Located in Bert Combs 425, the Center for the Preparation of Educational Professionals (CPEP) Office of Licensure and Certification is responsible for the coordination of admission to initial and advanced professional education programs and the review and recommendation for initial and advanced licensure. In addition, applications for licensure for teachers, school personnel (principals, supervisors, superintendents, counselors, pupil personnel directors, business administrators, librarians, and speech pathologists) are also processed by a certification official in the Office of Licensure and Certification.

To be recommended for licensure/certification, all candidates seeking initial teacher certification, regardless of the college in which they are enrolled, must meet the requirements for admission to professional education, complete an approved teaching program, and pass the required PRAXIS II tests, PLT exam or Kentucky test as established by the Education Professional Standards Board.

Candidates are advised to enroll in EDF 203, Foundations of Education, during their freshmen year.

ADMISSION REQUIREMENTS and APPLICATION PROCESS

Admission to Professional Education

Professional education admission standards represent our goal to recruit candidates who have high academic achievement and ability. We welcome you to the profession.

Admission to the University (academic college) is not synonymous with admission to professional education. Candidates will apply for admission to professional education in the College of Education’s Office of Licensure and Certification (Combs 425). Formal applications will be accepted based upon completion of the following requirements:

A. Hours
- Candidates must complete 30 hours of credit (excluding developmental level courses).

B. Admission Test Requirement
- Candidates must have a passing score on the following tests:
  
  Praxis Core Academic Skills for Educators (CASE): Reading (156); Writing (162); Mathematics (150)

  May use Praxis I if completed prior to September 1, 2014 and score(s) is not more than 5 years old

C. GPA and Grade Requirements
- A cumulative grade point average of 2.75 on a 4.0 scale; or a grade point average of 3.0 on a 4.0 scale on the last thirty hours of credit completed.
- A grade of “C” or higher in EDF 203 (A state criminal history background check approved by the College of Education must be completed prior to the first day of class). Candidates are advised to enroll in EDF 203, during their freshmen year.
- “S” grade in EDF 310 and a grade of “B” or higher in CED 150 is required for all transfer candidates.
Undergraduate degree candidate GPA is based on the hours attempted as shown on the official EKU transcript. Post degree certification candidate GPA is based on all undergraduate course work and on the hours attempted as shown on the official EKU transcript.

D. Demonstrate an Overall Disposition Essential to Being an Effective Teacher
Candidates must demonstrate proficiency in oral and written communication including:
• **Critical thinking:** A grade of “C” or higher in ENG 102 or HON 102 with a grade of “B” or higher in ENG 105 (those earning a “C” must also take ENG 102).
• **Creativity:** A grade of “C” or higher in EDF 203.
• **Collaboration:** A grade of “C” or higher in EDF 203.
• **Communication:** A grade of “C” or higher in CMS 100 or CMS 210.

E. Professional Code of Ethics, Character Fitness Declaration, and Professional Dispositions
• Candidates must review the Professional Code of Ethics for Kentucky School Certified Personnel established in 16 KAR 1:020 and sign a COE Professional Code of Ethics for Kentucky Declaration form.
• Candidates must review the character and fitness questionnaire contained in Section III of the TC-1 incorporated by reference in 16 KAR 2:010 and sign a COE Professional Character and Fitness Declaration form. EKU College of Education requires a state criminal history background check approved* by the College of Education as a condition of admission. Under certain circumstances, a national criminal history background check may be required as a condition of admission.
• Candidates must demonstrate understanding of professional dispositions expected of professional educators. Candidates must review and sign a COE Professional Dispositions Declaration form.

*“Approved” is a formal review process of the professional character and fitness declaration and criminal records report. Professional disposition issues or violations of the professional code of ethics will be referred to the Professional Education Admission Committee. Any misrepresentation of facts, by omission or addition, may result in the denial of admission to teacher education.

F. Recommendations
• Candidates must submit satisfactory pre-service professional disposition reviews from two EKU faculty members including the EDF 203 or EDF 310 instructor and the advisor or another EKU faculty member.
• Candidates must complete and sign a Candidate Statement of Commitment Regarding Professional Dispositions form.

G. Student Behavior
• Candidates preparing to work in schools as teachers or other professional school personnel must demonstrate dispositions necessary to help all students learn.
• Candidates must demonstrate acceptable social behavior at the University and in the community-at-large.* A candidate interview may be required by the Professional Education Admissions Committee.
• Candidate admission status may be reevaluated if the candidate is placed on either academic or social probation or has a record of criminal conviction(s).* A candidate interview may be required by the Professional Education Admissions Committee.

*The Office of Licensure and Certification will contact the Eastern Kentucky University Office of Student Rights and Responsibilities to obtain records of infractions committed by candidates for admission to professional education. The Office of Licensure and Certification may also contact the Administrative Office of the Courts to obtain a criminal records check for each candidate for admissions to professional education.
H. Clinical Experience

- CED 100 - Clinical I: Introduction to the Education Profession with a grade of “B” or higher

Progressing in Professional Education

The Office of Licensure and Certification will process the formal “Application for Admission to Professional Education.”

The Professional Education Admissions Committee (PEAC) will review applications, supporting documentation, and other relevant materials brought before the committee and will take appropriate action concerning the student’s admission to the professional education program. The candidate will be notified of the committee’s decision. Prior to admission, candidates shall not enroll in any educator preparation program course(s) restricted to admitted candidates.

Selectivity during Preparation

Professional education programs have established transition points for program progression and monitors candidates’ advancement from admissions through completion. During these transitions, candidates’ must show evidence of developing content knowledge, pedagogical content knowledge, pedagogical skills, and the integration of technology in each of these domains. [CAEP Standard 3].