When to apply: All students must be officially Admitted to the COEHS, maintain a minimum 2.75 Combined Grade Point Average and have successfully completed a minimum of 40 credits.

- **Elementary Education Majors:** Apply semester enrolled in Block A courses. You should be currently enrolled in or have completed the following courses:
  - 12-235 Child and Adolescent Development (prerequisite for 12-380)
  - 17-205 Introduction to Computers in Education
  - 12-380 Educational Psychology
  - 13/14-201 or 13/14-110 Individual School and Society
  - 13-311 Language Arts Methods
  - 17-302 Children’s Literature
  - 17-325 Instructional Technology
  - 15-305 Foundations of Literacy in Elementary Schools
  - 16-352 Children and Youth with Disabilities in General Education

- **Secondary Regular Education Majors:** Apply semester enrolled in 13/14-110 or 13/14-201 Individual, School and Society. You should be currently enrolled in or have completed the following courses:
  - 12-235 Child and Adolescent Development (prerequisite for 12-380)
  - 17-205 Introduction to Computers in Education
  - 12-380 Educational Psychology
  - 13/14-110 or 13/14-201 Individual, School and Society
  - Successfully completed a minimum of 9 credits in their content major

- **Special Education and Dual Majors:** Apply semester enrolled in Initial Practicum courses.

**Portfolio artifacts and rubrics:** Directions and recommended portfolio artifacts can be found in your E-Portfolio account under the Initial Portfolio link

- Portfolio artifacts can all be generated in your professional course work. All courses are aligned with the standards and course syllabi indicate which of the standards are assessed in course assignments. Rubrics for each standard can be found in the “Tools” section under “Evaluations”:
  - Upload your artifact and Submit for review by choosing a faculty reviewer

**Due Dates:**

- **Elementary Education Majors:** Submit artifacts for InTASC Standards 1 through 10
  - Initial E-Portfolio should be submitted for final review one week before the final day of the 14-week semester; InTASC Standards 1, 9 & 10 and Alternative Artifacts not already rated will be evaluated by final reviewer

- **Secondary Education Majors:** Submit artifacts for InTASC Standards 1, 2, 4, 5, 9, 10
  - Initial E-Portfolio should be submitted for final review one week before the final day of the 14-week semester; InTASC Standards 1, 9 & 10 and Alternative Artifacts not already rated will be evaluated by final reviewer
• **Special Education and Dual Majors:** Submit artifacts for InTASC Standards 1 through 10  
  o Initial E-Portfolio is submitted for final review as instructed by faculty  

**Interview:** An interview may be required. All Social Studies Majors may have a face-to-face interview.

**Notification of acceptance/denial:**  
  o Fall Applicants will be notified in mid-January  
  o Spring Applicants will be notified in mid-June  

• **Admitted Students:**  
  o Students officially admitted meet with their academic advisor in the Student Success Center, Ste 202 to complete a “Timetable for Graduation”. When the Plan is completed, students are assigned a faculty advisor in the COEHS.  

• **Students who have been denied:** Notify PEP Office in N/E 113 of Intent to Re-apply  
  o Students **denied** admission meet with their academic advisor in the Student Success Center Ste 202.  
  
  o Students **denied** admission may re-apply one more time through the following process:  
    - Re-submit a revised Initial Portfolio to the PEP Office in N/E 113 **one week before** the last day of the following 14 week semester  
    - Include all materials from the first admission attempt  
    - Complete a face-to-face interview  
  
  o Students who receive two denials to their licensure program are not eligible to re-apply, but may appeal the decision through the College Appeals Process. Decisions made at this point are considered final. If you have extenuating circumstances to support an appeal, please contact Dr. Fred Yeo, Dean, N/E 113, (920) 424-3324.  
  
  o For more information, students may make an appointment with Jean Inda, PEP Director, in N/E 113.