

MISSOURI STATE UNIVERSITY

Application for Post-Baccalaureate Admission and Teacher Certification Transcript Analysis

**Note: This form serves as both your application to Missouri State University as a post bac, teacher certification student and your request for an Official Transcript Analysis from the Teacher Certification Office. If you are applying to a graduate program, you must also complete that application process separately.*

PERSONAL INFORMATION

Name _____
Last First M.I.

Maiden/Former Name(s) _____

Mailing Address _____

City _____ State _____ Zip Code _____

(____) _____ (____) _____
 Work Phone Home Phone

(____) _____ (____) _____
 Cell Phone Fax (optional)

_____ Male _____ Female _____
 Email Address

_____ Date of Birth ____/____/____
 * Social Security Number (see reverse) (mm/dd/yyyy)

Have you ever been convicted of a felony or dismissed/suspended from any other college or university for disciplinary reasons?
 Yes _____ No _____ If yes, please explain on separate sheet.

Your Legal Residence:
 City _____ County _____
 State _____

If you are a Missouri resident, how long have you lived in Missouri?

More than a year _____ One year or less _____

If one year or less, when did you move to Missouri?

Month _____ Year _____

If you are not a Missouri resident, of which state are you a resident? _____

Are you a U.S. Citizen or a permanent resident?

Yes _____ No _____

Ethnic Status (optional and requested for statistical reporting purposes only):

- _____ African American
- _____ European American (Caucasian)
- _____ Mexican American/Latin American/Hispanic
- _____ Asian American
- _____ Native American
- _____ Other _____

Semester you would like to begin classes:
 Fall _____ Spring _____ Summer _____ Year _____

Do you currently hold a teaching certificate in any area?
 Yes _____ No _____ If yes, what state? _____

*If you are currently certified, please provide a copy of your teaching certificate with this application.

College or University Enrollment History

List ALL accredited colleges and universities from which you have earned credit (including Missouri State), even if credits were transferred to another institution. All original, official transcripts are required by the Teacher Certification Office in order to complete the transcript analysis.

College Name	City/State	Dates Attended	Hours Earned	Degree

SIGNATURE

I certify that the information I have provided is accurate and acknowledge that falsified information may result in suspension from Missouri State University with loss of fees. I also agree that I am subject to the University's policies, rules and requirements applicable to students including, but not limited to, those stated in the University catalogs, class schedules, computer use policies and the Student Code of Rights and Responsibilities.

Student's Signature _____ Date _____

<i>Office Use Only</i>	Analysis Fee \$ _____	Date Received ____/____/____	Check # / CC _____
<i>Updated 5/06</i>	Application _____	Readmission _____	CECT _____ Processed By _____ Date _____

1. Choose an Area of Certification

There is a \$50.00 fee for the first area of analysis, and \$15.00 for each additional area, (you may choose up to 3). Please include a check (made out to Missouri State University) or cash with your request form. Credit card payments (Visa/Mastercard only) are accepted by phone or in person.

Special Education (K – 12)

- Mild-Moderate Cross-Categorical Special Education
- Severely Developmentally Disabled (Birth - Grade 12)
- Visual Impaired [Blind and Partially Sighted] Birth - Grade 12

Early Childhood Education (Birth – Grade 3)

- Early Childhood Education

Elementary Education (1 – 6)

- Elementary Education
- Elementary Education - West Plains Campus

Middle School Education (5 – 9)

- Language Arts
- Mathematics
- Science
- Social Studies

Secondary Education (9 – 12)

- Agriculture
- Art (K-12)
- Biology (Categorical)*
- Biology (Unified Science)*
- Business
- Chemistry (Categorical)*
- Chemistry (Unified Science)*
- Earth Science (Categorical)*
- English
- French (K-12)
- German (K-12)
- Latin (K-12)
- Mathematics
- Music – Instrumental (K-12)
- Music – Vocal/Choral (K-12)
- Physical Education (K-12)
- Physics (Categorical)*
- Social Studies
- Spanish (K-12)
- Speech & Theatre
- Technology Education
- Vocational Family & Consumer Science (Birth - Grade 12)

Counseling Certification:

- Counseling - Elementary (K-8)
- Counseling - Secondary (7-12)

Added Certificate Programs

Persons pursuing Added Certificates must possess an Initial Certificate in another area.

- Agriculture (5-9)
- Visual Impaired [Blind and Partially Sighted] (Birth-Grade 12)
- Business (5-9)
- Early Childhood/Special Education (Birth – Grade 3)
- Health (9-12)
- Speech/Theatre (5-9)
- TESOL (K-12) [Teaching English to Speakers of Other Languages]
- School Psychological Examiner (K-12)

2. Choose a Master's Degree Program

Check below to indicate an interest in obtaining certification and a Master's degree concurrently. No additional analysis fee is required.

The Master of Arts in Teaching (MAT) program is offered through Missouri State University - Springfield campus and the Missouri Southern State University campus in Joplin.

Check here AND an area of **Secondary Education** if you are interested in the MAT Program. (Not available in Physical Education.)

Missouri State Campus _____

Missouri Southern Campus _____

West Plains Campus _____

Master of Science in Education (MSED) Programs

Please check the program below you are interested in pursuing:

- Special Education Alternative Certification Track (SEACT)/ MSED in Special Education**
- Visually Impaired/MSED in Special Education**

* Choosing Unified Science will allow you to teach the beginning level of all science areas (i.e. Biology I, Physics I, etc.) and upper level science courses only in your endorsement area. Choosing Categorical Science limits you to teach courses in your endorsement area only.

HOW TO USE THIS FORM

You may use this form to apply for admission or readmission to Missouri State University as a Post-Baccalaureate non-degree seeking teacher certification student. You may take undergraduate courses up to the maximum allowable per semester with no limit on total hours; however, only nine hours of graduate credit may be earned under this classification and applied toward a graduate degree. Financial aid is available under this classification as long as the courses in which you enroll are included on your Individualized Program of Study provided by the Teacher Certification Office.

If you plan to seek a Master's degree, you must contact the Graduate College to request reclassification as a degree-seeking student. As part of this process, you will be required to complete a regular application for admission, provide necessary transcripts and/or test scores, and pay an application fee (unless previously paid). Your eligibility for admission will be determined according to current University admission policies.

* **Disclosure of your social security number (SSN) is voluntary.** If you provide your SSN, it will be used for various administrative purposes at the University. If you do not provide your SSN, a student number will be assigned to you and you may experience a delay in services due to the time needed to match your file against files which use a SSN.

Residence for Fee Purposes

As a state-supported institution, Missouri State has a differential fee structure for residents and nonresidents of Missouri. Residence decisions are made in accordance with a policy established by the Missouri Coordinating Board for Higher Education, available from the Office of Admissions and on the web at www.missouristate.edu/admissions/residency.htm. Your initial residence classification will be based on the information provided in your application for admission.

Appeals to this classification may be made to the Office of Admissions.

Nondiscrimination Policy

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff and students. In addition, in accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Jana Estergard, Equal Opportunity Officer, Siceluff Hall 296, 901 South National Avenue, Springfield, Missouri 65804, 417-836-4252.

For More Information

Office of Teacher Certification

Missouri State University

901 South National Ave., Hill Hall 200

Springfield, MO 65897

Office: 417-836-8772 Fax: 417-836-5008

Email: teachercertification@missouristate.edu