

EDU#1: Admission to the School of Education Program

- All students admitted to the Brescia University School of Education program must meet and/or successfully complete standards set by the School of Education faculty and submitted to Kentucky's Education Professional Standards Board (EPSB).
- The responsibility for application for admission to the School of Education Program lies with the student [*the candidate*].
- Photographs of applicants to the School of Education Program will be taken at the time of candidate interviews, and will be placed in the candidates' permanent School of Education records.

Criteria for Admission to the School of Education Program

1. The candidate must possess the moral, personal/social, and ethical characteristics commensurate with standards of Brescia University and of the Professional Code of Ethics for Kentucky School Certified Personnel.
2. The candidate must submit a background check from the Kentucky State Police or their local law enforcement agency if they live in another state. The candidate is responsible for any costs incurred.
3. The candidate must have completed a minimum of 45 semester hours of university course work.
4. The candidate must have completed at least one academic semester of university course work at Brescia University.
5. The candidate must have a cumulative GPA of 2.75 out of a possible 4.00 on all university course work attempted.
6. The candidate must have a cumulative GPA of 2.75 out of a possible 4.00 or 3.0 GPA on last thirty hours of credit completed on all professional course work attempted.
7. The candidate must have successfully completed [a grade of "C" or better and a combined GPA of 2.75 or higher] two of the following courses: Edu 204 – Introduction to Education (Transfer students: See Edu 108), Edu 255 – Teaching Children with Exceptionalities, or Psy 300 – Developmental Psychology. One of the required courses; Edu 108/Edu 204, Edu 255, or Psy 300; must be taken at Brescia University.
8. The candidate must have received a total score of 20 or more on EDU #4B, Professional Disposition Evaluation for the following courses taken at Brescia: Edu 204-Introduction to Education, Edu 246-Microcomputing in the Classroom, Edu 255-Teaching Children with Exceptionalities, or Psy 300-Developmental Psychology.

9. The candidate must demonstrate academic competence in the following way:
 - a. Earning scores on the Pre-Professional Skill Test (PPST), written or computer, that meet or exceed Kentucky's minimum criteria: Reading (176), Mathematics (174), and Writing (174); **and**
 - b. Maintaining a minimum college/university GPA of 2.75 on a 4.00 scale or 3.0 GPA on last thirty hours of credit completed.

10. For international candidates for whom English is a second language, a Test of English as a Foreign Language (TOEFL) is also required with at least a score of 550 to demonstrate reading and written language proficiency.

11. Three faculty references from current Brescia faculty are required. Requirements for choosing faculty are based on a candidate's major:

Interdisciplinary Early Childhood: Two from the School of Education faculty, one of candidate's choice (but either Social Work or Speech Pathology are suggested).

Elementary: Two from the School of Education faculty, one more of the candidate's choosing.

Middle School: One from the School of Education faculty and one from each of the candidate's two areas of specialization.

Secondary: One from the School of Education faculty, at least one from the candidate's teaching major(s), and one more of the candidate's choosing (if three have not been selected in the above process).

Special Education: Two from the School of Education faculty (one must be from the Special Education faculty), and (if including Elementary certification) one of the student's choosing, or (if including Middle School certification) one from candidate's other area of specialization.

12. Candidates who are seeking secondary or middle school certification who have completed their academic content preparation, and/or who possess a baccalaureate or master's degree in that content, must take and obtain a passing score on the PRAXIS II Specialty Exam(s) in their content area before being admitted to the School of Education.

13. The candidate must have demonstrated satisfactory performance in an interview conducted by members of the School of Education faculty and obtain a 3.0 or above on a scale of 5.0 on Edu #5A – Oral Presentation.

14. The evaluation of the candidate's disposition for the education profession shall include an oral presentation, written responses to the questions on the application form, and (if necessary) a conference with the candidate's advisor. The candidate must obtain a minimum rating of 20 out of a possible 28. (Edu # 5a - Dispositions)
15. The candidate must submit an Application for Admission to School of Education by October 1, February 1, or May 1 during any given academic year. The application packet may be obtained in the School of Education office.
16. In the event that a candidate does not submit his/her application by the deadline date because of extenuating circumstances, a letter of explanation to the Chair of the School of Education must accompany the application.
17. Admission to the School of Education requires that the applicant must not have been convicted of a felony involving moral turpitude which would reflect upon the applicant's good moral character. Candidates will be required to list dates and convictions, along with a release of information concerning these convictions. Admission of candidates convicted of a felony will be determined on an individual basis by the School of Education Faculty Sub-Committee of the TEAC. Even if accepted into the program, a convicted felon may not be eligible for certification in Kentucky.
18. A convicted felon applying for teacher certification in Kentucky must be approved by Kentucky's Education Professional Standards Board (EPSB).

NOTE: When submitting the request to the EPSB for initial certification (upon program completion), the candidate will be required to respond to the following question: "Have you ever been convicted of a felony or misdemeanor (other than a moving traffic violation), been found guilty, or entered a plea of nolo contendere (no contest), even if adjudication was withheld, in Kentucky or any other state?"

EDU#2: Application for Admission to the School of Education

Name _____ Date _____
Last First Middle (Maiden/Other)

Address (Home) _____
Street City State Zip

Address (Local) _____
Street City State Zip

Telephone (Local) _____ Telephone (Home) _____ Social Security # _____

Brescia University Email: _____

Gender: (please circle) Female Male Date of Birth _____ Ethnicity _____

PPST: Reading _____ Math _____ Writing _____
Date(s) of Exam(s): _____

Classification:

____ Sophomore ____ Junior ____ Senior
____ Post Graduate [Must have passed Praxis II Content Exam(s) – Please specify below:]
Test taken _____ Score _____ Date _____
Test taken _____ Score _____ Date _____

Educator Preparation Programs: *(check all that apply)*

____ Interdisciplinary Early Childhood Education (Birth – age 5)
____ Elementary (P-5)
____ Elementary (P-5) **and** Learning & Behavior Disorders (P-12)
____ Middle Grades (5-9):

Circle 2 Areas of Specialization:

English Social Studies Math Science Learning & Behavior Disorders (P-12)
____ Secondary – Major: _____
____ Art (P-12) ____ Spanish (P-12)

Endorsements: ____ English as a Second Language ____ Learning & Behavior Disorders (8-12)

Using the scale below, evaluate yourself on the following:

5 – Very Good 4 – Above Average 3 – Average 2 – Below Average 1 – Low

____ English Composition (Ability to express yourself clearly and correctly in writing.)
____ Oral Communication
____ Competence in area of certification
____ Professional attitude

Take some time to reflect on these three questions. The nature and quality of your responses will be considered, together with your oral presentation, as evidence of your teacher dispositions and competence with the English language. Please type each question with your response and attach them to the application.

- 1) Why have you chosen the teaching profession?

- 2) Describe your experience with school-age children (could range from pre-school through high school).

- 3) What qualities do you think an effective teacher possesses?

NOTE: Three current Brescia faculty references are required and should be chosen in the following manner:

Interdisciplinary Early Childhood: Two from the School of Education faculty, one of candidate's choice (but either Social Work or Speech Pathology are suggested).

Elementary: Two from the School of Education faculty, one more of the candidate's choosing.

Middle School: One from the School of Education faculty and one from each of the candidate's two areas of specialization.

Secondary: One from the School of Education faculty, at least one from the candidate's teaching major(s), and one more of the candidate's choosing (if three have not been selected in the above process).

Special Education: Two from the School of Education faculty (one must be from the Special Education faculty), and (if including Elementary certification) one of the student's choosing, or (if including Middle School certification) one from candidate's other area of specialization.

☞ ☞ ☞ Please obtain consent of the faculty member prior to listing him/her as a reference ☞ ☞ ☞

_____ Department _____
_____ Department _____
_____ Department _____

Please check the following two statements:

____ I have read and promise to adhere to the Professional Code of Ethics for Kentucky School Certified Personnel.

____ I declare that I possess good moral character and that I have never been convicted of a felony or crime involving moral turpitude, or misdemeanor (other than a moving traffic violation), been found guilty, or entered a plea of nolo contendere (no contest), even if adjudication was withheld, in Kentucky or any other state and that all of the information given by me on this form is true and correct. *(Kentucky Revised Statute 161.120 provides that a certification given may be revoked upon determination that false information was presented toward obtaining the certification.)*

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

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GPA _____	Faculty Evaluation: _____ Satisfactory _____ Unsatisfactory
_____ Application Accepted	Reason for "Unsatisfactory" or other comments: _____
_____ Application Deferred	_____
_____ Application Denied	_____

Additional Comments:

Date: _____ School of Education Chair: _____

EDU#33: Professional Code of Ethics for Kentucky School Certified Personnel

[as developed by the Education Professional Standards Board]

16 KAR 1:020

In 1990, the General Assembly of the Commonwealth of Kentucky enacted landmark legislation for education reform throughout the state. As the Kentucky Education Reform Act is implemented across the state, the Education Professional Standards Board calls Kentucky's educators to reaffirm their commitment to the highest ethical standards. In recognizing the magnitude of our responsibility to learners to society, we offer this Code of Ethics which reflects and promotes the aspirations of our profession.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028 requires that the Education Professional Standards Board develop a professional code of ethics. This administrative regulation establishes the code of ethics for Kentucky school certified personnel and establishes that violation of the code of ethics may be grounds for revocation or suspension of Kentucky certification for professional school personnel by the Education Professional Standards Board.

Section 1. Certified Personnel in the Commonwealth:

1. Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
2. Shall believe in the worth and dignity of each human being and in educational opportunities for all;
3. Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

To Students

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

To Parents

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

To the Education Profession

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2.

Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 16 KAR 1:030. (21 Ky. R. 2344; eff. 5-4-95; recodified from 704 KAR 20:680, 7-2-2002)

EDU#3: Acceptance to the School of Education Program

Action I – Accepted

- (a) The candidate must have at least a 2.75 GPA in all courses attempted and in professional courses attempted or 3.0 GPA on last thirty hours of credit completed.

- (b) The candidate will have: received state police department background check; met residency and course completion requirements; met minimum passing scores on the Praxis I PPST (Reading – 176, Mathematics – 174, Writing – 174); scored a minimum of 3.0 in the interview with the School of Education faculty; obtained a rating of at least 20 on the dispositions measure; received positive formal recommendations from each of the faculty references, and a score of 20 on the Professional Disposition forms, and a passing score (minimum 20) on Edu 4B, Professional Disposition for the four core classes.

Action II – Deferred Status

- a) The candidate must have at least a cumulative GPA of 2.75 or 3.0 GPA on last thirty hours of credit completed.

- b) In the event of unforeseen delays in the receipt of evidence confirming candidate’s successful attainment of the standards reflected in Level I (b), the decision will be deferred until receipt of the documentation. Under no circumstances will the decision be delayed beyond the beginning date of the semester following the one in which the application was filed.

- c) In the event the documentation affirms the candidate has met all criteria in Level I (b), the candidate is granted **Action I, “Acceptance.”**

- d) In the event the documentation is not received or the documentation indicates failure to meet any of the criteria in Level I (b), the candidate is assigned **Action III, “Not Accepted.”**

A letter explaining the nature of the Deferred Status will be sent to the candidate and the candidate’s advisor. Upon receipt of the missing documentation or, if no documentation arrives, the end of the semester, the candidate receives official notification of status. A copy is placed in the candidate’s file and one is forwarded to the candidate’s advisor.

Action III – Not Accepted

- a) The candidate has a GPA below 2.75 overall and/or in professional courses or below 3.0 GPA on last thirty hours of credit completed.
- b) The candidate fails to meet any of the criteria outlined in **Level I (b)**.
- c) The candidate receives less than a majority vote from the School of Education faculty sub-committee or from the TEAC.
- d) When the candidate has removed all areas of deficiency, that candidate is free to resubmit an Application for Admission and complete the application process.

The TEAC sub-committee (comprised of the full-time School of Education faculty) makes the initial recommendations regarding admission to School of Education, but the final decision regarding level of acceptance rests with the TEAC. Each candidate will be informed by letter of the results of their application process. Copies of the letter will be forwarded to the candidate's advisor and placed in the candidate's file.