

Arcadia University

Teacher Intern Certification Program

Section 1: Personal Information (Please read Criteria below prior to completing)

Please Print:

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone:

(Home) _____ (Work) _____ (Cell) _____

Social Security Number: _____ - _____ - _____ **E-mail**

Citizenship: _____ United States _____ Other (*Please indicate*) _____

If currently employed by a school, complete the following information:

Employer _____ **Grade teaching** _____

Subject _____

Employer's Address:

City _____ **State** _____ **Zip** _____

Please indicate anticipated area of certification: _____

Section 2: Criteria necessary for admission to Arcadia University's program:

You must meet the following requirements. Please check each box and sign below:

The candidate must:

- Hold a baccalaureate degree with a minimum GPA of 3.0 (2.8 if all Praxis tests are passed).
- Apply to and be accepted into Arcadia University's School of Graduate and Professional Studies. Contact: the **Office of Enrollment Management at 215-572-2910** for an appointment.
- Meet with an adviser to develop a Certification Program Plan.
- Meet Pennsylvania State Requirements for Entering Programs leading to Certification.
- Complete the Application for Admission to Arcadia's Teacher Intern Certification Program (attached) and submit the application and support documents to Dr. Ellen Scales in the Office of School and Community Collaboration.

I have completed the above requirements.

Signature of student _____

Section 3: Criteria necessary for obtaining an Intern Certificate:

- ❑ The candidate may be required to complete 6 credits (2 courses) in education courses at Arcadia University prior to applying for the Intern Certificate. The 6 credits are required for those candidates with no prior education courses. Additionally, the specific course requirements as outlined below may be modified based on credit given for prior coursework.

	ED521	ED523	ED513	ED580	ED585	ED400	ED 408	ED618
Elementary Ed	X			X				
Secondary Ed.		X	X					
Library Media Specialist	*	*		X				
Special Education				X	X			
Art Ed.						X	X	
Early Childhood Education				X				X

*In K-12 areas student may select elementary or secondary level

Please contact Dr. Ellen Scales for the course requirements for any certification not listed above.

- ❑ The candidate must achieve satisfactory scores on all Pennsylvania State Teacher Certification tests (Praxis I and II) required for certification in the desired specialty area.
 1. Praxis I: Pre-professional Skills Test (PPST) in Reading, Writing, and Mathematics.
 2. Praxis II: The appropriate specialty area test required by the Pennsylvania Teacher Certification Testing Program.
 3. Praxis II: N-6 and K-12 certification area candidates (NOT SECONDARY 7-12) must complete Fundamental Subjects: Content Knowledge Test.

- ❑ When a candidate obtains a teaching position or a firm offer, present documentation to the Director of School and Community Collaboration. Upon approval, the candidate should complete an application for the Intern Certificate and submit it to Mary Kate McNulty in the Office of Graduate Studies for processing. Forms are available in the Graduate Office and online at www.arcadia.edu/gforms

I acknowledge that I have read the above requirements.

Signature of student_____

Section 4: Program Guidelines:

- ❑ Students must enroll in ED520A each semester, which provides on-the-job support and problem solving seminars. In the beginning of the semester when all coursework required for certification will be completed, students must apply for student teaching, ED520B for Interns, for the following semester. All coursework must be completed prior to student teaching. Applications for Student Teaching are available on the Education Website and are due September 15th for the spring semester and February 1st for the fall semester. Please contact Dr. Ellen Scales, scalese@arcadia.edu for more information.
- ❑ ED520A, the Intern Seminars, has a one-time tuition fee of 3 credits. Students register for and pay for ED520A the first semester that they are enrolled. In subsequent semesters, students are registered for ED520A for zero credits and must attend the seminars.
- ❑ Students must meet minimum program requirements by enrolling in at least one 3 credit course per semester (in addition to ED520A) while completing all courses required for certification as indicated on their Certification Checklist.
- ❑ Students must maintain a minimum GPA of 3.0

I acknowledge that I have read the above requirements.

Signature of student_____

Section 5: Praxis Exam Information

<i>Praxis Exams Taken</i>	Date Taken	Pass (Yes or No)
PPST- Reading		
PPST- Writing		
PPST- Mathematics		
Certification Area Specialty Test		
Fundamental Subjects: Content Knowledge (N-6 & K-12 certification areas only)		

Section 6: Attachments and Signature

Please attach the following required copies to this application :

- Resume
- Unofficial Arcadia transcript
- Undergraduate transcript(s)
- All Praxis test results
- Program Plan or Certification Checklist signed by advisor
- Copies of current Child Abuse Clearance, Criminal Record Check , Cogent FBI Check , and tuberculosis test results (All must be dated within one year of application).

Completed applications are to be submitted to Dr. Ellen Scales, Taylor Hall, Room 105

Applicant's Signature: _____ **Date:** _____

FOR OFFICIAL USE ONLY:	
Admitted to Graduate Intern Certification Program (<input type="checkbox"/>)	Not Admitted (<input type="checkbox"/>)
	Reason(s): _____
_____	_____
Signed by Director of Student Teaching and Supervision	Date

Action	Completed by	Date
Application sent to Graduate Studies		
Qualifying letter (1 st letter)		
Evidence of job offer		
Application for certificate		
Approval letter (2 nd letter)		
Certification Issued	PDE	
School where employed	Name & Address:	
Teaching area		