School of Education

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www.uwlax.edu/soe (https://www.uwlax.edu/soe/)

The School of Education (SOE) at the University of Wisconsin-La Crosse represents a collection of teacher education programs housed in a variety of departments and colleges across campus. Approximately 700 students are enrolled in teacher education programs at UW-La Crosse (UWL). Students enrolled in teacher education programs benefit from the numerous PK12 school partnerships, which aim to promote best practices in teaching and learning.

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  • Comprehensive assessment system and the edTPA

License to teach application

Majors

The following teacher education majors leading to endorsement for a WI teaching license are available:

B.S. = Bachelor of Science

Early Childhood Education (birth-grade 3) (B.S.) - housed in the Department of Educational Studies

• Early Childhood Education (http://catalog.uwlax.edu/undergraduate/educationalstudies/early-childhood-education/)

Elementary and Middle Education (grades K-9) (B.S.) - housed in the Department of Educational Studies

• Elementary/Middle Education (http://catalog.uwlax.edu/undergraduate/educationalstudies/elementary-middle-education/)
• Elementary/Middle Education (grades K-9) and French Education (grades K-12) (http://catalog.uwlax.edu/undergraduate/educationalstudies/elementary-middle-education-and-french-education/) - dual licensure
• Elementary/Middle Education (grades K-9) and Spanish Education (grades K-12) (http://catalog.uwlax.edu/undergraduate/educationalstudies/elementary-middle-education-and-spanish-education/) - dual licensure
• Elementary/Middle Education (grades K-9) and Special Education (grades K-12) (http://catalog.uwlax.edu/undergraduate/educationalstudies/elementary-middle-education-and-special-education/) - dual licensure
• Elementary/Middle Education (grades K-9) and Teaching English to Speakers of Other Languages (grades K-12) (http://catalog.uwlax.edu/undergraduate/educationalstudies/elementary-middle-education-and-tesol/) - dual licensure

Secondary Teacher Education Preparation (STEP): Middle and High School Education (grades 4-12) (B.S.) - housed in content departments

• Biology: Science Education Concentration (http://catalog.uwlax.edu/undergraduate/biology/education/)
• Broadfield Social Studies Education (http://catalog.uwlax.edu/undergraduate/broadfieldsocialstudies/broadfield-social-studies-education/)
• Broadfield Social Studies Education: History Concentration (http://catalog.uwlax.edu/undergraduate/broadfieldsocialstudies/broadfield-social-studies-education-history/)
• Broadfield Social Studies Education: Political Science Concentration (http://catalog.uwlax.edu/undergraduate/broadfieldsocialstudies/broadfield-social-studies-education-political-science/)
• Broadfield Social Studies Education: Sociology Concentration (http://catalog.uwlax.edu/undergraduate/broadfieldsocialstudies/broadfield-social-studies-education-sociology/)
• Chemistry: Science Education Concentration (http://catalog.uwlax.edu/undergraduate/chemistry/education/)
• English Education (http://catalog.uwlax.edu/undergraduate/english/english-education/)
• Mathematics Education (http://catalog.uwlax.edu/undergraduate/mathematics/mathematics-education-bs/)
• Physics: Science Education Concentration (http://catalog.uwlax.edu/undergraduate/physics/education/)

Art, Music, and World Language Education & PASHE (grades K-12) (B.S.) - housed in content departments; the dual licensure programs in elementary/middle education (grades K-9) and French education (grades K-12) or French education (grades K-12) are housed in the Department of Educational Studies

• Art Education (http://catalog.uwlax.edu/undergraduate/art/art-education-bs/)
• French Education (http://catalog.uwlax.edu/undergraduate/globalcultureslanguages/french-education/)
• French Education (grades K-12) and Teaching English to Speakers of Other Languages (grades K-12) (http://catalog.uwlax.edu/undergraduate/globalcultureslanguages/french-education-and-tesol/) - dual licensure
• Music Education: Choral and General Music Emphasis (http://catalog.uwlax.edu/undergraduate/music/choral-education-emphasis-bs/)
• Music Education: Instrumental and General Music Emphasis (http://catalog.uwlax.edu/undergraduate/music/instrumental-education-emphasis-bs/)
• Physical, Adapted, and School Health Education (PASHE) (http://catalog.uwlax.edu/undergraduate/exerciseandsportscience/exerciseandsportsciencemajorthysicaladaptedschoolhealthed/)
• Spanish Education (http://catalog.uwlax.edu/undergraduate/globalcultureslanguages/spanish-education/)
• Spanish Education (grades K-12) and Teaching English to Speakers of Other Languages (grades K-12) (http://catalog.uwlax.edu/undergraduate/globalcultureslanguages/spanish-education-and-tesol/) - dual licensure

Mission, values, and conceptual framework

Mission
The mission of the School of Education is to develop within its graduates a commitment to the teaching profession, a profound respect for the dignity of all learners, and the professional competencies that enable them to be effective teachers and responsible citizens in a diverse and dynamic world.

Values
_Mission_:
We are engaging and leading many disciplines of teacher education. We are focused on teaching and learning with best practice and dynamic strategies in mind that result in high student achievement.

_Educate:_ We strive for the highest quality professional teacher education programs, and we believe in continuous improvement with 21st century teaching and learning in mind.

_Collaborate:_ We believe teacher quality matters and through partnerships with our regional school districts and outstanding veteran educators our teacher candidates are afforded high quality experiences.

_Innovate:_ We are dedicated to supporting the use of technology to support teaching and learning, so that our teacher candidates are prepared for the 21st century learning environment.

Conceptual framework

_Vision:_ The School of Education strives to become a leader in the preparation of globally responsive teachers through a university-wide commitment to teacher education.

_Definition:_ The globally responsive teacher believes that all learners can learn at high levels and persists in helping all learners achieve success. The teacher appreciates and values human diversity, shows respect for learners’ varied talents and perspectives, and commits to the pursuit of excellence for all learners. Globally responsive teaching includes infusion of a strong academic curriculum linked to world events, geography, world cultures, and diverse perspectives. Globally responsive teachers act to make the world a healthy and more sustainable and just environment.

A globally responsive professional education program includes the following:

• Teacher candidates gain understanding of contemporary content issues from a variety of perspectives.
• Teacher candidates learn how to employ discipline specific skills in their analyses of global issues.
• Teacher candidates design integrated curricular units so their students will have a greater understanding of the world.
• Teacher candidates are encouraged and supported to engage in international study abroad programs.
• Teacher candidates develop model lessons that infuse global awareness into their curriculum.
• Teacher candidates develop enrichment of cultural, environmental, and/or civic issues.
• Teacher candidates consider content issues, both local and global, using technology and community resources to enhance learning and expand their resource networks.

Accreditation
• Higher Learning Commission (North Central Association)
• Wisconsin Department of Public Instruction since 1937

State law governing WI teacher education & licensing programs
• Wis. Administrative Code § PI 34 (https://docs.legis.wisconsin.gov/code/admin_code/pi/34/)

Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards
Teacher education programs at UWL also meet InTASC Model Core Teaching Standards.

• Standard 1: Learner Development
• Standard 2: Learning Differences
• Standard 3: Learning Environment
• Standard 4: Content Knowledge
• Standard 5: Application of Content
• Standard 6: Assessment
• Standard 7: Planning for Instruction
• Standard 8: Instructional Strategies
• Standard 9: Professional Learning and Ethical Practice
• Standard 10: Leadership and Collaboration

School of Education resources
Several resources for education students, university faculty, and area teachers are provided through the School of Education.

• Alice Hagar Curriculum Resource Center - Located on the upper floor of Murphy Library (http://www.uwlax.edu/murphylibrary/), the Center contains many teacher education materials and references for all grade levels.
• Collaborative Learning Studio - Located in 3212 Centennial Hall, this room is accessible to teacher candidates and faculty to study,
practice lessons, deliver lectures using state of the art technology, and collaborate with partners external to the university.

- **1:1 Student iPad Program** - The School of Education (SOE) is committed to staying abreast with current technology trends in our area PK-12 schools, and to supporting 21st century learning environments. As part of this effort, all teacher candidates are required to have an iPad that meets SOE specifications for use in their pre-professional courses and clinical experiences, and strategies for utilizing this technology in future PK-12 classrooms are incorporated across the curriculum. As part of the admissions process, students are provided information on how to purchase the appropriate iPad through the SOE iPad order survey. The fee for the iPad is financial aid eligible and will appear on the student bill in the semester following admission to the candidate’s teacher education program. Complete details can be found on the student iPad requirement (https://www.uwlax.edu/soe/resources/ipad-requirement/) webpage.

### Wisconsin Department of Public Instruction (DPI) licensure ranges

The following WI licensure ranges and subject areas, found in Wis. Administrative Code § PI 34 ([https://docs.legis.wisconsin.gov/code/admin_code/pi/34/](https://docs.legis.wisconsin.gov/code/admin_code/pi/34/)), are aligned with UWL programs starting in the 2021-22 catalog:\(^1\)

- **Early childhood:** birth-grade 3
- **Elementary and middle school:** grades K-9
- **Middle and high school:** grades 4-12 for the following subjects:
  - English (2300)
  - Mathematics (1400)
  - Science (2600)
  - Social Studies (2700)
- **Kindergarten through grade 12** for the following subjects:
  - Adapted Physical Education (1860)
  - Art (1550)
  - Health (1910)
  - French (1355)
  - Music (2500)
  - Physical Education (1530)
  - Spanish (1365)

\(^1\) In 2018, the Wisconsin Department of Public Instruction changed the Administrative Code (Wis. Admin. Code § PI 34 ([https://docs.legis.wisconsin.gov/code/admin_code/pi/34/](https://docs.legis.wisconsin.gov/code/admin_code/pi/34/))) regulating educator licensing. Like all educator preparation programs in Wisconsin, UWL is authorized to prepare and endorse teacher candidates completing programs under the pre-2018 license ranges until August 2023. Teaching licenses and programs based on the developmental levels prior to 2018 can be found in earlier catalogs ([http://catalog.uwlax.edu/archivedcatalogs/](http://catalog.uwlax.edu/archivedcatalogs/)).

### Admission to teacher education programs

#### Department of Educational Studies program

Department of Educational Studies

335 Morris Hall; 608.785.8152
Department Chair: Leslie Rogers - 335B Morris Hall; 608.785.8142
ECE Program Director: Dawn Rouse - 340B Morris Hall; 608.785.5412

- EME Program Director: Yuko Iwai - 365A Morris Hall; 608.785.5407
- TESOL Program Coordinator: Heather Linville - 240C Morris Hall; 608.785.8326

[https://www.uwlax.edu/educational-studies/](https://www.uwlax.edu/educational-studies/)

The Department of Educational Studies (DES) is committed to preparing teachers who can teach all students in all schools - rural, urban, or suburban - while preparing teacher leaders for a global society. We prepare teacher candidates to become teachers who ground curriculum in the lives of students; who embrace multicultural perspectives and uphold just teaching practices; value academically rigorous curriculum; and are culturally sensitive. Teacher candidates who complete a DES program are eligible for WI licensure in the birth - grade 3, kindergarten - grade 9, or kindergarten - grade 12 range. Individual majors are available for WI licensure in Early Childhood (2088) or Elementary and Middle School (2088). DES majors include options for dual licensure in Elementary and Middle School (2088) and Special Education (2081) or English as a Second Language (1395). Two additional majors lead to dual licensure in Elementary and Middle School (2088) and French (1355) or Spanish (1365) and are in collaboration with the Global Cultures & Languages Department ([http://catalog.uwlax.edu/undergraduate/globalcultureslanguages/](http://catalog.uwlax.edu/undergraduate/globalcultureslanguages/)).

According to WI Department of Public Instruction criteria, students must apply to the School of Education for admission to any teacher education program. DES has specific criteria that must be met before being admitted to a program. The process of applying to an SOE program and links to specific program admission requirements are available on the School of Education ([https://www.uwlax.edu/soe/undergrad/admission-to-soe/](https://www.uwlax.edu/soe/undergrad/admission-to-soe/)) webpage. Students are also required to successfully pass a criminal background check (p. 7) in order to be admitted to any teacher education program. Meeting minimum criteria does not guarantee admission.

### Admission to a Department of Educational Studies program

Students interested in completing a teacher education program at UW-La Crosse may declare a teacher education major and be assigned an advisor in their program at any point in their career at UW-La Crosse. However, students must apply for and be accepted into the School of Education in order to register for certain education courses, progress to a degree, and complete licensure requirements.

The Department of Educational Studies admission policies pertain to the following teacher education programs:

- **Birth - grade 3:**
  - Early Childhood Education (ECE)
- **Grades K-9:**
  - Elementary/Middle Education (EME)
- **Grades K-9 and grades K-12:** (dual licensure)
  - Elementary/Middle Education (EME) and Teaching English to Speakers of Other Languages (TESOL)
  - Elementary/Middle Education (EME) and Special Education
  - Elementary/Middle Education (EME) and French Education
  - Elementary/Middle Education (EME) and Spanish Education
Applicants must meet the following minimum criteria in order to apply for admission:

1. **Preliminary course work/credits completed**: applicants must have a minimum of 24 credits in which grade points have been earned (including transfer credits), have successfully completed EDS 203 and EDS 206, and must be concurrently enrolled or have successfully completed EDS 308 in order to apply. Applicants can only be officially admitted to the School of Education after the completion of 40 credits.

2. **Combined cumulative grade point average**: applicants must have earned a combined cumulative GPA of 2.85 in all academic work taken prior to applying for admission. Combined cumulative GPAs include transfer grade points averaged with grade points earned at UWL. For applicants with prior post-secondary degrees, the grades from the entire previous course of study will be included in the combined cumulative GPA.

3. **Applicants are required to disclose past criminal offenses** (p. 10) to be admitted to any teacher education program.

**Other factors that may be considered in admissions decisions:**

1. **Writing statement**: applicants must submit a writing statement based on a prompt supplied in the application for admission. See ‘admission requirements’ on the Department of Educational Studies (http://www.uwlax.edu/educational-studies/) website for the specific prompt.

2. **Progress through professional course work** (EDS 311, EDS 318): courses completed or in progress may be considered when there are more applicants for admission than class sizes allow.

3. **Experience working with children**: applicants may be asked to describe their experience working with children and/or to provide contact information for references. See ‘admission requirements’ on the Department of Educational Studies (http://www.uwlax.edu/educational-studies/) website for specific on what information will need to be supplied in the application for admission.

**Request for an admission GPA waiver:**

Applicants who have significant extenuating circumstances that prevent them from meeting the minimum GPA requirement above may provide a detailed letter (in addition to the other required information) requesting that the GPA requirement be waived and documenting why they should still be considered for admission. Documentation should include evidence to support the request for consideration. (See ‘admission requirements’ on the Department of Educational Studies (http://www.uwlax.edu/educational-studies/) website for prompts.) Applicants must also provide contact information for one reference who can support their request and who can speak to their ability to be successful in their teacher education program. A request for a waiver is not a guarantee of admission. Waivers will be considered depending on space availability, the nature of the request, and the likelihood for success in the program as evaluated by the admissions committee.

**Application procedures**

Students who meet the criteria described above and wish to apply should complete the School of Education application for admission (https://www.uwlax.edu/soe/undergrad/admission-to-soe/). Additional information, including contact information for the Admission Committee Chair is also available on the website.

Applications must be completed and submitted by 4:00 p.m. on the Friday of the third week of the fall or spring semester. Late or incomplete applications will not be considered. Admission decisions will be sent to applicants via e-mail no later than Friday of the eighth week of each semester. Any applicant who changes between majors with a licensure track must reapply for admission. Readmission will be based on current admission criteria.

**Secondary Teacher Education Preparation (STEP): Middle and High School Education (grades 4-12) programs**

STEP Program Director: Jennifer Kosiak (Mathematics) - 1004 Cowley Hall; 608.785.8385

www.uwlax.edu/secondary-teacher-education-preparation (http://www.uwlax.edu/secondary-teacher-education-preparation/)

Based in the School of Education, the Secondary Teacher Education Preparation Program (STEP) is a collaborative university-wide program committed to preparing knowledgeable, skillful, and professional middle and high school teachers who have the content and pedagogical knowledge to meet the needs of students in a variety of settings.

Teacher candidates who complete a STEP program are eligible for WI licensure in the middle and high school (grades 4-12) range in subjects English and Language Arts (2300), Mathematics (1400), Science (2600), or Social Studies (2700).

According to WI Department of Public Instruction criteria, students must apply to the School of Education for admission to any teacher education program. The STEP Program has specific criteria that must be met before being admitted to a program. The process of applying to an SOE program and links to specific program admission requirements are available on the School of Education (https://www.uwlax.edu/soe/undergrad/admission-to-soe/) webpage. The STEP Program has additional admission standards and retention and advancement standards. Students are also required to successfully pass a criminal background check (p. 7) in order to be admitted to any teacher education program. Meeting minimum criteria does not guarantee admission.

**Admission to a Secondary Teacher Education Preparation program**

Students wishing to apply for admission to the School of Education do so based on specific program admission criteria. Admission is competitive and successful completion of application requirements does not guarantee admission into the program. Course substitutions may be authorized by the program director in consultation with the SOE Certification Officer. Curriculum changes may result in a revision of current criteria that may be considered in admissions decisions.

Secondary Teacher Education Preparation (STEP) admission policies pertain to the following programs in the grades 4-12 licensure range:

- English Education
- Social Studies Education
- Social Studies Education: History Concentration
- Social Studies Education: Political Science Concentration
- Social Studies Education: Sociology Concentration
- Biology: Science Education Concentration
- Chemistry: Science Education Concentration
- Physics: Science Education Concentration
- Mathematics Education
Phase I: Pre-application criteria

STEP pre-applications are accepted starting on the first day of classes during both the fall and spring semesters. Students who meet the pre-application criteria below may complete the online STEP Pre-Application Admission Form (https://www.uwlax.edu/soe/undergrad/admission-to-soe/) (Phase I). The pre-application must be completed by 11:59 p.m. on the Friday of week two of the application semester.

Eligibility criteria:

- Completion of ENG 110 or ENG 112 with a grade of 'C' or higher
- Completion of a minimum of 40 earned credits (including transfer credits)
- Completion of or current enrollment in EDS 203 or EDS 206
- At least a 2.75 combined cumulative grade point average

The GPA listed on the current academic transcript is used to satisfy the GPA requirement for admission purposes. A GPA waiver process exists for students whose current grade point average falls below 2.75. For more details on this process, refer to the GPA Waiver and Admissions Appeal Policy below.

In addition, while completing the STEP Pre-Application Admission Form (Phase I), applicants will be asked to submit the names and contact information (address, phone, and email) for two professional references. References will be sent a survey link to complete a brief Teacher Candidate Recommendation Form (https://www.uwlax.edu/globalassets/academics/departments/secondary-teacher-education-preparation/step-admission-reference-form.pdf) that is designed to assess applicants’ qualifications for STEP admission.

Phase II: Submission of application materials

After completing the Pre-Application Admission Form, applicants must also complete the Phase II Application - Submission of Materials survey (https://www.uwlax.edu/soe/undergrad/admission-to-soe/). In that survey applicants will be required to upload the following materials by 4:00 p.m. on the Friday of week three of the application semester.

- Current resume
  - For resume samples, visit UWL Career Services (https://www.uwlax.edu/aaccs/studentsalumni/searching-for-jobinternships/).
- Unofficial transcript
- Upload an unofficial transcript from WINGS.
- Educational Experience Reflection Paper based on Phase I coursework
  - See the STEP Educational Experience Reflection Paper Guidelines (https://uwlex-my.sharepoint.com/:w/g/personal/mchedister_uwlax_edu/EULXYluubelLhm5OK9WkWeEBbk0HN3o50WUiK_Nqvmx1Q?e=POymcv/) for more information.
  - Upload the reflection paper in the application survey.

Phase III: Interview

Once the application deadline has passed, faculty members within each STEP discipline will review the completed applications. Approximately two weeks following the application close date (end of week five), applicants will be notified of whether or not they will be moving on to the interview portion of the application process. Meeting the minimum application eligibility criteria does not guarantee an interview.

Phase IV: Admission

Available resources limit the number of students admitted each semester. Not all students completing the application process are admitted to STEP. Admission decisions will be sent to the applicants via e-mail by Friday of the eighth week of the semester.

Admission decisions are contingent upon criminal background check (CBC) (https://www.uwlax.edu/soe/field-and-student-teaching-experience/for-teacher-candidates/#1m-criminal-background-check) clearance by the UWL Office of Field Experience. Applicants are required to disclose past criminal offenses (p. 10) to be admitted to any teacher education program. Please see the admission to SOE (https://www.uwlax.edu/soe/undergrad/admission-to-soe/) webpage for additional information and requirements.

Request for an admission GPA waiver and admission appeal

Students who do not meet the minimum GPA requirement for admission may request the committee grant a waiver of this Phase I criterion. This waiver request must be completed as part of the Phase II Application – Submission of Materials survey (https://www.uwlax.edu/soe/undergrad/admission-to-soe/), by uploading the following additional documents:

- Written statement of appeal identifying the reason(s) why the GPA requirement was not satisfied and why the committee should approve a waiver in this case.
- Two letters of support from faculty/staff or other professionals who can address the issue being appealed.

Students who are not admitted may appeal the admission decision by submitting a letter of appeal to the STEP Admission Committee by November 1 for Fall applicants and April 1 for Spring applicants. The student may be asked to meet with the committee as part of the appeal process. Students will be notified of the appeal decision in a timely manner. The appeal decision is final.

Students who meet minimum eligibility requirements (see Phase I) may reapply to the School of Education for admission to the STEP program at any time during their academic career at UWL.

Art, Music, and World Language Education (grades K-12) programs

AWLME Program Director (Interim): Adrienne Loh - 235 Morris Hall; 608.785.8275

Teacher candidates who complete an art, music, or world language program are eligible for WI licensure in the kindergarten-grade 12 range in the subjects art (1550), music (2500), French (1355), or Spanish (1365).

According to WI Department of Public Instruction criteria, students must apply to the School of Education for admission to any teacher education program. The Art, Music, and World Language Education programs have specific criteria that must be met before being admitted to a program. The process of applying to an SOE program and links to specific program admission requirements are available on the School of Education (https://www.uwlax.edu/soe/undergrad/admission-to-soe/) webpage. Students are also required to successfully pass a criminal background check (p. 7) in order to be admitted to any teacher education program. Meeting minimum criteria does not guarantee admission.
Admission to an Art, Music, and World Language Education program

Students interested in completing a teacher education program at UW-La Crosse may declare a teacher education major and be assigned an advisor in their program at any point in their career at UW-La Crosse. However, students must apply for and be accepted into the School of Education in order to register for certain education courses, progress to a degree, and complete licensure requirements.

The Art, Music, and World Language Education admission policies pertain to the following teacher education programs in the grades K-12 licensure range:

- Art Education
- Music Education: Choral and General Emphasis
- Music Education: Instrumental and General Emphasis
- Spanish Education
- Spanish Education and Teaching English to Speakers of Other Languages (dual licensure; grades K-12 in both)
- French Education
- French Education and Teaching English to Speakers of Other Languages (dual licensure; grades K-12 in both)

Although applicants apply after at least 24 credits are earned, applicants can only be officially admitted to the School of Education after the completion of 40 credits.

Applicants must meet the following minimum criteria in order to apply for admission:

1. **Preliminary course work**: applicants must have a minimum of 40 credits in which grade points have been earned (including transfer credits) and must have successfully completed EDS 203, or have successfully completed and/or be concurrently enrolled in EDS 203 and EDS 206 at the time of application for admission in order to apply.

2. **Combined cumulative grade point average**: applicants must have earned a combined cumulative GPA of 2.75. Combined cumulative GPAs include transfer grade points averaged with grade points earned at UWL. For applicants with prior post-secondary degrees, the grades from the entire previous course of study will be included in the combined cumulative GPA.

3. Applicants are required to disclose past criminal offenses (p. 10) to be admitted to any teacher education program.

Request for an admission GPA waiver:

Applicants who have significant extenuating circumstances that have prevented them from meeting the minimum requirement above may provide a detailed letter (in addition to the other required information) requesting that the GPA requirement be waived and documenting why they should still be considered for admission. Documentation should include evidence to support the request for consideration. (See ‘admission requirements’ on the Department of Educational Studies [http://www.uwlax.edu/educational-studies/ website for prompts.]

Applicants must also provide contact information for one reference who can support their request and who can speak to their ability to be successful in their teacher education program. A request for a waiver is not a guarantee of admission. Waivers will be considered depending on space availability, the nature of the request, and the likelihood for success in the program as evaluated by the admissions committee.

Application procedures

Students who meet the criteria described above and wish to apply should complete the School of Education application for admission (https://www.uwlax.edu/soe/undergrad/admission-to-soe/). Additional information, including contact information for the Admission Committee Chair is also available on the website.

Applications must be completed and submitted by 4:00 p.m. on the Friday of the third week of the fall or spring semester. Late or incomplete applications will not be considered. Admission decisions will be sent to applicants via e-mail no later than Friday of the eighth week of each semester. Any applicant who changes between majors with a licensure track must reapply for admission. Readmission will be based on current admission criteria.

Physical, Adapted, and School Health Education (PASHE) (grades K-12) program

Department of Exercise and Sport Science (http://catalog.uwlax.edu/undergraduate/exerciseandsportsscience/)
124 Mitchell Hall; 608.785.8173
PASHE Program Director: Debra Sazama - 158 Mitchell Hall; 608.785.8183

Teacher candidates who complete the PASHE Program are eligible for WI licensure in the Kindergarten-grade 12 range in the areas of Physical Education (1350), Adapted Physical Education (1860), and Health (1910). Supply exceeds the demand for physical education, adapted, and school health teachers, and graduates of the PASHE Program are highly sought after. The PASHE Program balances traditional coursework and activities with an abundance of practical experiences. This balance provides students with the knowledge and hands-on experiences to enter the teaching profession prepared and confident. Because of its exceptional quality, the UW System has identified this program as a Center of Excellence, a designation reserved for high quality undergraduate programs.

According to WI Department of Public Instruction criteria, students must apply to the School of Education for admission to any teacher education program. The PASHE Program has specific criteria that must be met before being admitted to a program. The process of applying to an SOE program and links to specific program admission requirements are available on the School of Education (https://www.uwlax.edu/soe/undergrad/admission-to-soe/) webpage. All majors in the Department of Exercise and Sport Science have additional admission standards and retention and advancement standards. Students are also required to successfully pass a criminal background check (p. 7) in order to be admitted to any teacher education program. Meeting minimum criteria does not guarantee admission, as the department programs have competitive admission processes.

Admission to the Physical, Adapted, and School Health Education Program

Students majoring in the Physical, Adapted, and School Health Education (PASHE) Program must apply for admission to the School of Education based on specific program admission criteria. Admission is competitive and successful completion of application requirements does not guarantee admission into the program. Course substitutions may be authorized by the program director. Curriculum changes may
result in a revision of courses and other criteria used as admission requirements.

Students who wish to be considered for acceptance into the PASHE Program (K-12 licensure range) will be evaluated using the following criteria:

1. Completion and grade point average (GPA) of foundation courses - Student must earn a 'C' or better in each course.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ESS 118</td>
<td>Foundations of Physical and School Health Education</td>
<td>2</td>
</tr>
<tr>
<td>ESS 121</td>
<td>Teaching Adventure Education in Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>ESS 200</td>
<td>Introduction to Teaching Methods in Physical and School Health Education</td>
<td>2</td>
</tr>
<tr>
<td>ESS 212</td>
<td>Teaching Fundamental Movement Skills in Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>ESS 231</td>
<td>Introduction to Teaching Adapted Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>EDS 203</td>
<td>School, Society, and Teachers</td>
<td>3</td>
</tr>
<tr>
<td>EDS 206</td>
<td>Multicultural Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 18

1. Candidates may apply for admission while concurrently enrolled in this course.
2. Counts toward General Education Program requirement: Self and Society (GE Category 6). Also satisfies an SOE core requirement.
3. Counts toward General Education Program requirement: Minority Cultures or Multiracial Women's Studies (GE Category 3). Also satisfies an SOE core requirement.

2. Completion of 30 college credits
3. At least 2.75 combined cumulative GPA (including transfer grade points)
4. Current resume
5. Online reference form
6. Teaching philosophy and reflection paper
7. A satisfactory interview with PASHE admission committee members
8. A criminal background check (p. 7)

See the admission to School of Education (https://www.uwlax.edu/soe/undergrad/admission-to-soe/) website for additional information and requirements.

**Request for an admission GPA waiver**

Applicants who have extenuating circumstances preventing them from meeting the GPA admission criterion may provide a request for a GPA waiver consideration if their GPA is not below 2.70. The request is submitted through the PASHE electronic admission application survey, and must include:

- A written statement of appeal. The appeal should include reason(s) why the requirement was not satisfied, and why the committee should approve a waiver in this case (e.g., in justification of the request, please submit convincing evidence of academic success, personal circumstances beyond your control, prospects for success as a teacher).

The student may be asked to meet with the PASHE faculty as part of the appeal process. The decision after the appeal is final.

The curriculum requirements for the PASHE major are on the exercise and sport science major: physical, adapted, and school health education (http://catalog.uwlax.edu/undergraduate/exerciseandsportscience/exerciseandsportsciencemajorphysicaladaptedschoolhealthed/) page.

**SOE criminal background check policy**

The WI Department of Public Instruction (DPI) requires that candidates for admission to a teacher education, administration, or pupil services program successfully pass a criminal background check (CBC) as one criterion for admission. By applying for admission to one of these programs, candidates agree to provide the necessary personal information to UWL in order to initiate their CBC, and to complete their portion of the process prior to the deadline specified in their admission letter. Candidates are responsible for all costs associated with their criminal background check(s). Admission decisions by programs are contingent upon CBC clearance by the UWL Office of Field Experience or designated graduate program representative.

Additional criminal background checks may be required for teacher candidates if the time period between criminal background checks exceeds five years, or if there are other mandated CBCs that must be met. The Office of Field Experience will record the criminal background checks conducted each semester.

**Procedures**

1. The requirement for a criminal background check (CBC) at the time of application for admission is shared with candidates through website, electronic admission application, advisement report, and UWL catalog material.
2. Candidates complete an electronic application for admission to the School of Education that includes an authorization to perform a CBC.
3. The Office of Field Experience emails criminal background check instructions to candidates who have applied for admission to the School of Education.
4. Teacher candidates must complete the CBC process, including paying any fees associated with the CBC, within the timeline set out in their admission letter. Admission decisions are contingent upon a successful CBC as evaluated by the Office of Field Experience or designated graduate program representative.
5. Candidates may need to complete additional CBCs prior to field experience(s) and/or student teaching experiences.
6. Candidates must notify the Office of Field Experience as soon as possible, but no later than the day after the event occurs, if they have been convicted of any crime or have been or are being investigated by any governmental agency for any act or offense. Candidates who fail to report may be required to meet with the Teacher Candidate Progress Review Committee; failure to report may result in termination of a field experience, internship, practicum or student teaching placement.
7. Disclosure forms must be completed by candidates each semester prior to participation in a school observation, clinical field experience, or any other school experience.
8. The Office of Field Experience staff monitors the criminal background check process, and in the case of field experience...
School of Education program requirements for all teacher candidates

School of Education (SOE) core requirements

Students ('teacher candidates') in a School of Education program or in a SOE-affiliated teacher preparation program housed in the College of Science and Health (CSH) or College of Arts, Social Sciences, and Humanities (CASSH), are required to complete the below courses. Teacher candidates must also meet other benchmarks required by the WI Department of Public Instruction and the School of Education as part of program completion requirements (p. 11). Teacher candidates successfully completing one of these programs earn a Bachelor of Science (B.S.) degree from UWL.

General education courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDS 203</td>
<td>School, Society, and Teachers ¹</td>
<td>3</td>
</tr>
<tr>
<td>EDS 206</td>
<td>Multicultural Education ²</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credits</td>
<td>6</td>
</tr>
</tbody>
</table>

Courses not requiring admission to School of Education

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDS 203</td>
<td>School, Society, and Teachers ¹</td>
<td>3</td>
</tr>
<tr>
<td>EDS 206</td>
<td>Multicultural Education ²</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credits</td>
<td>6</td>
</tr>
</tbody>
</table>

Courses requiring admission to School of Education

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDS 490</td>
<td>Student Teaching: Early Childhood Education (birth-grade 3)</td>
<td></td>
</tr>
<tr>
<td>EDS 491</td>
<td>Student Teaching: Elementary/Middle Education (K-9)</td>
<td></td>
</tr>
<tr>
<td>EDS 495</td>
<td>Teaching Internship</td>
<td></td>
</tr>
<tr>
<td>EDS 496</td>
<td>Student Teaching: Middle/High School Education (4-12)</td>
<td></td>
</tr>
<tr>
<td>EDS 497</td>
<td>Student Teaching: Kindergarten through Grade 12 (K-12)</td>
<td></td>
</tr>
<tr>
<td>SPE 497</td>
<td>Student Teaching: Cross-Categorical Special Education (K-12)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Credits</td>
<td>20-30</td>
</tr>
</tbody>
</table>

2. Counts toward General Education Program requirement: Minority Cultures or Multiracial Women's Studies (GE Category 3). Also satisfies Wis. Admin. Code § PI 34.022(3).
3. See individual program requirements for which course is required in that specific program.
4. Also satisfies Wis. Admin. Code § PI 34.022(7).
5. Individual programs may have additional methods and/or field course requirements. See specific program requirements for details.
6. Also satisfies Wis. Admin. Code § PI 34.023(2).
7. Must complete all course requirements and other benchmarks prior to student teaching. For more information, please see the Student Teaching and Internship Policy (http://catalog.uwlax.edu/undergraduate/education/#student-teaching).

General education and WI statutory requirements for teacher education programs

Wisconsin Department of Public Instruction (DPI) requires all initial licensure programs to meet statutory Wisconsin Educator Standards as part of a teacher preparation program. (Wis. Admin. Code § PI 34.002 (https://docs.legis.wisconsin.gov/code/admin_code/pi/34/II/)). All education programs must also include assessment of candidates' communication skills (Wis. Admin. Code § PI 34.022(3)).

DPI requires all initial licensure programs to include a general education program as part of a bachelor’s degree program or higher. (Wis. Admin. Code § PI 34.018(3) (https://docs.legis.wisconsin.gov/code/admin_code/pi/34/iv/018/3/)). All education programs must also include assessment of candidates' communication skills (Wis. Admin. Code § PI 34.021(1)(a) (https://docs.legis.wisconsin.gov/code/admin_code/pi/34/iv/021/1/a/)).

The two-year transfer policy does not exempt students from SOE-required general education, program-specific general education, or WI statutory requirements.

WI State statutory requirements

Wis. Admin. Code § PI 34.022 (https://docs.legis.wisconsin.gov/code/admin_code/pi/34/iv/022/) lists several specific requirements for teacher candidates, some of which are associated with particular programs. Additional details can be found on the appropriate program’s catalog page.

- Cooperative Marketing and Consumer Cooperatives: ECO 110 or ECO 120 - applies to programs leading to licenses in social studies
• Environmental Education and Conservation: GEO 200 - applies to programs leading to licenses in early childhood, elementary and middle education, science and/or social studies
• Equity & Minority Group Relations: EDS 203 and EDS 206 - applies to all teacher education programs
• Conflict Resolution: applies to all teacher education programs (through student teaching experiences)
• Teacher Responsibilities: applies to all teacher education programs (through student teaching experiences)
• Reading and Language Arts: applies to programs leading to licenses in early childhood, elementary and middle education (through program-specific requirements)
• Children with Disabilities: applies to all teacher education programs (through program-specific SOE core requirements)
• Professional Responsibilities: applies to all teacher education programs (through field and student teaching experiences)

Required general education courses for all teacher education programs

In some cases, specific courses within the UWL General Education Program are required of all teacher education candidates in order to meet licensing and/or statutory requirements. Besides the below, individual programs may have additional required general education courses, as specified on the appropriate program catalog page.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>UWL GE Category(s)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST 110</td>
<td>Communicating Effectively</td>
<td>Satisfies Wis. Admin. Code § PI 34.021(1)(a) requirement: Communication Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 110</td>
<td>College Writing</td>
<td>Satisfies Wis. Admin. Code § PI 34.022(3) requirement: Equity &amp; Minority Group Relations</td>
<td>1</td>
</tr>
<tr>
<td>or ENG 112</td>
<td>College Writing AP (Advanced Placement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDS 206</td>
<td>Multicultural Education</td>
<td>Satisfies Wis. Admin. Code § PI 34.022(3) requirement: History, Culture, and Tribal Sovereignty of American Indian Tribes and Bands Located in Wisconsin</td>
<td></td>
</tr>
<tr>
<td>EDS 203</td>
<td>School, Society, and Teachers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Must earn a grade of ‘C’ or better to satisfy this requirement.

Retention policy

Teacher candidates may be retained in their teacher education program as long as they fulfill the following conditions:

1. Maintain at least a 2.75 combined cumulative, major, and minor GPA (3.00 for graduate candidates);
2. Meet required benchmark assessment criteria (testing, portfolio) required by the candidate’s program;
3. Maintain appropriate professional disposition; and
4. Are otherwise in good standing with the university and EPC.

Teacher candidates who do not meet GPA requirements and/or who have been referred to teacher candidate progress review (TCPR) for dispositional concerns may be approved to continue in their program by the TCPR Committee.

Teacher candidate progress review (TCPR)

SOE faculty and staff (including clinical and student teaching personnel) recognize some candidates seeking certification may need additional supports to meet minimal professional standards; therefore, a committee has been established to identify and to counsel candidates in need of directed guidance. The guidance may include a plan, and if necessary, additional measures or follow up plans. In rare cases, the TCPR referral process may lead to the candidate's removal from the teacher education program(s) if the support plan does not successfully remediate the concerns.

The SOE Teacher Candidate Progress Review (https://www.uwlax.edu/soe/resources/resources-for-facultystaff/epc-committees/teacher-candidate-progress-review-committee-tcpr/) Committee is charged with overseeing the development and assessment of knowledge, skills, and dispositions among teacher candidates as assessed by the multiple measures of the established teacher education assessment system. Academic and non-academic misconduct (plagiarism, cheating, etc.) are referred directly to the Office of Student Life as outlined in the university's student handbook (https://www.uwlax.edu/student-life/student-resources/student-handbook/).

If issues related to the progress of candidates are identified, a referral is initiated using the Teacher Candidate Progress Review Referral Form, and the candidate receives a copy of the referral. The SOE Dean will forward a copy to the candidate's advisor, the academic services director/certification officer, department chair, and the content liaison, where appropriate. There are three types of referrals:

- Notice of concern,
- Automatic referral, and
- Program referral

Notice of concern

1. A concerned faculty or staff member completes a written notice of concern. The candidate is required to schedule an appointment to review the content of the notice of concern form. A minimum of two faculty or staff members will discuss the referral with the candidate and provide him/her with a copy of the referral form. After the content of the referral form is discussed, the candidate signs the referral form acknowledging receipt.

2. The faculty or staff member submits the signed referral form to the Office of the SOE Dean; copies of the form are sent to the appropriate individuals and placed in the candidate's permanent file.

3. If two notices of concern are received, the candidate is automatically referred to the Teacher Candidate Progress Review Committee by the SOE Dean. For candidates enrolled in pupil services certification programs (school psychology), each notice of concern will be sent to the program director. The program will work with the candidate to develop an action plan.

Automatic referral(s) to the Teacher Candidate Progress Review Committee

Automatic referrals include, but are not limited to, concerns needing immediate intervention related to the candidate's knowledge, skills, and/or dispositions, or concerns related to candidate GPA (cumulative, major, minor, concentrations, core).

Non-GPA-related automatic referrals

1. An issue requiring immediate intervention related to the candidate's knowledge, skills, and/or dispositions is identified, and an automatic referral form is completed. The candidate is required to schedule an appointment to review the content of the automatic referral...
Candidates must provide: in order to be recommended for licensure by the certification officer:

Assessments required

The WI Department of Public Instruction is specific in its requirements about the content of both general education and professional education. DPI requires teacher education candidates to complete a variety of benchmark assessments (tests) detailed below. Additional information can be found on the School of Education (https://www.uwlax.edu/soe/undergrad/benchmark-assessments/) website. The WI State Superintendent of Public Instruction determines passing scores. Teacher education candidates are expected to work closely with their academic advisor in order to understand these requirements and be sure they are met in a timely manner. Completion of DPI requirements for licensure may take longer than four academic years.

**Assessments required prior to approval for student teaching:**

Prior to enrolling in the student teaching/internship semester and in order to be recommended for licensure by the certification officer, candidates must provide:

1. One of the following to demonstrate content knowledge (Wis. Admin. Code § PI 34.021(1)(c) (https://docs.legis.wisconsin.gov/code/admin_code/pi/34/iv/021/1/c/)):
   a. An official Praxis Subject Assessment (formerly Praxis II) score report documenting passing scores on Praxis Subject Assessment content tests in the appropriate certification area/discipline; or
   b. A 3.0 GPA or higher in all certified content subject areas, as determined by grades earned in courses aligned with the content area. Specific courses aligned with the content knowledge GPA benchmark are indicated on each student's Advisement Report.

2. An official Wisconsin Foundations of Reading Test (FoRT) score report documenting a passing score of at least 240 (required only for candidates seeking a license to teach in Kindergarten to grade 5, and/or in special education) as required by Wis. Stat. § 118.19(14) (a) (https://docs.legis.wisconsin.gov/statutes/statutes/118/19/14/a/).

3. An official American Council Teaching of Foreign Languages score report demonstrating oral and written proficiency (Wis. Admin. Code § PI 34.021(1)(c) (https://docs.legis.wisconsin.gov/code/admin_code/pi/34/iv/021/1/c/) with a rating of 'Intermediate High' in French and/or Spanish (required only for candidates seeking a teaching license in French or Spanish).

**Program referral(s) to the Teacher Candidate Progress Review Committee**

Faculty and staff (including clinical and student teaching personnel) who have concerns about a candidate's knowledge, skills, and/or dispositions as described within the teacher education program standards shall document and initiate the referral process by completing the referral form. For the purpose of facilitating the referral process, the following procedures are used:

- The faculty or staff member discusses the referral with the candidate and provides him/her with a copy of the referral form.
- The faculty or staff member delivers the referral form to the appropriate program director or department chair. The faculty involved decide if the referral form is to be sent to the Teacher Candidate Progress Review Committee or remediated within the program. The candidate is notified of the decision within two weeks regarding action or remediation plan. If the remediation plan is unacceptable to the candidate, he/she may appeal the plan to the committee.
- If so deemed, referral forms and the referred student's academic record(s) and performance are reviewed by the committee at the next monthly meeting in which they are received.

**Benchmark assessments (testing) policy**

The WI Department of Public Instruction is specific in its requirements about the content of both general education and professional education. DPI requires teacher education candidates to complete a variety of benchmark assessments (tests) detailed below. Additional information can be found on the School of Education (https://www.uwlax.edu/soe/undergrad/benchmark-assessments/) website. The WI State Superintendent of Public Instruction determines passing scores. Teacher education candidates are expected to work closely with their academic advisor in order to understand these requirements and be sure they are met in a timely manner. Completion of DPI requirements for licensure may take longer than four academic years.

As required by Wis. Admin. Code § PI 34.023(2) (https://docs.legis.wisconsin.gov/code/admin_code/pi/34/iv/023/), teacher candidates student teach for a full semester as calculated according to the calendar of the cooperating school. Most cooperating schools are located within approximately 50 miles of La Crosse.

To be eligible for student teaching, candidates must:

1. have completed all coursework to meet general education, program, and WI statutory requirements;
2. have and maintain at least 2.75 combined cumulative, major, minor, concentration, and professional sequence grade point averages;
3. have successfully completed all benchmark assessments (testing requirements) for the appropriate certification area/discipline; and
4. have demonstrated appropriate professional disposition and be in good standing with the university and the School of Education.

During the student teaching semester, eligible candidates must be enrolled in one or more of the student teaching courses listed in the SOE program.
core requirements (p. 8) aligned with their declared program and the concurrent student teaching seminar course.

**Internships**
To be eligible to apply for a student teaching internship, candidates must be formally admitted to the School of Education and must possess and maintain a combined cumulative grade point average of at least 3.00. Students must apply for a student teaching internship by completing the student teaching application (https://www.uwlax.edu/soe/field-and-student-teaching-experience/for-teacher-candidates/) through the Office of Field Experience one year prior to the student teaching semester by the deadlines posted online for a fall or spring semester placement. Interns are assigned to a school that is part of the Wisconsin Improvement Program (WIP) for an entire semester. The Office of Field Experience, with support of faculty recommendations, admits students to the internship program. There are additional fees associated with WIP internships (full details (https://www.uwlax.edu/soe/field-and-student-teaching-experience/handbook/#tm-out-of-area-student-teaching-placements) are available on the Field Experience website), and interns are paid a stipend determined by WIP.

**Program completion**
**Comprehensive assessment system in teacher education**
All teacher candidates seeking certification must successfully complete procedures related to program admission, progression, and exit criteria. The Comprehensive Assessment System at UWL tracks teacher candidates’ progress toward meeting competencies in the InTASC (Interstate Teacher Assessment and Support Consortium) Model Core Teaching Standards, appropriate content standards, professional dispositions, and other Wisconsin teacher preparation requirements as described in the Wisconsin Administrative Code for Educator Licenses, PI 34. Teacher candidates must earn and maintain the cumulative, major, and minor grade point averages required by their respective program of study. Course and field experience assessments are designed to monitor professional growth in the InTASC Model Core Teaching Standards. The Comprehensive Assessment System is aligned with the assessment criteria specified in Wis. Admin. Code § PI 34.021 (https://docs.legis.wisconsin.gov/code/admin_code/pi/34/iv/021/).

**Pedagogical knowledge and the Wisconsin edTPA (Education Teacher Performance Assessment)**
The Wisconsin Department of Public Instruction is committed to ensuring that highly prepared and effective teachers educate Wisconsin students. A part of that commitment is to make certain that all initial license applicants are ready to teach before they receive a license. In addition, Wis. Admin Code § PI 34.021(d) (https://docs.legis.wisconsin.gov/code/admin_code/pi/34/iv/021/1/d/) requires that candidates for a teaching license demonstrate pedagogical knowledge. At UWL, the performance assessment that all candidates must successfully pass to demonstrate pedagogical knowledge is the edTPA (https://www.uwlax.edu/soe/undergrad/benchmark-assessments/).

Candidates who do not earn a passing score on the edTPA may be eligible for a partial or complete retake/resubmission. The UWL edTPA Retake Policy (https://www.uwlax.edu/soe/field-and-student-teaching-experience/handbook/#tm-assessments-during-the-clinical-field-experience-program) is available on the School of Education website.

**Graduation for candidates unable to complete student teaching**
Teacher candidates who complete all other university and teacher education program requirements, but who fail to successfully complete the benchmark assessments and/or the student teaching/internship experience for extenuating reasons, may apply for admission to UWL’s General Studies Program (http://catalog.uwlax.edu/undergraduate/degree-requirements/#general-studies) to earn a Bachelor of Arts (B.A.) or a Bachelor of Science (B.S.) degree in general studies. Interested teacher candidates must complete an application and correspond with the Academic Services Director (ASD) of the College of Arts, Social Sciences, and Humanities (CASSH), the student’s advisor, and with the ASD for the School of Education. This degree will not earn an endorsement for a WI teaching license.

**Teaching license application**
**Wisconsin:** Graduates desiring a license to teach in Wisconsin may submit an application through Educator Licensing Online (ELO) (https://dpi.wi.gov/tepdl/licensing/). When all certification requirements are satisfactorily completed, the Teacher Certification Officer will upload program completer data for all candidates into ELO. After the program data has been uploaded into ELO, applicants will be able to complete the license application. There is an application fee (https://dpi.wi.gov/tepdl/licensing/application-fee/) for an initial educator license.

**Other States:** Graduates seeking certification in other states should contact the state Department of Education in which certification is desired and submit the appropriate application materials. Candidates should be aware that license rules are different in all states, so they should seek information about licensing requirements early in the professional preparation program. Most states require documentation of program completion (institutional endorsement) on a form specific to the state’s application requirements that must be signed by the Teacher Certification Officer.