

ESL/Bilingual Alternative Licensure Graduate Student Teaching Application

College of Education and Human Services
University of Wisconsin Oshkosh

Due Dates*: November 1 (October 1 for traditional) May 1 (March 1 for traditional)

**If submitted past these dates, application must be accompanied by a written explanation detailing reasons for the tardiness of the application.*

Introduction

Traditional graduate student teaching applicants are students *seeking placement* in their particular licensure area(s) within a school setting. If the Office of Field Experiences is involved in procuring your ESL/Bilingual placement, the due dates will be March 1/October 1 to give us lead time for the placement process. **On-the-job** (OTJ) refers to applicants who are provisionally licensed and already teaching in the area in which they are seeking licensure. These applicants will be using their current job sites for their student teaching experience. OTJ students typically are not assigned a cooperating teacher, but are encouraged to have a mentor teacher in the building.

↔ Criminal Background Check

If you are not currently employed and are seeking a school field placement, proof of a current Criminal Background Check (CBC) must be provided with the application (Wisconsin Statute 165.82). To complete the process on campus, a \$8.00 fee is paid at the Cashier's Office in Dempsey Hall and the receipt must be attached to the front of your application. The CBC will be run by our College and examined by a Review Team designated by the Dean if deemed necessary. If you are an (OTJ) candidate you will not be required to submit a CBC as your employer would have managed that as an aspect of the hiring process.

↔ TB Test

It is assumed that you either have a state-mandated TB test on file in your school district or that you have had a TB test while enrolled in the teacher preparation program at UW Oshkosh. If this is not the case, a TB test must be conducted and results provided with your application.

↔ Praxis II Exam

A content knowledge assessment (ETS Praxis II exam) is required for certification by the Department of Public Instruction. Candidates must demonstrate a passing score on the appropriate exam to be eligible for student teaching. If your add-on certification requires a Praxis II exam, the **passing results must be attached to your application**. The test number for ESL students is 0360. If you need a test other than the test listed above, contact Bonnie Green at 920-424-0115 or gaskill@uwosh.edu. Please go to the Educational Testing Service website (ets.org/praxis) for more information.

Registration

Register for Elem/Sec 794 Practicum for 1 credit.

↔ Graduate students in the ESTRELLA weekend cohort generally register in class for student teaching at the beginning of the second semester of the program (for student teaching the following spring).

↔ **Portfolio**

The Department of Public Instruction requires that each student shall have a **portfolio** with evidence that the Ten Wisconsin Teaching Standards have been met. To review the standards, go to <http://dpi.wi.gov/tepd/stand10.html>. For add-on certifications this portfolio should demonstrate your knowledge and understanding of the Teacher Standards related to your new licensure area. Instructions on this requirement are attached to this application.

↔ **Fluency Assessment**

Students must register for, and successfully complete, Elem/Sec Ed 500, Bilingual Language Fluency Assessment, prior to student teaching. See Dr. Kathryn Henn-Reinke for details.

↔ **Autobiographical Sketch** (Traditional Candidates Only)

In order for your supervisor(s) to learn about you prior to beginning student teaching, you will need to complete an autobiographical sketch. Copies of your application and the autobiographical sketch will be forwarded to your supervisors. Your autobiographical sketch must be typed and no more than two pages in length. Please be sure that your name, address, telephone number, and email address are on the autobiography. Also include your emphasis and licensure levels. Remember - this is your first contact with the readers. First impressions are important.

Your autobiographical sketch may include information on the following:

- Life-enriching experiences such as travel, job, hobbies
- Prior experiences with children in school or other settings
- Involvement in university or extra-curricular activities or organizations, volunteer work
- Professional goals

↔ **Application Materials**

Submit both copies of the application, the autobiographical sketch (if required), and Praxis II scores to the Director of the Estrella Program by the due date.

Name _____

Praxis II: (Include copy of scores with this application).

Test Number of Praxis II exam taken _____ Score _____

Fluency Assessment completed? Yes _____ No _____

I hereby apply for admission to graduate/undergraduate student teaching for the purpose of fulfilling the professional requirements for Wisconsin State teaching licensure. I am aware of all prerequisites for graduate student teaching and have met them. I agree to pay, if required, the out of area fee for placements outside of the UW Oshkosh Service Region.

Signature

Date

Return completed application materials to Dr. Kathryn Henn-Reinke, Co-Director, Project ESTRELLA
UW Oshkosh, 800 Algoma Blvd. N/E 614 Oshkosh, WI 54901. Fax 920-424-0858.

**UW Oshkosh Candidate's Process
for Wisconsin Teaching License Application
Provided by MaryBeth Petesch, Certifying Officer**

To apply for a teaching license, either a first time license or an add-on license, please follow these simple directions:

1. Ensure that all your prerequisite courses are completed and that your student teaching grades have been submitted by your supervisor.
2. Go to the DPI web site **dpi.wi.gov/tepd/index.html**
3. Click on "**Application Forms.**"
4. Carefully read the general directions provided before you begin.
5. Print Form **PI 1602-IS**. DO NOT print it back-to-back.
6. The Conduct and Competency Review page must be *notarized*.
7. If you require fingerprint cards please read the instructions carefully. Electronic submission may be an option for you. Be aware that fingerprint cards are no longer valid six months after the date they were taken.
8. Provide the completed application with a \$100 remittance (credit card or *check made out to the DPI*) to:
MaryBeth Petesch, Certifying Officer
Office of Field Experiences, N/E 113
College of Education and Human Services
800 Algoma Blvd
Oshkosh, WI 54901
9. I will collaborate with the respective credit examiner or program coordinator on your license eligibility. When their endorsement is provided, I certify the application with my signature and send it to the DPI. *Please be aware that NO license can be processed until all student teaching assignments/forms/portfolios are received and student teaching grades are entered in PeopleSoft. This usually occurs about 10 days after the end of a 17-week semester.*
10. After the license leaves my office, it will take between 8-10 weeks for it to be confirmed on the DPI web site. You can check the status of your application by clicking on **License Look-up** using the URL listed in #2 above. Once the application is noted as "received" on this site, you will be mailed your license in the time indicated on the link. Remember that the processing time can be as long as three months from the time it leaves your hands, depending upon the volume of requests, so plan accordingly.

If you want a **Verification of Program Completion** form to provide to a potential or current employer to validate that your teaching license is being processed, please let us know by way of a note on the application. Also tell me where you would like the verification form sent.

Congratulations on your accomplishment!