GREETINGS

We at USM are delighted that you are considering preparing for a teaching career through the Extended Teacher Education Program (ETEP). ETEP is a nationally accredited and state-approved graduate level, post-baccalaureate teacher preparation program that leads to teacher certification and a master’s degree. The purpose of this guide is to assist prospective ETEP students in the preparation of their application to the program.

PROGRAM PREREQUISITES

Required Academic Preparation

Each applicant must have an earned bachelor’s degree from an accredited college or university. Applicants must have cumulative grade point average of 2.5 (on a 4.0 scale) in a baccalaureate degree program. Applicants who do not have a 2.5 overall GPA must enclose a letter asking for special consideration, in which they provide evidence of an ability to complete graduate studies successfully. Without such a letter, applicants who fail to meet eligibility requirements may be automatically denied.

Applicants must show completion of required academic content for the intended certification area (can be in progress at the time of application). Transcripts will be analyzed at the time of application to ETEP. This includes a bachelor’s degree and 24 credits specific to the content you intend to teach.

Elementary Education (K-8)

Bachelor’s degree which includes: 6 credits in math; 6 credits in science; 6 credits in English; and 6 credits in social science (history, political science, geography, economics, and anthropology).

English Language Arts (7-12)

Bachelor’s degree with at least 24 credits in English or literature: language development; composing and comprehending literature; analyzing language reading and writing across the curriculum; and research related to English language arts.

Modern & Classical Languages (K-12)

Bachelor’s degree with at least 24 credits in a foreign language. This requirement can also be met through a written and an oral proficiency exam.

Mathematics (7-12)

Bachelor’s degree with at least 24 credits in mathematics. Examples of mathematics are algebra, geometry, calculus, probability, statistics, finite math, and number theory.

Life Science (7-12)

Bachelor’s degree with at least 24 credits must be in life sciences. Examples of life sciences are biology, botany, zoology, anatomy and physiology, environmental science, ecology, marine biology, entomology, and ornithology.

Physical Science (7-12)

Bachelor’s degree with at least 24 credits in physical sciences. Examples of physical sciences are chemistry, physics, geology, earth science, space science, and oceanography.

Social Studies (7-12)

Bachelor’s degree with at least 24 credits in social studies. Social Studies defined as: geography, history, economics, anthropology, and political science. The 24 credits must include: 6 credits in US History and 6 credits in World History.

Please Note: The above is a guide for prospective students and does not replace the transcript analysis completed after applying to the ETEP program. Applicants who do not meet content-area pre-requisites will be made aware of any missing requirements as part of the ETEP application process. Individuals who want to
know prior to applying to ETEP if they have met these requirements can review these guidelines or contact the Maine Department of Education to conduct a transcript analysis at cert.doe@maine.gov or 207-624-6603. Maine DOE Website: [http://www.maine.gov/doe/cert/](http://www.maine.gov/doe/cert/)

Missing credits may be completed either through course work or by taking a CLEP exam. As per Maine Department of Education rules, a maximum of 6 semester hours of course requirements may be met through CLEP Exam(s) with a minimum score of 60 on subject examinations for courses not already taken. ([http://www.collegeboard.com/student/testing/clep/about.html](http://www.collegeboard.com/student/testing/clep/about.html)).

A course requirement may be met through a two-year community college if a minimum grade of "C-" was received for the course and the specific course is part of an articulation agreement with a four-year accredited college or university. Courses taken at USM in the summer immediately prior to entering the program should be taken as pass/fail so as not to impact the graduate GPA.

Students with international transcripts, including Canadian, must have them evaluated by agencies that are on the NACES approved list prior to applying. This is a Maine Department of Education regulation for certification. You can find the list at: [http://www.naces.org/](http://www.naces.org/)

ETEP students are responsible for completing all academic requirements prior to applying for teacher certification.

### Required Tests

Passing scores on the [Praxis Core Academic Skills for Educators](http://www.ets.org/praxis/register) is an entry requirement to ETEP. Applicants must meet the State of Maine passing scores:

- **Reading test** (code: 5712): 156
- **Writing test** (code: 5722): 162
- **Mathematics test** (code: 5732): 150

Maine applicants for initial teacher certification must [obtain a composite score of (468)](http://www.ets.org/praxis/register) on the three sections of the Core, with no single score on any section being more than three points lower than the required score. For those who still need sections of the PPST (discontinued August 2014), the only option is to take the Core in that subject area (this combination of tests is possible through August 2018). Applicants must obtain minimum passing scores in each test area; the composite score in these instances does not apply. Test dates and registration information is available online through Education Testing Services (ETS) at: [http://www.ets.org/praxis/register](http://www.ets.org/praxis/register)

**Include both USM (R 3691) and MDOE (R7368) as score recipients**

Tests may be scheduled and taken at different times/dates at a cost of $90 each. Tests may be scheduled to be taken on the same day (5 hr. block) for a combined test fee of $150. Praxis II content tests range in cost from $120- $160 each.

Core test preparation materials are available at:

- [http://www.ets.org/praxis/prepare/materials/5712](http://www.ets.org/praxis/prepare/materials/5712) (Reading)
- [http://www.ets.org/praxis/prepare/materials/5722](http://www.ets.org/praxis/prepare/materials/5722) (Writing)

Accommodations are available for test takers with disabilities or health-related needs. Please allow yourself 60-90 days to request these accommodations. Information on requesting accommodations can be found at: [https://www.ets.org/praxis/register/disabilities/accommodations/](https://www.ets.org/praxis/register/disabilities/accommodations/)

A test taker can also request for extended time when English is not your primary language. Information can be found at: [https://www.ets.org/praxis/register/accommodations/](https://www.ets.org/praxis/register/accommodations/)

Applicants whose native language in not English must have earned a score of at least 550 on the paper-based Test of English as a Foreign Language (TOEFL), 79 or higher on the Internet-based test, 213 on the computer-based test, or an IELTS score of 6.5 or higher. This requirement is waived for students who earned a bachelor’s at an English-speaking university or students from Newcomer ETEP.

**Please Note:** Passing scores on the appropriate Praxis II content area test is a state requirement for certification. ETEP teacher candidates will not be required to pass the Praxis II, but they must submit scores to be recommended for certification.
**Required Relevant Experience**

Applicants do not need prior formal teaching experience. However, prior experience working with school-aged children in an instructional or leadership situation is necessary. ETEP is not appropriate for initial exploration of teaching as a career.

In order to maximize the success of interns in the program, the admissions committee expects each applicant to demonstrate enough experience working with school-aged children or adolescents to be able to explain and reflect on why they want to be a teacher. Prospective teachers are highly encouraged to work with children or adolescents in a long-term interactive environment such as a classroom aide, tutor, substitute teacher, or coach. Many applicants have also engaged in teaching religious school, leading youth groups, mentoring, childcare or camp counseling.

**APPLICATION REQUIREMENTS**

- A submitted online [graduate admission application](#).
- The application fee of $65.00.
- Official transcripts from all colleges or universities attended, **excluding the seven campuses of the University of Maine system**. A transcript is official when it comes directly from the institution. If an applicant is submitting an official transcript, it must be in a sealed envelope from the institution indicating that it is an official document. If the envelope has been opened prior to arriving at the Office of Graduate Admissions, it is no longer considered an official transcript.
- Praxis Core Test report.
- Three letters of recommendation attesting to the applicant's potential for pursuing graduate level academic work, experience working with children and youth, and dispositions for being a professional teacher. Recommendations are easily submitted using our online application form. You will simply need to provide the name and email address for each of your recommenders during the application process. Once you submit your application, an email will be automatically generated to your recommenders directing them to fill out the [electronic letter of recommendation](#). The recommendations should be from persons able to comment from direct knowledge of the applicant's potential for success as a teacher and graduate student.
- Resume showing history of employment, education, and community service.
- Essay is a replacement to Question 17 in the Graduate School Application. It is a thoughtful response to the following prompt: **The challenge of teaching is helping to ensure ALL students are learning. What would a school look like that provides all students equal opportunity to learn? What practices to ensure ALL students are learning have you seen, know of, been a part of, or been inspired to emulate?**
- Catalog of Experiences. Select a range of personal, educational, or professional experiences working with children or adolescents that have been particularly significant in your development as a learner and a prospective teacher. Reflect carefully on each experience indicating what you learned about children, your content, and yourself.
- Certification of finances (international students only).
- Submission of official TOEFL or IELTS scores (if English is not first language, and high school and baccalaureate degree were not taught in English).

*Candidates should submit all application materials to the Application Processing Center, University of Maine System, P.O. Box 412, Bangor, ME 04402-0412. Electronic transcripts and other application materials can be emailed to: [edocs@maine.edu](mailto:edocs@maine.edu)*

**TK20 APPLICATION**


On this application, please indicate the following:

- **Teaching Certification Area**. Select one of the following: K-8 General Education, 7-12 English, 7-12 Life...
Science, 7-12 Mathematics, 7-12 Physical Science, 7-12 Social Studies, or K-12 Modern and Classical Languages.

- **ETEP Pathway.** Select whether you wish to complete the program full-time over the course of 1 year or part-time over the course of 2 years.
- **Cohort Preference.** Rank order the teacher education partnership locations based upon where you prefer to complete your internship. The USM Teacher Education Partnership Cohorts are as follows:
  - Urban Cohort (Portland, South Portland, Westbrook, Lewiston)
  - Gorham Cohort
  - RSU #14 Cohort (Windham, Raymond)

**APPLICATION DEADLINES**

- December 1: First Round
- January 30: Second Round

Rolling admissions through April 15 if certain certification areas have openings.

**APPLICATION AND ADMISSION TIMELINE**

**October – December**
During the fall semester, ETEP informational presentations are scheduled for prospective applicants. These meetings focus on the admissions process, financial aid, site descriptions, and certification requirements. They also provide an opportunity to meet current ETEP faculty. In-person sessions are scheduled for Gorham and Portland. Please see website for details: [http://usm.maine.edu/extended-teacher-education-program-etep](http://usm.maine.edu/extended-teacher-education-program-etep)

**December**
All application materials for the ETEP program must be submitted by December 1 (regardless of day of week) to ensure priority consideration.

**January**
First round applications will be screened by faculty and selected applicants will be invited for an interview. The ETEP program will contact these applicants to schedule an interview. Applicants not selected for an interview are denied admission to the program and will be notified in writing by the Office of Admissions.

**January 30**
Deadline for second round consideration for the ETEP program is January 30 (regardless of day of week)

**February—Late March**
First and second round decisions will be made and applicants notified. Second round applicants will be screened for interviews for sites that have open slots in the matching certification areas.

**April**
Second round candidates notified. To confirm acceptance, candidates are required to make a nonrefundable deposit of $200 that will be applied to their fall tuition.

**May 1**
Deadline for accepted students to enroll in a paid TK20 account and supply evidence of fingerprinting.

**June 30**
Deadline by which undergraduate applicants must show proof of having completed the undergraduate degree. Without this proof, a student risks not being able to matriculate as a graduate student. Financial aid awards may be affected.

**August**
Deadline for accepted applicants to provide proof of health insurance.

**Mid-August**
ETEP Begins

**IMPORTANT ETEP PROGRAM POLICIES FOR APPLICANTS**

The ETEP faculty reserve the right to accept and retain only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, maturity, & personal suitability for teaching.

Rev. 10/20/2016
All students admitted to ETEP program will be working with children in school settings and are therefore, required by law to be fingerprinted through a process approved by the Maine Department of Education. The students are responsible for obtaining and paying for the fingerprinting and providing evidence of the results to the ETEP program upon admission.

The University will make reasonable efforts to place admitted students in field experiences and internships, but placements are not finalized until the student has supplied all necessary documentation, passed all required background checks, and the school district has determined that student will be allowed to work within the district.

Students should be aware that a criminal record could jeopardize state certification.

The program maintains the right to change admission and/or program requirements as needed to meet changes in state certification requirements.

DIRECTORY AND RESOURCES

Graduate Education Prospective Student Advisor

The student advisor is an important resource for prospective ETEP applicants. The advisor can assist you with content transcript analysis, how to fulfill the admission requirements, and submit materials.

Michael Katz, Graduate Advisor
119 Bailey Hall (207) 780-5968
michael.katz@maine.edu

Teacher Education Faculty and Staff

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ETEP (Extended Teacher Education Program) Applicant Checklist

Use this checklist as a guide for preparing as an ETEP admission applicant. Have you completed the following?

- **Reviewed the ETEP Application Guide**
  [http://usm.maine.edu/extended-teacher-education-program-etep](http://usm.maine.edu/extended-teacher-education-program-etep)

- **Attended an ETEP Information Session or met with a teacher education Advisor?**
  [http://usm.maine.edu/extended-teacher-education-program-etep/etep-information-sessions](http://usm.maine.edu/extended-teacher-education-program-etep/etep-information-sessions)

- **Had your transcript analyzed by a teacher education advisor?**
  - Contact Michael Katz, 780-5968, michael.katz@maine.edu
  - For guidelines to a self-analysis of your transcript, visit:

- **Taken and successfully passed the Praxis Core**
  - See the Praxis guide to where, when and scores.
  - [https://usm.maine.edu/educatorpreparation/what-praxis-core-and-praxis-ii](https://usm.maine.edu/educatorpreparation/what-praxis-core-and-praxis-ii)

- **Completed an admission application including submission of all materials by the deadline.**
  - **First round:** December 1
  - **Second Round:** January 30
  - Follow the ETEP Application Guide for full details and instructions

- **Completed a free admission account in Tk20**

- **Activated your maine.edu account**
  Once your admission application has been submitted you will be notified by Admissions to activate your USM maine.edu account. You will begin receiving important e-mails as soon as your application is complete so don't delay.