



Undergraduate Admission File 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

CANDIDATE BACKGROUND

- Admissions to Teacher Education Application – **MUST** be signed by your academic advisor.
- Up to Date Program of Study (academic plan) – **MUST** include grades for completed coursework and be signed by your academic advisor.
- Copy of Transcripts Current GPA: _____
 - Order official electronic transcripts if applicant has attended other Colleges/Universities have sent directly to via email to teachercertification@tnstate.edu
- Background Check: _____
- TBI Waiver _____ Privacy Act _____
- Proof of [liability insurance](#) for field placements.

* *Spring applicants should join AFTER April 1st, since STEA membership runs from September 1 – August 31.*

TEST SCORES *Note: Proof of ACT/SAT scores are required, even if you are exempt from Praxis Core.

- Copy of the following:
ACT score (21 or higher): _____ or SAT score (1080 or higher): _____
- Copy of Praxis Core Academic Skills for Educators:
 - Reading [5712]: _____ (Score: 156)
 - Writing [5722]: _____ (Score: 162)
 - Math [5732]: _____ (Score: 150)

PROFESSIONAL DEVELOPMENT

- Autobiography (*minimum of 300 words*)
- Copy of Teaching Philosophy (*minimum of 300 words*)
- Professional Resume, including URL to LinkedIn page: _____
- Two (2) [Disposition Assessment Form](#)

TESS Office Only

Admission Status: Approved Denied

Interview Date: _____ Time: _____

Emailed Certificate & Letter Mailed: _____ Department Notified: Yes No



TEACHER EDUCATION PROGRAM UNDERGRADUATE 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.*

Campus/Cohort Location: Main Campus Volunteer State

SECTION I: (Please Print or Type)

Name:		Date:	
SS#:		TSU T#:	
TSU Email Address:		Date of Birth:	
Personal Email:		Advisor:	
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: Sophomore Junior Senior Graduate

Major:	Certification Licensure Area:
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SECTION II: Personal Clearance

- Background Check: _____ (Attach a copy of payment receipt)
- TBI Waiver _____ Privacy Act _____ **MUST sign both documents.**
- Proof of [liability insurance](#) for field placements.
- LinkedIN URL: _____

TESS OFFICE ONLY:

TESS Received Date by: _____
Interview Date: _____ Interview Time: _____

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

- Completed at least 31 semester hours of coursework with a C-grade (or better), including:
- o EDCI 2010 – Foundations of Education
 - o ENGL 1010 – English Composition I
 - o ENGL 2010 – English Composition II
 - o PSYC 2420 – Human Growth and Learning
 - o EDEC 2010 – *Child Growth and Development (Early Childhood Majors, only)*

Attach an up-to-date **4-year 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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Attach copy of Test Score results with application:
ACT (*21 or above): _____ or SAT (1080 or above): _____
**ACT score effective, 1/14/2019*

Praxis Core Academic Skills for Educator:

Reading [Test – 5713] Score: _____/156
Writing [Test – 5723] Score: _____/ 162
Math [Test – 5733] Score: _____/ 150

***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***