?

Access to advanced coursework is available **only** to students that have achieved Teacher Candidacy. When students achieve Teacher Candidacy, 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 **Teacher Candidacy** status.

What are the requirements for Teacher Candidacy?

- You must have earned a minimum of 48 credits at the college-level (100 level or above). The credits may have been earned at West Chester University and/or another institution or institutions.
- You must have earned a minimum cumulative GPA of 2.8 for all courses on your transcript/s.
- You must have achieved a passing score as established by the Pennsylvania Department of Education on the SAT or ACT or PAPA or CORE or a combination of qualifying scores currently specified by West Chester University for **Teacher Candidacy**.
- You must have the recommendation of your major department by signature of your advisor(s). 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 **Teacher Candidacy** as soon as you have met **ALL** of the requirements.

What are the steps in the application process?

1. Ensure that you have met the requirements for **Teacher Candidacy**, including successful completion of the PAPA or CORE examination or SAT or ACT or a combination of qualifying scores. If you have passed reading, writing, math by one testing vendor, you have the milestone of passed the basic skills tests or Core Academic Skills for Educators. Since these examinations test your knowledge and skills developed in the general education portion of your program, most students are prepared and encouraged to take them early in their program; prior to beginning the sophomore year.
2. Complete the application for **Teacher Candidacy** and include all of the required documentation:
 - Enter “passed the basic skills test” milestone date OR “Core Academic Skills for Educators” milestone date OR include qualifying scores displaying results of the tests currently specified by PDE & West Chester University for Teacher Candidacy.
 - Include copy(ies) of transcripts from institutions where you earned any transfer credit(s) **ONLY IF** they do not appear on your unofficial transcript OR if you do not yet have a WCU GPA (transfer students only).
 - Early grades preparation, middle grades preparation, and special education majors only, enter the milestone date for Community Service Requirement found at the end of your unofficial transcript.
 - Middle grades preparation majors only: include the Declaration of Academic Content Area Concentration(s).
3. Obtain the signature of your advisor(s). Your advisor’s/advisors’ signature signifies that you have satisfied your department criteria for **Teacher Candidacy** and you are recommended for **Teacher Candidacy**.
4. Submit the signed form to jmacdonald@wcupa.edu, Office of Candidate Services. Your application will be reviewed for final approval for **Teacher Candidacy**. When your application has been approved and processed, the MILESTONE of **Teacher Candidacy** will appear at the end of your unofficial transcript and you will receive a congratulatory email.