

# MTEC Teacher Certification Program Application Checklist

## Pre-Admission Requirements

- ❑ Attend an information session and receive an application packet.
- ❑ Complete the Supplementary Applicant Information (green form), Evaluation Feedback (blue half sheet) and return it to any MTEC staff member at the end of the session.
- ❑ Complete MTEC application, and mail or deliver to MTEC (Attention Juanita) at 234 W. Galena Street, Milwaukee WI 53212 with a nonrefundable \$35.00 check/money order made payable to MTEC to cover the cost of processing.

Applicants from areas outside the United States must possess a **visa and work authorization card**. For additional questions, contact Joe Chiusolo (414) 475-8789 in the Human Resources.

## Admission Requirements

- ❑ Praxis I Pre-Professional Skills Tests also known as the “PPST” which assesses basic academic skills in math, reading and writing. A passing score is required prior to acceptance into the MTEC program.
- ❑ Praxis II Subject Assessments State law requires that new teachers must obtain a passing score on Praxis II, which assesses subject area and principles of learning. Not required for acceptance into the program BUT IS required to obtain a WI teaching license.
- ❑ Four (4) official sealed transcripts from all universities/colleges attended verifying the coursework and stating the date the bachelor’s degree was conferred. Master’s degree transcripts are not required. All applicants must be graduates of accredited 4-year institutions. You can have transcripts sent directly to MTEC, 234 W. Galena Street, Milwaukee, WI 53212. (Attention: Juanita Barnes). Processing of your application will be delayed until transcripts are received.

**If degree is not from an accredited international university**, the transcripts will need to be evaluated by:

Educational Credential Evaluators, Inc.  
P.O. Box 92970  
Milwaukee, WI 53202-0970  
(414) 289-3400 Fax (414) 289-3411

- ❑ Three (3) letters or Recommendation.
- ❑ Four (4) or more classroom observations. Each observation requires completion of an observation form. Forms can be delivered, mailed, or faxed to the MTEC office. Fax (414) 227-2515 (Attention: Juanita Barnes)
- ❑ Complete verified successful experience with urban children.

After a review of your application materials, you may be contacted by MTEC staff to schedule an interview.

- ❑ MTEC interview, on-site writing sample.