Overview of Admission to the Augsburg Teacher Licensure Program

Students who wish to complete a program or major that includes a teaching license (at the undergraduate or graduate level) need to apply to the Teacher Licensure Program. Applications to the department can take place at any time; however, this process is usually discussed and begins mid-semester when students are enrolled in EDC 200/522: Orientation to Education.* **Students must be accepted to the Teacher Licensure Program prior to taking methods courses** (program courses after EDC 310/533 Learning and Development).

Begin the admission process by requesting an appointment to meet with your Education adviser. If you have not been assigned an Education Advisor you can request one through Cheryl Sticha (sticha@augsburg.edu or 612-330-1130). During this time Education advisers go over licensure program requirements and courses.

The application for admission will be completed in Tk20, the education department's data management system. The URL to enter Tk20 is http://tk20.augsburg.edu . A link to Tk20 is also provided on the Education main page in the A to Z directory.

Expedited Admission for Students holding a Minnesota Teaching License

Candidates who are already licensed in the state of Minnesota will be eligible for an expedited application review process. (You must hold a full-time teaching license to qualify for expedited admission.) This process includes:

1. Completion of the admission application in Tk20.
2. Appropriate GPA for graduate or licensure only program (see below)
3. Name and email address of one teaching supervisor who has agreed to provide a reference for you. (This replaces the Augsburg Faculty reference required for regular admission)
4. A copy of your Minnesota teaching license(s)

Timeline for Review of Application

Review of admission materials takes place twice a month.

You will be contacted with an official letter as to the decision of the Admission Committee two-three weeks after submission of your completed application materials and information.

*Students completing EDC 200/522 elsewhere must work with Education faculty advisor to initiate the admission process. Contact Cheryl Sticha (sticha@augsburg.edu) to set up an appointment with an Education adviser.

<h1 style="text-align:center">Augsburg Teacher Licensure Program Admission Requirements and Criteria</h1>

The following admission requirements must be met for acceptance to the Teacher Licensure Program. You will be asked to acknowledge that you are aware of these requirements when applying in Tk20.

1. **GPA Admission Requirement**

- **GPA standard:** All education and required licensure courses must have a grade of 2.0 or higher for undergraduate courses and 2.5 or higher for graduate courses.

    Undergraduate admission: Minimum grade point average of 2.5 on a 4.0 scale for all previous college work. (This includes courses transferred from other institutions.)

    Graduate admission: Minimum grade point average of 2.5 on a 4.0 scale for all previous college work is required. Graduate students must accomplish an overall GPA of 3.0 or better for Masters of Arts in Education completion. Only those admitted to the graduate program are eligible to take the graduate coursework.

    Licensure only: (with completed degree) Minimum GPA of 2.5 on a scale of 4.0 for previous college work.

2. **Course pre-requisite:**

- Effective writing (English 111 or course equivalent) must be successfully completed with a grade of at least 2.0.

3. **Documented test scores from MTLE Basic Skills Tests in Reading, Writing and Mathematics**

    The state of Minnesota requires that all teacher candidates complete these basic skills tests. Registration information can be found at www.mtle.nesinc.com. You can request verified test results (for reading and math) at the time of taking your tests. At the time of registration choose "Augsburg College" to receive all test scores. Registration early for these tests since it takes from 2-5 weeks to find a reservation time to complete these tests.

    Applicants who do not pass MTLE I tests will continue to work with faculty advisors to identify resources and supports to address candidate needs.

4. **Completed Program Planning Forms.**

    All candidates must meet with an education advisor to plan their program (elementary, secondary, special education, ESL, endorsements and special licenses). A signed copy of this program plan must be on file in the Education Department.   **Secondary education students** must also meet with a content specialist to review content courses needed for licensure. A content program plan and department clearance is required for admission.

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5. **Completed Admission Application in Tk20.**

In addition to providing general information in this application, you will also do the following:

1.) Provide the name and email address of one Augsburg faculty member who has agreed to provide **a reference** for you. The Education department will send the reference form to the faculty member to complete.

2.) Give authorization for **release of transcripts**. Many schools require that we send them your transcripts prior to accepting you as a student teacher. By providing your electronic signature in this area of the application, you are giving us permission to send your transcripts to schools when necessary.

3.) Complete a statement of awareness concerning **criminal background checks**. Students need to complete a criminal background check before working in P-12 school settings. You will be asked to provide an electronic signature acknowledging that you are aware of this and are willing to complete the background check.

6. **Completed Entry Survey in Tk20 (Initial Licensure Students Only).**
All students applying for admissions of the Education Department for an <u>initial license</u> must complete the Entry Survey for Teacher Education as part of the admissions process.

*Students completing EDC 200/522 elsewhere must work with Education faculty advisor to initiate the admission process. Contact Cheryl Sticha (sticha@augsburg.edu) to set up an appointment with an Education adviser.