



## Graduate Admission to Teacher Education Checklist

**Important Note:** Completed applications received after published deadlines will be deferred to the following semester. Candidates may not apply for admission to teacher education program and student teaching in the same semester.

- Submit each required documentation via email to [teachercertification@tnstate.edu](mailto:teachercertification@tnstate.edu) in PDF Format **(No Photos Accepted)**

**Application Deadlines:**

Fall – October 30    Spring – March 30    Summer- June 30

- Grow Your Own (GYO)     Job-Embedded/Teacher Residency     Post-Baccalaureate  
*(not employed by a school district)*

### CANDIDATE BACKGROUND

- Admissions to Teacher Education Application – **MUST** be signed by your academic advisor.
- Up to Date Program of Study (academic plan) – **MUST** be signed by your academic advisor.
- Copy of Transcripts                      Current GPA: \_\_\_\_\_  
*(minimum cumulative 2.75 GPA, or 3.0 in last sixty undergraduate credit hours)*
  - Order official electronic transcripts if applicant has attended other Colleges/Universities have sent directly to via email to [teachercertification@tnstate.edu](mailto:teachercertification@tnstate.edu)

### CLEARANCE DOCUMENTS

**GROW YOUR OWN / JOB-EMBEDDED / TEACHER RESIDENCY**

- Proof of Employment for Employer (School, Grade Level, Position, School ID)
- TBI Waiver \_\_\_\_\_  Privacy Act \_\_\_\_\_

**POST-BACCALAUREATE**

- Background Check: \_\_\_\_\_
- TBI Waiver \_\_\_\_\_ Privacy Act \_\_\_\_\_
- Proof of [liability insurance](#), if you **are not** currently employed by a school district.  
*\* Spring applicants should join AFTER April 1<sup>st</sup>, since STEA membership runs from September 1 – August 31.*

### PRAXIS II TEST SCORE RESULTS

**\*Note:** Indicate the Test Number and Passing Score Results below:

Test 1		Test 1 Results		Test 2		Test 2 Results	
Test 3		Test 3 Results		Test 4		Test 4 Results	
Test 5		Test 5 Results					

### PROFESSIONAL DEVELOPMENT

- Autobiography (*min. of 300 words*).     Copy of Teaching Philosophy (*min. of 300 words*)
- Professional Resume, including URL to LinkedIn page: \_\_\_\_\_
- Two (2) [Disposition Assessment Form](#) (*recommended from instructor and/or employer*)

**TESS Office Only**                      Admission Status:     Approved     Denied

Interview Date: \_\_\_\_\_ Time: \_\_\_\_\_

Emailed Certificate & Letter Mailed: \_\_\_\_\_ Department Notified:  Yes  No



# TEACHER EDUCATION PROGRAM GRADUATE ADMISSIONS APPLICATION

**Application Deadline: Spring – March 30<sup>th</sup> Summer – June 30<sup>th</sup> Fall – October 30<sup>th</sup>**

*\*The link to sign up for admissions interviews will be sent to your email on the application.*

## SECTION I: (Please Print or Type)

Name:		Date:	
SS#:		TSU T#:	
Email Address:		Date of Birth:	
Current Address:		Phone:	
City/State/Zip Code:		County:	
Permanent Address:		Phone:	
City/State/Zip Code:		County:	

**Gender:**     Male (He/Him)     Female (She/Her)     Neutral (They/Them)

**Race:**     American Indian or Alaskan Native    **Primary Language:** \_\_\_\_\_  
 Asian or Pacific Island  
 Black, Non-Hispanic  
 Hispanic  
 White, Non-Hispanic  
 Other (\_\_\_\_\_)

**Classification:**  
 Grow Your Own (GYO)     Job-Embedded/Teacher Residency     Post-Baccalaureate  
*(not employed by a school district)*

Major:		Certification Licensure Area:	
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## SECTION II:

<b>GROW YOUR OWN / JOB-EMBEDDED / TEACHER RESIDENCY</b>
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- Proof of Employment for Employer (School, Grade Level, Position, School ID)
- TBI Waiver \_\_\_\_\_  Privacy Act \_\_\_\_\_

<b>POST-BACCALAUREATE</b>
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- Background Check: \_\_\_\_\_
- TBI Waiver \_\_\_\_\_ Privacy Act \_\_\_\_\_
- Proof of [liability insurance](#), if you **are not** currently employed by a school district.

*\* Spring applicants should join AFTER April 1<sup>st</sup>, since STEA membership runs from*

**SECTION III: (To be completed by Student and Advisor)**

Completed at least 9 semester hours of coursework with a B-grade (or better), including:  
o EDCI 5000 – Foundations of Education

Attach an up-to-date **academic plan/program of study** with grades and **signed by your academic advisor**.

<b>Total Hrs. Completed:</b>		<b>Cumulative GPA:</b>		(2.75 of higher)
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**PRAXIS II TEST SCORE RESULTS**

**\*Note: Indicate the Test Number and Passing Score Results below:**

Test 1		Test 1 Results		Test 2		Test 2 Results	
Test 3		Test 3 Results		Test 4		Test 4 Results	
Test 5		Test 5 Results					

**\*If test is scheduled prior to submission of application, please submit copy of Admission Ticket.**

If you are seeking special accommodations under ADA, please attach [A Reasonable Accommodation Request Form](#) (available in the Office of Disabled Student Services).

**Have you ever been dismissed from an observation, field placement, internship, or student teaching?** No  Yes

If yes, explain:

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**Have you ever been convicted of a misdemeanor or felony?** No  Yes

If yes, explain:

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**Print Advisor Name:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Note: Applicants are encouraged to use an electronic service, such as Adobe or DocuSign, to expedite the submission of the application to the TESS office – [teachercertification@tstate.edu](mailto:teachercertification@tstate.edu)**

**TESS OFFICE ONLY:**

TESS Received Date by: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Interview Time: \_\_\_\_\_