

**Western Oregon University, College of Education
Teacher Education Program
C. APPLICATION CHECKLIST**

Prior to Submitting My Application:

- I am admitted to Western Oregon University for undergraduate or post-baccalaureate licensure only studies.
- I have contacted the College of Education and provided them with my name, "V" number, email, telephone number and anticipated term of entry education@wou.edu or 503-838-8471 or stop by Education Building, Room 202.
- I have viewed my Transcripts to check that my overall GPA for all college curriculum AND my focus or major area are 2.75. If they are NOT, I have submitted a **College of Education General Petition**, signed with a positive recommendation by a College of Education or Liberal Arts and Science advisor, by the stipulated deadline so that I may be allowed to continue the application process.
- I have submitted my **ACADEMIC PROGRAM SUMMARY SHEET AND ACADEMIC PROGRAM FACULTY RECOMMENDATION, FORMS A(1) and A(2)**, to a faculty representative or division chair of my major area curriculum, one of my focus area professors, a professor in an area of concentrated coursework or a job supervisor.
- I have attended an Interview Orientation meeting.
- I have made a personal copy of this application. **IMPORTANT!** The Education Office will not provide copies once your file is submitted.

My Application Includes the Following, in Sequential Order (Do NOT Staple):

1. Completed **APPLICATION TO THE COLLEGE OF EDUCATION (FORM B)**
2. **APPLICATION CHECKLIST** – This page requires your signature to indicate that you have completed all steps in the progression of applying, and that all evidence is attached. If the application is found to be incomplete, you may become ineligible to participate in an interview. **(FORM C)**
3. Completed and Signed **CHARACTER QUESTIONS (FORM D)**
4. Advisor Signed **Degree Plan or Licensure Contract**
5. **Resumé** highlighting work related to the teaching profession **(SAMPLE E)**
6. **SUMMARY OF EXPERIENCE WITH YOUTH (FORM F)**
7. Signed **PROFESSIONAL CHARACTERISTICS DEMONSTRATED BY THE STUDENT Dispositions (FORM G)**
8. Completed **PROGRAM PLANNING SHEET (FORM H)**
9. **2 letters of Documentation/Recommendation, one of which is confidential**, from people who have supervised your work with groups of children and youth. Letters need to be on letterhead and at least one should be from a public school teacher at your grade (authorization) level. **(SAMPLE I)**
10. Photocopy of **Passing Scores on Basic Skills Test - required in order to submit application.**
11. Photocopy of **Passing Scores on ORELA or MSAT Tests - Required for any grade (authorization) level combination that includes Early Childhood, Elementary, or Middle. Verification must be presented to the Division of Teacher Education by the beginning of the term you are entering.**

PRINTED NAME

/ Signature

Date

Submit to: Education 202, Western Oregon University, Monmouth, OR 97361
To arrange a Program Interview