



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 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

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 1st, 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 30th Summer – June 30th Fall – October 30th

**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:

GROW YOUR OWN / JOB-EMBEDDED / TEACHER RESIDENCY
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- 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 1st, 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**.

Total Hrs. Completed:		Cumulative GPA:		(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:

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

If yes, explain:

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@tnstate.edu**

TESS OFFICE ONLY:

TESS Received Date by: _____

Interview Date: _____

Interview Time: _____