

**Teacher Candidacy Application**  
(Formerly known as Formal Admission to Teacher Education)  
West Chester University of Pennsylvania  
**UNDERGRADUATE**

**REQUIRED ATTACHMENTS:**

The following items must be attached **BEFORE** reviewing your application with your program advisor(s) for signature(s):

- ☐ Your unofficial transcript printed from MyWCU with your **SIGNATURE** at the top of the first page.
- ☐ Your basic skills testing score report(s) (SAT, ACT, Core, PAPA OR combination of qualifying scores) displaying passing scores of the tests currently specified by West Chester University for Teacher Candidacy.
- ☐ Early grades, middle grades and special education majors **only**: Verification form for Community Service Experience with all signatures – **do NOT attach the reflective statement.**
- ☐ Middle grades preparation majors **only**: attach the Declaration of Academic Content Area Concentrations.
- ☐ Transfer Students: If your transfer credits **do not** yet appear on your unofficial transcript OR you **do not** yet have a WCU GPA, copy(ies) of transcripts from institutions where you earned any transfer credit(s).

**Submit completed applications with all attachments to the Office of Candidate Services (107 Wayne Hall)**

Name: \_\_\_\_\_ WCU#: \_\_\_\_\_  
(Please print. Add former name/s if applicable)

Cell Number: \_\_\_\_\_ WCU Email address: \_\_\_\_\_

Gender (circle one): M / F US Citizen (circle one): Y / N WCU Cumulative GPA: \_\_\_\_\_

Degree Program/Major: \_\_\_\_\_ Total Credits Earned: \_\_\_\_\_

Scores for a basic skills test OR a combination/mix & match of scores from basic skills tests:

SAT Reading: \_\_\_\_\_ SAT Math: \_\_\_\_\_ SAT Writing: \_\_\_\_\_

ACT Composite: \_\_\_\_\_ ACT Math: \_\_\_\_\_ ACT English/Writing: \_\_\_\_\_ (prior to Sept 2015, submit IT Service Desk PDE Determination)

ACT Reading: \_\_\_\_\_ ACT Math: \_\_\_\_\_ ACT Writing: \_\_\_\_\_ (Sept 2015 & after)

Pre-service Academic Performance Assessment (PAPA) Reading: \_\_\_\_\_ Math: \_\_\_\_\_ Writing: \_\_\_\_\_

Core Academic Skills for Educators Reading: \_\_\_\_\_ Writing: \_\_\_\_\_ Math: \_\_\_\_\_

Composite Score Total (if applicable): \_\_\_\_\_ Please refer to the PA Dept. of Education's Composite Score Calculator at LINK:  
<https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx>

List courses taken to satisfy: 3 credits English composition \_\_\_\_\_  
3 credits English literature \_\_\_\_\_  
6 credits mathematics \_\_\_\_\_ and \_\_\_\_\_

Student Signature \_\_\_\_\_  
Signature \_\_\_\_\_ Please print name \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor \_\_\_\_\_  
Signature \_\_\_\_\_ Please print name \_\_\_\_\_ Date \_\_\_\_\_

**Special Education Dual Majors Only:**

Academic Advisor \_\_\_\_\_  
Signature \_\_\_\_\_ Please print name \_\_\_\_\_ Date \_\_\_\_\_

**Secondary Education 7-12 Majors:**

Signature \_\_\_\_\_ Please print name \_\_\_\_\_ Date \_\_\_\_\_

Verification by Candidate Services

PS Code \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

**Original to: Office of Candidate Services, College of Education & Social Work, 107 Wayne Hall**

2195

## ACHIEVING TEACHER CANDIDACY at WEST CHESTER UNIVERSITY

### What is Teacher Candidacy

Teacher Candidacy is the application process that confirms your intent to pursue teacher certification at West Chester University. *It is not automatic – you must apply!*

### What does it entitle you to?

Access to advanced coursework is available **only** to students that have achieved Teacher Candidacy. When students achieve Teacher Candidacy, West Chester University adds the MILESTONE of EDF030 to their academic record. The MILESTONE is a prerequisite to all advanced professional education courses. The MILESTONE (EDF030) is not a course, carries zero credit, and in no way affects your cumulative GPA or tuition charges. It will appear on your MyWCU to confirm your **Teacher Candidacy** status.

### What are the requirements for Teacher Candidacy?

- You must have earned a minimum of 48 credits at the college-level (100 level or above). The credits may have been earned at West Chester University and/or another institution or institutions.
- You must have earned a minimum cumulative GPA of 2.8 for all courses on your transcript/s.
- You must have achieved a passing score as established by the Pennsylvania Department of Education on the SAT or ACT or PAPA or CORE or a combination of qualifying scores currently specified by West Chester University for **Teacher Candidacy**.
- You must have the recommendation of your major department by signature of your advisor(s). Department recommendation may be contingent upon completion of additional and/or more rigorous requirements than the criteria described above.

### When should I apply?

You should apply for **Teacher Candidacy** as soon as you have met **ALL** of the requirements.

### What are the steps in the application process?

1. Ensure that you have met the requirements for **Teacher Candidacy**, including successful completion of the PAPA or CORE examination or SAT or ACT or a combination of qualifying scores. Since these examinations test your knowledge and skills developed in the general education portion of your program, most students are prepared and encouraged to take them early in their program; prior to beginning the sophomore year.
2. Obtain the application from the Office of Candidate Services (107 Wayne Hall), or your program department office, or the website for the College of Education & SW. Complete and sign the application for **Teacher Candidacy** and attach all of the required documentation:
  - Print your unofficial transcript from MyWCU and *sign your name at the top of the first page*
  - A copy of your SAT, or ACT, or PAPA or CORE Individual Score Report or combination of qualifying scores (or PRAXIS I) displaying results of the tests currently specified by West Chester University for **Teacher Candidacy**.
  - Copy(ies) of transcripts from institutions where you earned any transfer credit(s) **ONLY IF** they do not appear on your unofficial transcript OR if you do not yet have a WCU GPA (transfer students only).
  - Early grades preparation, middle grades preparation, and special education majors only, attach a signed copy of the Community Service Verification Form.
  - Middle grades preparation majors only: attach the Declaration of Academic Content Area Concentration(s).
3. Meet with your advisor(s) to review the application. Your advisor's/advisors' signature signifies that you have satisfied your department criteria for **Teacher Candidacy** and that it recommends you for **Teacher Candidacy**.
4. Submit the signed form and attachments to the Office of Candidate Services, 107 Wayne Hall, 125 W. Rosedale Avenue. Your application will be reviewed for final approval for **Teacher Candidacy**. When your application has been approved and processed, the MILESTONE of **Teacher Candidacy** will appear at the end of your unofficial transcript and you will receive a congratulatory email.