The Pennsylvania Department of Education has established requirements for certification to teach in Pennsylvania. To prepare you to meet these requirements, Millersville University has developed criteria for admission to and retention in APS courses. APS standing is conditional upon meeting and maintaining requirements throughout the degree program. APS status is not permanent; it can be revoked.

The criteria for APS Admission and Retention – Undergraduate/BSE

**Credits**
Students must have completed 60 semester hours of credit

**Clearances**
A negative TB Tine test and photocopies of the following current (within one year) and satisfactory (no record exists) clearances must be on file with the Field Services Office: Act 34 (Criminal Record Check) report, Act 151 (Child Abuse History Clearance) report, and Act 114 (FBI Clearance) fingerprint check

**GPA**
A Millersville University minimum cumulative grade point average of 3.0 is required. Effective Spring 2010, a GPA below 3.0 and above 2.8 will be accepted; however, students must either satisfy the pre-service testing requirement by SAT/ACT scores or must obtain the qualifying scores* on the PAPA or Praxis Core tests in order to proceed in the program.

- * See testing information below
- Please Note: Students who complete the program with a cumulative GPA of 2.8-2.99 will also need to achieve higher scores on the content area certification examination(s) in order to meet final Certification requirements in PA. Please see the Certification Office for a list of Certification Test scores with the GPA deviation

**Testing**
Students must take and submit copies of test scores to meet the Pre-Service Testing Requirement. There are 4 (four) options for satisfying the Pre-Service testing requirement:

- PAPA score is a state required score of Reading-220 (min 193); Writing-220 (min 192); and Math-220 (min 197); scores must total or exceed a composite score of 686 if “min” scores are used
- Praxis Core score is a state required score of Reading-156 (min 148); Writing-162 (min158); and Math-150 (min 142); scores must total or exceed a composite score of 475 if “min” scores are used
- SAT score of 1550 will include no individual section (Critical Reading, Writing, and Mathematics) score of less than 500
- ACT composite score of 23 shall be accompanied by a combined English/Writing score of 22 and a Math score of 21
- Please Note: As a result of House Bill 1816, effective August 1, 2015, ALL students, regardless of GPA, must PASS one of the Pre-Service testing options in order to be admitted to APS.

**Coursework**
Satisfactory completion of all requirements for the major degree program, as well as the following:

- One (1) college-level (3 credits) English writing course (ENGL 110 included)
  - Students with a score of 600+ on the SAT II writing subject test taken while in high school may request a waiver
- One (1) college-level (3 credits) literature course with an English prefix
- Fundamentals of Speech (COMM 100)
- Two (2) college-level (6 credits) Mathematics courses (100 Level or higher)
  - Biology majors may count BIOL 375-Biometry as a 3-credit math course
  - Transfer students who have taken a course that has a significant statistics component may request a waiver

**Recommendation**
Favorable faculty recommendations for undergraduate and second degree students

- By default, all students receive favorable recommendation through the dispositions assessment process by the successful completion of EDFN 211/241.
- An APS “hold” will be placed on any student with new or unresolved disposition concerns.
  - Remediation will follow the established disposition process
  - The remediation plan must be completed satisfactorily for APS admittance and retention

**Application**
All students must submit an Application for Admission to APS (contact Field Services for access to this form); 120 Stayer Hall or [www.millersville.edu/fieldservices/](http://www.millersville.edu/fieldservices/)
The criteria for *APS Admission and Retention* – Post-Baccalaureate Certification (PBC) Students

### Clearances
A negative TB Tine test and photocopies of the following current (within one year) and satisfactory (no record exists) clearances must be on file with the Field Services Office: Act 34 (Criminal Record Check) report, Act 151 (Child Abuse History Clearance) report, and Act 114 (FBI Clearance) fingerprint check. PBC students who are currently employed by a school district may submit a PDE6004, Proof of Employment and copies of clearances on file with their school district in lieu of submitting new clearances if no field work will be coordinated by Millersville University. Please consult with Field Services office if you have questions regarding the Clearance Policy.

### GPA
PBC students must establish a Millersville GPA either through a semester of coursework or by completing TCAT requirements to reestablish a GPA as dictated in their admission criteria. A Millersville University minimum cumulative grade point average of 3.0 must be maintained. PBC students will be dropped from the program after the third “C” grade. Any grade below “C” will result in academic dismissal.

- Please Note: Students who complete the program with a QPA of 2.8-2.99 will also need to achieve higher scores on the content area certification examination(s) in order to meet final Certification requirements in PA. Please see the Certification Office for a list of Certification Test scores with the GPA deviation.

### Testing
Pre-service tests are required only for those PBC students who need them to meet program requirements (as listed on the program requirements sheet issued at admission to the program).

### Recommendation
Favorable faculty recommendations are required for PBC students.

- By default, all students receive favorable recommendation through the dispositions assessment process by the successful completion of EDFN 590/545 (or EDFN 211/241)
- An APS “hold” will be placed on any student with new or unresolved disposition concerns
  - Remediation will follow the established disposition process
  - The remediation plan must be completed satisfactorily for APS admittance and retention.

### Application
All students must submit an Application for Admission to APS (contact Field Services for access to this form); 120 Stayer Hall or [www.millersville.edu/fieldservices/](http://www.millersville.edu/fieldservices/)

### APS Appeals
Students who have not yet completed APS requirements, but are in the process of completing requirements prior to their APS semester, must register for those **APS course wait lists** to be eligible to add APS courses once APS requirements have been met. In order to be added to the “wait lists” students should take a copy of their current DARS to Stayer Hall, 120 in order to complete the APS Status Form and determine APS Eligibility to be included on the “waitlists” for APS courses. Students must be on a course wait list by December 1 for spring semester or May 1 for fall semester to be considered for a place in the class.

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The criteria for *Admission to Student Teaching* are:

1. Grade point average of 3.0 at the time of student teaching. Effective Spring 2010, a GPA below 3.0 and above 2.8 will be accepted; however, higher scores on the content area certification examination(s) will be required in order to meet final Certification requirements in PA. Please see the Certification Office for a list of Certification testing scores with the GPA deviation.
2. Satisfactory dispositions record
3. A negative TB Tine test must be on file with the Field Services Office
4. Photocopies of satisfactory (no record exists) Act 34 (Criminal Record Check) report, satisfactory (no record exists) Act 151 (Child Abuse History Clearance) report, and satisfactory (no record exists) FBI clearance (fingerprint check) on file with the Field Services Office
5. Evidence of having current liability insurance
The courses representing Advanced Professional Studies in each department with a certification program are listed below. Students may not enroll in these courses until admission to Advanced Professional Studies has been obtained.

**Elementary and Early Childhood Education**
- **ERCH 422** Teaching of Literacy, PreK-4
- **ERCH 455** Teaching of Mathematics to Young Children
- **ERCH 465** Science for the Young Learner
- **EDUC 305** Field Experience
- **EDEL 461/462** Student Teaching
- **MDLV 425** Teaching of Literacy, 4-8
- **MDLV 456** Teaching Middle Level Math
- **MDLV 466** Teaching of Science: An Inquiry Approach

**Professional Education Bloc (Applies to most PreK-12 & 7-12 Content Areas)**
- **EDSE 321/521** Issues in Secondary Education
- **EDFN 330/530** Instructional Technology, Design, and Assessment
- **EDSE 340** Content Area Literature for Diverse Classrooms
- **SPED 346** Secondary Students with Disabilities in Inclusive Settings

**Secondary Education (Foreign Languages, Social Studies, Science, Math and English)**
- **FORL 480** Teaching of Foreign Languages in the Secondary School
- **EDSE 430** Teaching of Social Studies in the Secondary School
- **MATH 405** Teaching of Mathematics in the Secondary School
- **EDSE 471** Differentiating Instruction
- **ENGL 488** Teaching of English in the Secondary School
- **EDFL 461/462** Student Teaching (Foreign Language)
- **EDMA 461/462** Student Teaching (Math)
- **EDSC 461/462** Student Teaching (Science)
- **EDSS 461/462** Student Teaching (Social Studies)
- **EDFN 561** Student Teaching (Graduate Level)
- **EDFN 560** Post Bac Professional Bloc
- **EDFN 562** Student Teaching Post Bac

**Art Education**
- **ART 322** Child Development in the Visual Arts
- **ART 325** Methodology and Pedagogy for Art
- **ART 426** Art Curriculum Design and Application
- **EDAR 461/462** Student Teaching

**Music Education**
- **MUSI 372** Middle and Secondary School Methods
- **MUSI 373** Instrumental Methods
- **EDMU 461/462** Student Teaching
- **EDMU 561** Student Teaching (Graduate Level)

**Technology Education**
- **EDSE 321** Issues in Secondary Education
- **EDTE 391** Curriculum and Instruction in Technology Education
- **EDTE 491** Seminar in Technology Education
- **EDTE 461** Student Teaching
- **EDTE 462** Intern Teaching

**Special Education**
- **SPED 311** Assessment for Designing & Implementing Instruction
- **SPED 321** Serving Individuals with Pervasive & Extensive Disabilities
- **SPED 331** Positive Learning Environment for All Students
- **SPED 341** Early Intervention to Kindergarten
- **SPED 411/412** Formal Assessment
- **SPED 441** Effective Instruction, Specialized
- **SPED 442** Effective Instruction, General Education
- **SPED 451/452** Individualized Educational Planning
- **SPED 453** Reflective Practices
- **EDSP 461/462** Student Teaching
- **EDSP 561/562** Student Teaching (Graduate Level)
APS Eligibility Process

Because of failure to meet one or more of the Advanced Professional Studies criteria, students may be blocked from registering for a course. Students should follow the guidelines below to enable them to complete APS criteria or to register on the Wait List for an APS course.

Request for Appeal to take a prerequisite course concurrent with APS course(s):

___ 1. Write a letter of appeal that details your extenuating circumstances and explains how you plan to correct the deficiency(ies).
___ 2. Print and complete an APS Status Form found at http://www.millersville.edu/fieldservices/
___ 3. Review your APS requirements and determine your “Action Plan” for achieving APS status with the Field Service office in order to get your name on the “Wait List” for an APS course.
___ 4. Submit the APS Status Form IN PERSON to the Field Services office, Room 120, Stayer Hall, Monday – Friday; 8:00 a.m. – 4:30 p.m., (717)871-5752. Faxed, emailed and mailed forms will not be accepted. Include your DARS or an unofficial transcript
___ 5. Include “Proof of Registration” for any required coursework pertaining to APS status.
___ 6. Register for other courses for the coming semester if you must maintain full-time status for financial aid or insurance purposes. Please consult your academic advisor.
___ 7. At the time of registration, send your letter of appeal to: Appeals Committee, c/o Field Services, Stayer Room 120 or fax it to 717-871-2448. This letter should be sent to Field Services office during registration even if you think you will meet all requirements prior to the start of the next semester.
___ 8. If at the end of the semester you meet all APS requirements, the block will be lifted and you will be able to register for the APS course(s), if space permits. There will be no notification sent to you. You should know if you have met the requirements and can then register on your own.
___ 9. If you have not met all APS requirements by the end of the semester, the appeal will be reviewed and acted upon. After the committee meets and makes a decision on your case, you will be notified by mail or phone of that decision.
___ 10. Please understand that appeals are granted at the discretion of the APS Appeals committee and only in circumstances in which the individual can demonstrate that s/he nearly meets the requirements.

Request for GPA Override (GPA below 3.0 and above 2.8):
(Effective April 1, 2010, there is NO appeal for a GPA lower than 2.80. Students meeting a GPA between 2.8 and 3.0 will have to visit the Field Services Office to determine if an override is possible.)

___ 1. To qualify for a GPA override you must meet all other APS criteria including passing Pre-service testing requirements.
   a. To qualify for a GPA override you must have less than 24 credits remaining until student teaching.
   b. To qualify for a GPA override you must have at least a 2.8 current GPA.
___ 2. Submit a Degree Audit IN PERSON to the Field Services office, Room 120, Stayer Hall, Monday – Friday; 8:00 a.m. – 4:30 p.m., (717)871-5752. Faxed, emailed and mailed forms will not be accepted.
___ 3. Provide current GPA
___ 4. Once you receive your override, you may register for your APS courses using the MAX registration system.
___ 5. Do not expect to be admitted to APS classes without the required 2.8 GPA.

Please note: Completing this process does not guarantee you a spot in the APS course(s) for which you’ve indicated your intent to register. You must meet all APS requirements, receive an APS override and register for the courses through the regular MAX registration process. Courses must be open and have seats available for your registration to be successful.
Request for APS Status when missing ANY OTHER APS criteria:
Please follow the APS “Wait List” process for any of the following deficiencies. Be aware that there are no overrides given for APS status until the missing criteria are met.

- **Pre-Service Test Scores** – There are NO exceptions given for not meeting Pre-Service Testing requirements. Scores must be submitted with Applications for Admission to APS. Effective August 1, 2015, ALL BSE students, regardless of GPA, must PASS one of the Pre-Service testing options in order to be admitted to APS.

- **Clearances and TB Testing** – There are NO exceptions given for not submitting criminal background clearances and TB test results.

- **A GPA below 2.8** – There are NO exceptions given for a GPA below 2.8. You must raise your GPA above 2.8 for the exception.

- **Transfer credit for required coursework that does not yet appear on your DARS** – There are NO exceptions given until the required coursework appears on your DARS through the Registrar’s transfer credit process.

___ 1. Print and complete an APS Status Form found at [http://www.millersville.edu/fieldservices/](http://www.millersville.edu/fieldservices/)
___ 2. Review your APS requirements and determine your “Action Plan” for achieving APS status with the Field Service office in order to get your name on the “Wait List” for an APS course.
___ 3. Submit the APS Status Form IN PERSON to the Field Services office, Room 120, Stayer Hall, Monday – Friday; 8:00 a.m. – 4:30 p.m., (717)871-5752. Include your DARS or an unofficial transcript.
___ 4. Register for other courses for the coming semester if you must maintain full-time status for financial aid or insurance purposes. Please consult your academic advisor.

Questions or concerns regarding any of these processes should be directed to the Field Services office (120 Stayer Hall; 717-871-5752).
1. Complete the Student Information section below.
2. Submit this form IN PERSON to the Field Services Office. *You must appear IN PERSON to complete additional information for your APS Status and if you intend to register for an APS course.

Student Information:
NAME: ___________________________________________ (Mr. Ms. Mrs. Miss)
MU ID #: M00________________________
EMAIL: ____________________________________________@millersville.edu
CELL PHONE: (____) _____-_______________
MAJOR: _______________________________________
Please check student status: ☐ Undergraduate/2nd Degree ☐ Post-Baccalaureate (Graduate)

Please list the APS courses you intend to register for:

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<tr>
<th>Course Number/Description</th>
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* Field Services will complete the information below this line.

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<tr>
<th>Course #</th>
<th>ENGL COMP</th>
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<th>ENGL LIT</th>
<th>MATH</th>
<th>MATH</th>
<th>EDFN</th>
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<td>211/590</td>
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<td>241/545</td>
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Copy of Pre-Service Test scores on file? Yes ☐ No ☐ PRAXIS I ☐ PAPA
Scores: Reading _____ Writing _____ Math _____ Composite (if applies) _____
Clearances on file? Yes ☐ No ☐
If ‘No’, explain: __________________________________________________________________________
APS Action Plan: __________________________________________________________________________

Student Signature: ___________________________ Date: _________________________

Action Requested: 1X O/R FULL O/R Wait List Other _____________________
Student received copy ☐ Entered on Waitlist: ☐ Prepared by: ________________________
Plan completed: _____ APS override granted: _____ Released from Waitlist: _____

APS Admission and Retention Information   Spring 2015