

## MASTER OF TEACHER EDUCATION PROGRAM

### Steps for Completing the MTE Program Admission Application

- Step 1.** Complete all of the requested personal information. Our office will need this in order to contact you regarding your admission status. We will send you formal letters pertaining to the progress of your application process.
- Step 2.** Select the authorization level of program to which you are applying, either ECE/elementary or middle/high school.
- Step 3.**
- A. List the institution where you received your BA or BS degree. If you have more than one degree, provide that information as well.
  - B. List all colleges and universities that you have attended, at either the undergraduate or graduate level. Provide transcripts (official or unofficial) from each institution.
  - C. If your overall cumulative grade point average (GPA) is 3.0 or better, you are not required to make any further calculations. Otherwise, you may calculate your GPA using the other two methods listed on the application.
- Step 4.** You must have a minimum of 30 hours of experience in a public/private school before beginning the program. A Verification Form is provided to document this experience. Please provide all of the requested information on the form.
- If you have not completed 30 hours of public/private school experience, please explain how you will fulfill this requirement before the program begins. However, you do not have to complete this requirement before submitting your application.
- Step 5.** Access to a computer, the internet, and e-mail are required in order to participate in the program. If you answer "No" to any of the questions, explain how you will meet this requirement.
- Step 6.** Complete the character questions form. Answer all of the questions. ***If you answer "Yes" to any of the questions, please note the instructions at the top of the form regarding submission of a statement and related court documents.*** This form is required by the Teacher Standards and Practices Commission (TSPC).
- Step 7.** Complete the elementary or secondary application form. If you are uncertain about the endorsement in which you desire licensure, please contact the pre-admission advisor listed on the previous page.
- Step 8.** Complete the placement request form. All MTE students will be assigned to two placements. For elementary levels, one placement will be in the ECE grades and the other in elementary grades. For secondary levels, one placement will be in a middle school and the other in a high school. The placements will take place in either order, Fall-Winter or Winter-Spring.
- Step 9.** Complete the Eastern Oregon University **graduate admission application** process.

**Remember:**

- ✓ Send completed MTE admission application materials to the **College of Education.**
- ✓ Send completed Eastern Oregon University graduate admission application materials to the **College of Education – Attn: Graduate Admissions**