



**WICHITA STATE  
UNIVERSITY**

**COLLEGE OF APPLIED STUDIES**

# **Teacher Education Application Packet**

Web site: [www.wichita.edu/casadvising](http://www.wichita.edu/casadvising)

**Submit completed application packet to:**

**cas@wichita.edu**

**or**

**College of Applied Studies Advising**

**Wichita State University**

**1845 Fairmount, Campus Box #131**

**Wichita, KS 67260-0131**

*Notice of Nondiscrimination:*

*Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3187.*

# Wichita State University

## Teacher Education Program, Admission Requirements

### Basic skills course requirements with grades that meet Wichita State University policy

- English 100 or 101
- English 102
- Communication 111
- Math 111, 112, 131 or any higher-level Math
- *(Math 131 is not accepted for Elementary, ECU, and Math majors)*

### Introduction to the Teaching Profession Course

Applied Studies majors must complete an Introductory to the Teaching Profession course (e.g., CI 270) with an earned grade of B- or better in the course.

### Grade Point Average (GPA) Requirements

- Overall GPA: 2.5
- WSU GPA: 2.5 (if applicable)
- Thirty (30) Hours of General Education w/ 2.75 GPA  
(Fine Arts majors need 22 gen. ed hrs with 8 hrs of content)

### Signed Attestation of Eligibility and Out of State Licensure Policy

#### Signed Grounds for Dismissal Regulations

#### **Provide proof of a completed CERTIFICATION OF HEALTH FOR SCHOOL PERSONNEL (K.S.A. 72-6266)**

Submit to CASA, 107 Corbin. On this form you are responsible for Negative TB exam and physical, completed by your family doctor, Wichita State Student Health Services, or another medical professional. Student Health also charges for this service and an appointment is necessary.

#### **Background check cleared.**

- Option #1: Provide a copy of current Substitute License (*Applicant may also give SSN to Applied Studies Advising Center staff to look up license on the KSDE website*).
- Option #2: Provide a copy of recent background clearance with Validity or NATSB.
- Option #3: Validity Screening Solutions - Submit the Validity online background request form

**Application for Teacher Education Admission**

Candidate's Name \_\_\_\_\_ Program \_\_\_\_\_

Date of Birth \_\_\_\_\_ WSU ID \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

*Candidates must complete all columns which are not shaded*

<b>Course Requirements for Admission</b>	<b>Grade</b>	<b>WSU Advisor Check</b>
English 100 or 101		
English 102		
Communications 111		
Math 111, 112, 131, or higher level <i>*Math 131 is not accepted for Elementary, ECU, and Math majors</i>		
Intro to the Teaching Profession course (grade of B- or better) <i>For CAS majors only</i>		

***\*Must have a copy of all transcripts on file.***

<b>GPA Requirements for Admission</b>	<b>Requirement Met</b>	<b>GPA</b>	
2.75 GPA 30 hours general education course work			
2.50 GPA Overall			
2.50 GPA WSU (if applicable)			
Signed Attestation of Eligibility			
Signed Grounds for Dismissal Regulations			

\_\_\_ I give permission to have my photo published in WSU publication such as newsletters, websites, etc...

\_\_\_ I do not need a background check because I have a valid substitute teaching license. *(Please attach a copy of your license to the staff in the CASA office upon submission).*

\_\_\_ I understand that I must submit the "Certification of Health Form" to Applied Studies Advising Center and have a background clearance on file before I am allowed to enroll in Core I classes.

Semester and Year Expecting to "Start" Core I at WSU \_\_\_\_\_

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Admit \_\_\_\_\_ Conditional \_\_\_\_\_ Reason: \_\_\_\_\_

## ATTESTATION OF ELIGIBILITY

The Kansas State Board of Education requires that individuals who have been convicted of, or pleaded guilty to, any act punishable as a felony may not be certified to teach. Wichita State University is responsible for recommending individuals who have completed the teacher education program for certification as a teacher. Given this responsibility, it is asked that you read and sign the statement below.

If you are confident that you understand the standard, please answer the questions below and complete the "Attestation of Eligibility."

1. Have you ever been convicted of a felony? \_\_\_\_\_ \*\*
2. Have you ever been convicted on ANY crime involving theft, drugs, or a child? \_\_\_\_\_ \*\*
3. Have you entered into a criminal diversion agreement after being charged with any offense described in Question 1 or 2 above? \_\_\_\_\_
4. Are criminal charges pending against you in any state involving any of the offenses described in question 1 or 2 above?  
\_\_\_\_\_
5. Have you had a teacher's or school administrator's certificate or license denied, suspended or revoked in any state? \_\_\_\_\_
6. Is disciplinary action pending against you in any state regarding a teacher's or administrator's certificate or license? \_\_\_\_\_
7. Have you ever been terminated, suspended, or otherwise disciplined by a local Board of Education for falsifying or altering student tests or student test scores? \_\_\_\_\_
8. Have you ever falsified or altered assessment data documents, or test score reports required for licensure? \_\_\_\_\_

**\*\*Note: Anyone who is ineligible to be employed according to KSDE regulations, or has been denied by Coop because of an existing record, cannot be assigned a field placement in any of the Core classes.**

### ATTESTATION OF ELIGIBILITY

I, \_\_\_\_\_, certify that the information on this application is true and complete to the best of my knowledge. I understand that any misrepresentation of facts may result in the denial or revocation of my certificate or license.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Grounds for Dismissal from Field Experiences

Candidates in a teacher education program participating in a clinical experience as a part of their degree program are expected to conduct themselves in accordance with the requirements and expectations of their degree program. Candidates in a teacher education program should likewise not engage in unprofessional conduct or unlawful behaviors. In view of these expectations, students in a teacher education program participating in a clinical experience who are unable to meet these academic standards, as judged by faculty and cooperating teachers, may receive a failing grade and/or face possible removal from their particular clinical/field experience:

1. Candidates may not engage in any inappropriate interactions with pupils, guardians of pupils enrolled in the school, or school or university personnel during the clinical experience. If you feel you are under any pressure to engage in inappropriate social activity, contact your university supervisor.
2. Candidates' social interactions and communications, including use of cellular phones, Email, and the internet with school pupils, or guardians of pupils enrolled in the school, or school or university personnel, should be limited to those occurring in an official capacity at officially sponsored school events or sites.
3. Candidates may not be in the possession of or under the influence of alcoholic beverages, illegal drugs or dangerous weapons or substances on school property, nor with or in the presence of any school pupil(s).
4. Candidates may not use sexually explicit, obscene, profane, abusive, or derogatory language on school premises or at school sponsored events; nor may they suggest access to inappropriate material (e.g., on the Internet).
5. Candidates may not escort or transport pupils off school property unless accompanied by the cooperating teacher or another full-time employee assigned by the principal.
6. Candidates may not leave school early, be late to school or seminars, or have absences on a consistent basis.
7. Candidates may not falsify, forge, or alter any documents pertaining to academic records, including evaluation reports.

In addition, if at any time your conduct causes the cooperating teacher, the principal, or the university supervisor to determine that your presence in the classroom has become detrimental to the educational program of the pupils in the class, your actions will be reviewed by a field experience review team comprised of school and university officials and/or you may be asked to leave the school and your placement could be terminated by the University.

Should you be asked to leave the school based upon your behavior or your failure to perform at a satisfactory level, Wichita State University is not obligated to reassign you to another school. Failure to abide by these regulations may result in any of the following consequences: removal from field experiences, judicial action by Wichita State University, legal action, and/or failure of course work.

**I have read and am aware of WSU's Guidelines for Professional Conduct during Field Experiences and Grounds for Dismissal from Field Experiences.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Acknowledgement and Authorization Regarding Field Experience

Wichita State University College of Applied Studies requires all prospective teacher education candidates to pass a criminal background check that they obtain at their own expense. *A current Substitute Teaching license will be accepted.*

I am informed and understand, accept, and agree to abide by the following:

1. I understand that I am required to consent to a background check which may include, but is not limited to an investigation regarding whether I am registered as a sex offender and whether my criminal history raises reasonable questions about my ability to obtain a license in the State of Kansas.
2. I understand that passing the criminal background required at application to teacher education does not replace nor ensure I will pass the Kansas Department of Education (KSDE) background check required when applying for licensure.
3. I understand I am required to obtain and pay for all background checks and criminal history investigations as an applicant to the Wichita State University Teacher Education Program.
4. I understand that I am required to have such information forwarded directly to the College of Education at Wichita State University.
5. In the event that information regarding my background check and/or criminal history investigation is provided to Wichita State University, I understand that officials of Wichita State University may review such material to determine whether any information discovered during any background check or criminal history investigation renders it reasonably questionable whether I will be able to obtain a license in the State of Kansas.
6. I understand and hereby give my consent for Wichita State University to release information relating to my criminal history or any investigation thereof and to discuss and/or disclose the results of any background check or criminal history investigation to or with the appropriate faculty as deemed necessary or appropriate by Wichita State University.
7. I understand that Wichita State University, in its sole discretion, may make this determination, and in the event that it determines my ability to obtain a license in the State of Kansas may reasonably be questioned, I will not be allowed to participate in the required field experiences. I understand I will be given an opportunity to explain and comment to the Chair of my Academic Department at Wichita State University on the results of any background check attained pursuant to this acknowledgement and authorization; provided, however, that I understand it may be Wichita State University's responsibility, as mandated by the State of Kansas, to make a determination as to whether or not my criminal history or other status as revealed by a background check or criminal history investigation raises reasonable questions about my ability to obtain a license in the State of Kansas. If the issue cannot be resolved, this may ultimately result in my inability to continue my admission in the above-noted academic program.

By signing herein, I acknowledge that I have read, understand and agree to abide by the statements above.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Out of State Licensure Requirements**

**Statement on 34 CFR 668.43(a)(5)(v).** Wichita State University's teacher education programs are accredited at the national, regional, and state level. Upon completion of all courses and program assessments, graduates of these programs will be eligible to apply for the Kansas initial teaching license for their program of study after they successfully complete the [Kansas teacher licensure exams](#) required by the State of Kansas for application for a teacher license or endorsement. Wichita State has made no determination if this program will lead to licensure in any state other than Kansas in which a graduate may seek licensure. Because every state has different requirements that may change frequently, we recommend checking with the state education department for the state in question to determine current requirements.

The nonprofit organization Education Commission of the States has compiled [Teacher License Reciprocity State Profiles](#) that provide additional information about the teacher license reciprocity agreements for each state in a searchable format. [Kansas Teacher Reciprocity Agreements](#) provides a list of member states of the NASDTEC Interstate Agreement who have signed reciprocity agreements with Kansas.

I have read and am aware of Federal Regulation 34 CFR 668.43 (a)(5)(v) and understand that upon completion of all courses and program assessments, I will be eligible to apply for the Kansas initial teaching license for my program of study after I successfully complete the Kansas teacher licensure exams required by the State of Kansas for application for a teacher license or endorsement in Kansas. I also understand that Wichita State has made **no determination** if this program will lead to licensure in any state other than Kansas.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**KEEP THIS DOCUMENT!!!**

**CERTIFICATION OF HEALTH FOR SCHOOL PERSONNEL**

**K.S.A. 72-6266 (prior law 72-5213)**

To be completed by the Applicant/Employee:

Top portion of this form is to be filled out by Teacher Education Candidate. A completed copy of this form must be submitted to Applied Studies Advising Center, 107 Corbin, Wichita State University. The candidate must keep the original documentation or a copy at all times during field experiences and internships.

Name: \_\_\_\_\_

WSU ID: \_\_\_\_\_

Home Address: \_\_\_\_\_ Birthdate: \_\_\_\_\_

School: Wichita State University

**Tuberculin Testing Results**  
(To be completed by Health Care Provider)

Tuberculosis has been ruled out by

<b>Test</b>	<b>Date of Test</b>	<b>Date Test Read</b>	<b>Result</b>	<b>mm induration</b>
Mantoux/PPD	_____	_____	_____ (Positive)	_____
			_____ (Negative)	_____

Chest X-ray \_\_\_\_\_  
(Negative / Positive)

Testing Conducted by \_\_\_\_\_

Individual Who Read Test \_\_\_\_\_  
(Signature) (Health Facility)

**Provider's Statement:**

I have, this date, examined \_\_\_\_\_ and find no evidence of any physical condition that would conflict with the health, safety, or welfare of the pupils or would prevent the individual from working in a safe and healthful manner. List limitations or restrictions, if any.

Comments \_\_\_\_\_

\_\_\_\_\_  
(Signature of Licensed Physician, Registered Physician's Assistant or Advanced Registered Nurse Practitioner)

\_\_\_\_\_  
(Examination Date)

\_\_\_\_\_  
(Address) (City) (State) (Zip)

This medical evaluation has been conducted under the guidelines established by K.S.A. 72-6266 as indicated below: Certification of Health; form and contents; expense of obtaining: Every Board of Education shall require all persons, whether employees of the school district or under the supervision thereof, who come in regular contact with the pupils of the school district, to submit a certification of health signed by a person licensed to practice medicine and surgery under the laws of any state on a form prescribed by the secretary of health and environment. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. If at any time there is reasonable cause to believe that any such person is suffering from an illness detrimental to the health of the pupils, the school board may require a new Certification of Health. The expense of obtaining Certification of Health may be borne by the Board of Education (1980). Revised, 5/95

**Teacher Interns are responsible to provide proof of certification with TB results to the school district when requested. The College of Applied Studies Advising DOES NOT maintain a copy of this certificate!**



Dear Teacher Education Student:

The Application to Teacher Education process includes completion of a background check with Validity Screening Solutions. Passing the criminal background required at application does not replace or ensure you will pass the Kansas State Department of Education (KSDE) background check required when applying for licensure.

To complete the criminal background check required for admission to Teacher Education see complete instructions on the following page

You will need one of the following

- **Credit Card (Visa or MasterCard) \$45.00** plus \$2.00 administrative fee  
Your background check will be immediately entered into progress when your credit card payment has been accepted
- **Money Order or Cashier's Check \$45.00**  
Your background check will not be entered into progress until Validity Screening Solutions receives the money order/cashier's check. Be advised the money order/cashier's check may take up to five (5) business days to receive and process. If you choose the money order/cashier's check option, you will be given detailed instructions on where and how to submit your payment after you complete Step 3 and 4 above.

**\* Your results will not be released to your WSU until you successfully submit your request to Validity. This can be verified if you have received the confirmation email titled 'Academic Screening Profile Received.'**

Results will be forwarded to Wichita State University. Instructions on how to access your completed report via your profile page will also be sent via email once your profile has been submitted. If you have any questions, please feel free to contact [cas@wichita.edu](mailto:cas@wichita.edu). You may also contact Validity Screening Solutions with technical questions at 913.322.5999.

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# Instructions

School: \_\_\_\_\_

Academic Field: \_\_\_\_\_

Visit URL to begin: \_\_\_\_\_

Locate your needed package by selecting the BEGIN link

**Please make sure you only select the package required as there will be NO REFUNDS**

1

Enter your email address and select **CONTINUE**

Enter your first and last name and select **REGISTER**



2

An authentication message will be dispatched to your email. Follow the link in the email to enter your basic information select **CONTINUE**



3

Select **START** to continue with the application



4

Complete information in required sections of application, click next to move through each section. Ensure all sections reflect complete in the review



5

Read the “notice” and check the confirmation box; click **NEXT** to continue



6

Read the “Summary of Rights under the Fair Credit Reporting Act” and check the box; click **NEXT**



7

Complete the Disclosure and enter your signature in the electronic signature box; click **NEXT**



8

Complete the required fields on the Authorization and enter your signature in the electronic signature box; click **NEXT**



9

Select **SUBMIT** to complete application. \*Failure to click submit will delay the processing of your screening



- Credit Card payment options: AMEX, Discover, MasterCard or Visa
- Authorized pending payment receipt will be emailed upon submission to email provided in your application

If you have any questions, please contact Validity Screening Solutions Client Services Team.  
Phone: 913-322-5999 | Email: [clientservices@validityscreening.com](mailto:clientservices@validityscreening.com)

**College of Applied Studies - Teacher Education Candidate  
Guidelines for Professional Performance during Field/Clinical Experiences**

The WSU Teacher Education Candidate (includes any WSU student engaged in a field experience as part of their teacher preparation program) and Intern is responsible for:

1. Communicating with the cooperating teacher the university supervisor on a routine and timely basis;
2. Adhering to all placement school policies and procedures;
3. Demonstrating academic and professional integrity as outlined by WSU's policies and procedures regarding student conduct (visit [http://webs.wichita.edu/inaudit/ch8\\_05.htm](http://webs.wichita.edu/inaudit/ch8_05.htm));
4. All Teacher education candidates (TECs) in a teacher education program participating in a field experience as a part of their degree program are expected to conduct themselves in accordance with the requirements and expectations of their degree program. TECs should not engage in unprofessional conduct or unlawful behavior in accordance to KSDE's Kansas Educator Code of Conduct: [http://www.ksde.org/Portals/0/TLA/Licensure/KS\\_Ed\\_Code\\_Conduct\\_Brochure031014.pdf](http://www.ksde.org/Portals/0/TLA/Licensure/KS_Ed_Code_Conduct_Brochure031014.pdf)
5. Completing all assignments and projects as mutually agreed upon and assigned by the university supervisor, cooperating teacher, and/or the Teacher Education Program (e.g., KPTP, reflection evaluations, lesson plans);
6. Being punctual and regular in attendance;
  - a. If for any reason a teacher education candidate must be absent, he/she should notify the university supervisor, the cooperating teacher, the building principal, and the school contact person prior to the absence.
  - b. Absences should be limited to emergency situations only (e.g., illness or family emergencies).
  - c. If a teacher education candidate is ill for an extended absence, he/she should provide the university supervisor with documentation such as a confirmation from his/her doctor. Similarly, the teacher education candidate must provide documentation reflecting the non- illness related absences if documentation is available (e.g., obituaries).
  - d. The field experience requirement may be extended when absences occur.
  - e. If a teacher education candidate is absent when he/she is scheduled to teach, he/she must provide a set of detailed lesson plans for the teacher who will assume the classroom responsibilities
7. Demonstrating a sensitivity to students' needs;
8. Demonstrating responsiveness to feedback;
9. Transporting him/herself to and from the placement school;
10. Maintaining the confidentiality of student information that must remain private in accordance with the Family Educational Rights and Privacy Act (FERPA); and
11. Any other appropriate assignment(s) or request(s) made by the cooperating teacher, university supervisor, or WSU faculty

Student Fees as of May 2024  
*Prices are subject to change*

I. Application for Teacher Education Program/ Core I classes - **Out of Pocket Expenses**

1. Background: \$45
  2. TB skin test: \$11 (price at WSU Student Health)
  3. Physical: \$40 (price at WSU Student Health)
- .....

II. Core Program Fees – **Charged to Student Account**

1. Field Experience/Internship: additional \$30/per credit hour
  2. Final Semester: Teacher Licensure Capstone (TLC): \$100
- .....

III. Final Semester - **Out of Pocket Fees:**

1. Graduation: Cap and Gown (Regalia and Tassel): \$36
2. Licensure:
  - a. Fingerprint Process: \$57
  - b. Initial Teaching License Application: \$60 for each area
  - c. Praxis Test Fees:
    - Content test(s) between \$130-\$156 for each area (Note: two subject areas in Middle Level - between \$250-302)

Information for fee waivers: [Praxis Fee Waivers \(ets.org\)](https://ets.org)