

**Teacher Education Program Admission Checklist and Criteria**  
Center for Student Services, EHS Building Room 421, Central Michigan University, Mt. Pleasant, MI 48859  
Phone: 989-774-3309 E-Mail: [ehscss@cmich.edu](mailto:ehscss@cmich.edu) Web Site: [www.ehs.cmich.edu/css](http://www.ehs.cmich.edu/css)

This checklist should be used to track the completion of all admission requirements for the Teacher Education Program. Completion of the Admission Requirements is designed to be student-managed. It will be your responsibility to ensure that all requirements and deadlines have been met. It is suggested that the student keep copies of all materials that are submitted to the Center for Student Services.

**Application to Program – Checklist**

- 1. Completion of application form.** See the CSS web site for the application form [www.ehs.cmich.edu/css](http://www.ehs.cmich.edu/css).
- 2. Receipt for payment of application fee.** Payment of the \$50 non-refundable one-time application fee must be made in the Student Service Court, Bovee UC 119.
- 3. Obtain copies of transcripts for all graded courses taken at other accredited colleges or universities.**
- 4. Submit completed application form, receipt for payment of the application fee, and copies of transcripts to the Center for Student Services, EHS Building Room 421.**

After the application materials have been submitted, you must fulfill the following admission checklist items to become a candidate for admission.

- A. A minimum of 45 semester hours of university credit, including transfer credit, successfully completed.** (Effective Fall 2009)
- B. Completion of EDU 107 – Introduction to Teaching, with a minimum grade of “B” (3.00).**
- C. Completion of English 101 (or one of its accepted substitutes) OR English 201, with a minimum grade of “B-”(2.70); and oral English and Mathematics competency with a minimum grade of “C” (2.00).** See your CMU Undergraduate Bulletin for specific courses.
- D. Michigan Basic Skills Test (MBST #96).** Successful completion of the Mathematics, Reading and Writing portions of the MBST as required by the State of Michigan. You may apply online at [www.mttc.nesinc.com](http://www.mttc.nesinc.com) or registration booklets are available in EHS Room 421. Please note that a separate fee is required for MBST.
- E. A Minimum Grade Point Average (GPA) of 2.70 is required for admission.** The GPA will be calculated on your cumulative CMU or a minimum of the most recent 45 graded semester hours taken at regionally accredited institutions. The 45 graded semester hours counted for the GPA will not be split within a semester, session or term.
- F. 45-hour Pre-professional Experience.** The student must complete and document 45 hours of in-classroom experiences, with a State Certified Educator. The form is available at [www.ehs.cmich.edu/css](http://www.ehs.cmich.edu/css).
- G. Majors and Minors forms.** Forms are signed and acquired by contacting the department of the student’s major and/or minor. Signed copies of the student’s majors and/or minors must be on file at CSS, EHS 421.
- H. Technical Standards.** Form must be signed and on file at CSS, EHS 421 and is available at [www.ehs.cmich.edu/css](http://www.ehs.cmich.edu/css). It is recommended that students, before they turn in the form to CSS, sign it and make a copy for their own records.

**Criteria for Admission**

The Teacher Education Program accepts up to 390 students each semester. If more than 390 students qualify for admission, then the 390 students with the highest composite scores will be admitted into the program. The factors for calculating the composite score are GPA and the Supplemental Criteria points. Please refer to the Teacher Education Handbook for calculation of the composite score.

**CSS Web Site:** [www.ehs.cmich.edu/css](http://www.ehs.cmich.edu/css). The following information is at the web site:

- All forms
- Teacher Education Student Handbook
- Student Information Sheet - select “check your status,” and then sign in using your CMU student global ID and password
- Planning Guide Worksheet
- Where to sign your major/minor forms