Thank you for your interest in Northwestern State University’s Alternate Certification programs. We are recruiting outstanding individuals who want to make a difference in the lives of our children, and our goal is to prepare you to be successful. We have included a packet of information for you, including the guidelines for applying to our alternate certification program as well as completion of a Louisiana teacher certification program.

APPLICATION PROCESS:

1. Complete the College of Education and Human Development (COEHD) application for admission to an alternate certification program. Return this application and the attached Louisiana Department of Education Professional Conduct Form to the NSU Office of Teacher Certification, with a resume and official transcripts from all colleges attended as well as PRAXIS scores (if you have taken those tests).

2. Complete a Graduate School application (available at: www.nsula.edu/graduate studies/). All students who are admitted to an Alternate Certification program must also be admitted to the Graduate School. For Graduate School information, please call 1-800-232-9892.

3. Register for and present passing scores on the following examinations:
   a. PRAXIS I Pre-Professional Skills tests (Reading, Writing, and Mathematics). (If you have an earned Master’s degree, an ACT composite score of at least 22, or an SAT combined verbal and math score of at least 1030, the PRAXIS I exam is not required.)
   b. PRAXIS II Content Area exam in your certification area. (Information regarding tests required by the state of Louisiana is available on the last pages of this document.)
   c. GRE (Graduate Record Examination) scores of at least 280-281 (new scoring) or 750 (old scoring) (Verbal/Quantitative).
      GRE registration information may be found at www.gre.org/splash.html.

Once again, we thank you for your dedication to raising student achievement and encourage you to apply to one of our alternate certification programs. If you have any questions, please call the NSU Office of Teacher Certification at 318-357-6144, or email Ms. Suzanne Williams at Suzanne@nsula.edu, or Ms. Kathy Shaw at shawk@nsula.edu.

Further information is available at: http://dtl.nsula.edu.
Persons wishing to earn Louisiana teacher certification through an Alternate Certification program may choose one of the following graduate programs. (Students must meet Graduate School admission requirements for all programs.)

1. **Practitioner Teacher Program (PREP)** (21 hours) *(with Master’s degree option)*: Elementary 1-5; Middle 4-8; Secondary 6-12. Cohorts in this program begin studies in the summer and enroll in an Internship in Teaching and Seminar during the following fall and spring semesters. This initial certification program requires 21 hours of graduate courses. Candidates **must** have the written guarantee of a teaching position in their certification area/grade level for the school year immediately following summer classes in order to be admitted. (12 hours of the PREP credits may apply toward a Master of Education degree.)

2. **Professional Studies – Master of Arts in Teaching (PS-MAT)**: (33-39 graduate hours) This is an online Master's degree program which offers certification in: PK-3; Elementary 1-5; Middle 4-8; Secondary 6-12; Integrated Regular & Mild/Moderate Special Education 1-5, 4-8, or 6-12.


**Admission requirements for ALL programs:**

1. A **baccalaureate degree** from a regionally-accredited university;
2. A cumulative **GPA of 2.5** or higher (on a 4.0 scale);
3. Passing scores on the PRAXIS Pre-Professional Skills tests - Reading, Writing, Math; (An earned Master’s degree, an ACT composite score of at least 22, or a SAT combined verbal and math score of at least 1030 will substitute for passing PPST scores.)
4. Passing scores on the PRAXIS II content specific examinations in your teaching area/grade level-
   a. Candidates for Grades PK-3: pass the Elementary Education: Content Knowledge specialty exam (#0014 or 5014);
   b. Candidates for Grades 1-5 (regular education and integrated regular & mild/moderate special education grades 1-5): pass the Elementary Education: Content Knowledge specialty exam (#0014 or 5014);
   c. Candidates for Grades 4-8 (regular education and integrated regular & mild/moderate special education grades 4-8): pass a Middle School content specialty exam (Choose from: Math #0069; English/Language Arts #0049; Science #0439; Social Studies #0089);
   d. Candidates for Grades 6-12 (regular education and integrated regular & mild/moderate special education grades 6-12) and K-12 (Music): pass a PRAXIS subject-specific examination(s) for the content area in which you seek certification.

   Please refer to the Louisiana PRAXIS test chart at the end of this information packet. If no examination has been adopted for Louisiana in the certification area, candidates must present a minimum of 31 semester hours of coursework specific to the content area.
5. **Minimum GRE score** of 280-281 (new scoring) or 750 (old scoring) (Verbal & Quantitative)

**Certification requirements:**

Certification through any of these programs also requires a passing score on a PRAXIS Pedagogy test *(Principles of Learning & Teaching* for Early Childhood, Elementary, Middle, Secondary, and K-12 certification; *Special Education* test for Mild/Moderate Special Education certification), a cumulative grade point average of at least 2.50 (on a 4.0 scale), and completion of an Internship or Student Teaching. Students enrolled in the PS-MAT or non-Master's programs must pass ALL required PRAXIS tests for their certification prior to enrolling in the Internship. PREP students take the Pedagogy tests during their Internship year.

Please return the attached application form and indicate which program you wish to enter. **If you are a Middle or Secondary Grades candidate, please note your teaching content (English, Math, etc.).**
**APPLICATION FOR ADMISSION TO AN ALTERNATE CERTIFICATION PROGRAM**

**Name:**  
Last                                      First                                                       MI/Maiden

**SSN:**                                                          Gender:                        Ethnicity:

**Address (Street or P.O. Box):**
____________________________________________________________________________________

City:                                                                   State:                                   Zip:

**Telephone:**     Home                      Work                      Cell                      E-mail address

**Where did you earn your Bachelor’s degree? ___________________________GPA ________(2.50 required)**

**Do you have a Master's degree? _________ If so, where did you earn it? ______________________**

**PRAXIS** If you have taken any of these tests, please provide your highest scores:

**PPST I**: Reading _________ Writing _________ Mathematics _________

**PRAXIS II Specialty Area** (s): test name/s ____________________score/s ____________________

*Note: Social Studies and English require 2 PRAXIS II tests for admission.*

**SST – 0086 (or old scores 0081 AND 0083); ENGL – 0041**

**PRAXIS II PLT** (not required for admission to an alternate certification program): __________

**GRE** scores: ______________

**NOTE: GRE is required for admission to ALL Alternate Certification programs.**

List all other colleges/universities that you have attended:
__________________________________________________________

**Do you have teaching experience? ____ School/Parish ________________________________**

Grade/content area___________________________________________________________

**Will you have a teaching position for the next school year? ____________**

School/Parish ___________________________ Grade/content area_____________________

**Have you ever been enrolled in another alternate certification program? (University or Private Provider)**
__________________________________________________________
Please indicate which Alternate Certification program you wish to enter:

1) Practitioner Teacher Program (PREP) with Master’s degree option* _______

You must have the written guarantee of a teaching position in a public school for the next school year, a minimum 2.50 GPA, and passing scores on PRAXIS PPST and Specialty Area test/s in your teaching area.

Certification level/subject/grades (choose one):

**Regular Education:**

Elementary Grades 1-5 _______

Middle Grades 4-8 content* ______________________

Secondary Grades 6-12 content*____________________

(*12 hours of PREP credits may apply toward a Master of Education degree.)

2) Practitioner Teacher Program (PREP) – certification only _______

You must have the written guarantee of a teaching position in a public school for the next school year, a minimum 2.50 GPA, and passing scores on PRAXIS PPST and Specialty Area test/s in your teaching area.

Certification level/subject/grades (choose one):

**Regular Education:**

Elementary Grades 1-5 _______

Middle Grades 4-8 content* ______________________

Secondary Grades 6-12 teaching content*_______________

3) Professional Studies Program Master of Arts in Teaching degree (PS-MAT) _______

You must have a minimum 2.50 GPA, and passing scores on PRAXIS PPST and Specialty Area test/s in your teaching area.

Certification level/subject/grades (choose one):

a) **Regular Education:** Early Childhood Grades PK-3 ____Elementary Grades 1-5 _______

Middle 4-8 content* ___________________________ Secondary 6-12 content*___________________________

OR

b) **Integrated Regular & M/M Special Education:**

M/M SPED Grades 1-5______

M/M SPED Grades 4-8 content*____________________

M/M SPED Grades 6-12 content*____________________

*English, Math, Biology, Social Studies, etc.
In order to apply for admission to one of NSU’s alternate certification programs, you must submit:

1) **Application form**;

2) **PRAXIS scores**; and

3) **PREP students only** – “letter of intent to employ” from your School Board to:

    Office of Teacher Certification  
    College of Education & Human Development  
    Northwestern State University  
    Natchitoches LA 71497

4) Send the enclosed **transcript request form** to all universities attended (DO NOT FAX OR SEND COPIES OF TRANSCRIPTS).

**NOTE:** Admission to an Alternate Certification Program is dependent upon eligibility for enrollment in NSU’s Graduate School. You must apply for admission to the Graduate School before registering for classes.
# Professional Conduct Form

(All questions must be answered)

<table>
<thead>
<tr>
<th>NAME OF APPLICANT: (Including, First, Middle, and Married)</th>
<th>Social Security Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>DATE OF BIRTH:</td>
</tr>
</tbody>
</table>

### Each Question must be answered:

<table>
<thead>
<tr>
<th>Question</th>
<th>Please Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If YES, in what state?</td>
<td>YES  NO</td>
</tr>
<tr>
<td>2. Are you currently being reviewed or investigated for purposes of such action as stated in #1 or is such action pending? If YES, in what state?</td>
<td>YES  NO</td>
</tr>
<tr>
<td>3. Have you ever been convicted of any felony offense, been found guilty or entered a plea of <em>nolo contendere</em> (no contest), even if adjudication was withheld? If yes, please provide the following information: Specify the Offense:</td>
<td>YES  NO</td>
</tr>
<tr>
<td>Date of Offense:</td>
<td>YES  NO</td>
</tr>
<tr>
<td>State and Parish/County of Conviction:</td>
<td>YES  NO</td>
</tr>
<tr>
<td>Judicial District of Court of Conviction:</td>
<td>YES  NO</td>
</tr>
<tr>
<td>4. Have you ever been convicted of a misdemeanor offense that involves any of the following: a) Sexual or physical abuse of a minor child or other illegal conduct with a minor child. b) The possession, use, or distribution of any illegal drug as defined by Louisiana or federal law.</td>
<td>YES  NO</td>
</tr>
<tr>
<td>5. Have you ever been granted a pardon or expungement for any offense as stated in #3 or #4?</td>
<td>YES  NO</td>
</tr>
</tbody>
</table>

If you answered “YES” to any questions, #1 through #5, you must provide court certified copies of all documents and proceedings, civil records of Federal, State and/or District School Board actions, or other relevant documents that provide full disclosure of the nature and circumstances of EACH separate incident in your application packet.

I affirm and declare that all information given by me in the responses to items #1 through #5 above is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in criminal prosecution and/or the denial or revocation of my teacher certificate.

| SIGNATURE OF APPLICANT: | DATE: |
The Practitioner Teacher Program (PREP) is Louisiana's "fast track" route to teacher certification.

**ADMISSION REQUIREMENTS:**

1. Baccalaureate degree from a regionally accredited university with a 2.50 minimum cumulative grade point average (on a 4.0 scale).
2. Passing scores on PRAXIS I *PPST Reading, Writing, and Math* tests; (PRAXIS I is waived for persons who have an earned Master’s degree, or an ACT composite score of at least 22, or a SAT combined verbal and math score of at least 1030.)
3. Passing score/s on PRAXIS II *Content* test(s) for your teaching area/grade level.
4. Letter of intent to employ from a public school district which guarantees a teaching position in your certification area for the school year following enrollment in PREP courses.
5. Graduate Record Exam (GRE) – minimum combined *verbal* and *quantitative* – 280-281 (new scoring) or 750 (old scoring).

**SUMMER:**

Enroll in 9 hours of face-to-face graduate courses on the Natchitoches campus during the summer school session. Upon successful completion of these courses (with a minimum grade of “C”), you will receive a *Practitioner License 1*.

**FALL and SPRING:**

1. Enroll in an Internship in a Louisiana public school in the Fall and Spring semesters immediately following the summer coursework. (This is your teaching position.)
2. Enroll concurrently in a seminar course in Fall and Spring.
3. Pass the remaining PRAXIS II test/s required for your certification.

Upon successful completion of all courses, Internship, and PRAXIS requirements, you will be eligible for a *Level 1 Teaching Certificate*. Otherwise, your practitioner license can be renewed twice.

**Master of Education degree:**

Twelve hours of PREP credits may apply toward a Master of Education degree. For further information, contact Dr. Kimberly McAlister, Teaching and Learning Department (mcalisterk@nsula.edu).

A passing GRE score: minimum 280-281 (new scoring) or 750 (old scoring) Verbal/Quantitative must be submitted to the Graduate School office for ALL alternate certification students.

For further information, e-mail Ms. Suzanne Williams suzanne@nsula.edu or Ms. Kathy Shaw shawk@nsula.edu, or call NSU’s Office of Teacher Certification at 318-357-6144.
NORTHWESTERN STATE UNIVERSITY
PROFESSIONAL STUDIES MASTER OF ARTS IN TEACHING DEGREE
PS-MAT

This is a traditional master’s degree which is offered online and leads to teacher certification in Louisiana.

ADMISSION REQUIREMENTS:

1. Baccalaureate degree from a regionally accredited university with a 2.50 minimum cumulative grade point average (on a 4.0 scale).
2. Passing scores on PRAXIS I PPST Reading, Writing, and Math tests; (PRAXIS I is waived for persons who have an earned Master’s degree, or an ACT composite score of at least 22, or a SAT combined verbal and math score of at least 1030.)
3. Passing score/s on PRAXIS II Content test(s) for your teaching area/grade level.
4. Graduate Record Exam (GRE) – minimum combined verbal and quantitative – 280-281 (new scoring) or 750 (old scoring).

ENROLLMENT:

Eligible candidates receive a “Prescription of Study” and course rotation, and may begin coursework either in Fall, Spring, or Summer semesters. You will be assigned an academic advisor who will assist with scheduling the required courses.

Once admitted to the PS-MAT program, you are eligible for employment by a public school district in Louisiana and may teach on a Practitioner License 3 for a total of 4 years, if yearly renewal requirements are met.

INTERNSHIP IN TEACHING:

Upon completion of all coursework, and successfully passing the PRAXIS II Pedagogy tests, you will enroll in a one-year Internship in Teaching. This is your teaching position in your certification area. (PS-MAT candidates have the option of enrolling in one semester of Student Teaching rather than the one-year Internship.) The Internship or Student Teaching MUST be completed in a public school in Louisiana.

Upon successful completion of all courses, Internship, and PRAXIS requirements, you will be eligible for a Level 1 Teaching Certificate.
NORTHWESTERN STATE UNIVERSITY
Non-Master’s Alternate Certification Program in Music Education
This program leads to Louisiana teacher certification in Music Education Grades K-12.

ADMISSION REQUIREMENTS:

1. Baccalaureate degree from a regionally accredited university with a 2.50 minimum cumulative grade point average (on a 4.0 scale).
2. Passing scores on PRAXIS I PPST Reading, Writing, and Math tests; (PRAXIS I is waived for persons who have an earned Master’s degree, or an ACT composite score of at least 22, or a SAT combined verbal and math score of at least 1030.)
3. Passing score/s on PRAXIS II Content test(s) for your teaching area/grade level.
4. Graduate Record Exam (GRE) – minimum combined verbal and quantitative – 280-281 (new scoring) or 750 (old scoring).

ENROLLMENT:

Eligible candidates receive a “Prescription of Study”, and may begin coursework either in Fall, Spring, or Summer semesters. You will be assigned an academic advisor who will assist with scheduling the required courses.

Once admitted to the PS-MAT program, you are eligible for employment by a public school district in Louisiana and may teach on a Practitioner License 2 for a total of 3 years, if yearly renewal requirements are met.

INTERNSHIP IN TEACHING:

Upon completion of all coursework, and successfully passing the PRAXIS II Pedagogy tests, you will enroll in a one-year Internship in Teaching. This is your teaching position in your certification area. (PS-MAT candidates have the option of enrolling in one semester of Student Teaching rather than the one-year Internship.) The Internship or Student Teaching MUST be completed in a public school in Louisiana.

Upon successful completion of all courses, Internship, and PRAXIS requirements, you will be eligible for a Level 1 Teaching Certificate.
PRAXIS and GRE Information

The list of current PRAXIS I AND II TESTS required for program admission and certification may be found at:


PRAXIS I PPST:

**READING, WRITING, and MATH** tests. An earned Master’s degree, an ACT composite score of at least 22, or an SAT combined verbal and math score of at least 1030 will substitute for passing PPST scores.

PRAXIS II **Content test:**

A passing score/s on the test/s in your teaching content area and/or grade level is required for admission to all Alternate Certification programs. (NOTE: Secondary English requires TWO content tests.)

PRAXIS II **Pedagogy test:**

A passing score on the Principles of Learning and Teaching test appropriate to the certification level (for regular education candidates) or the Special Education test (for Mild/Moderate Special Education candidates) is required for admission to Internship or Student Teaching for MAT and Non-Masters candidates, and for certification for PREP students.

PRAXIS II **Reading test:**

A passing score on the PRAXIS II Reading test (0204) is required for Level 1 certification for Elementary 1-5 Practitioner Teacher teachers.

**Scheduling PRAXIS and GRE tests:**

PRAXIS I **PPST** Computer Based Tests - To register, call Prometric at 800-853-6773.

Alexandria- testing site # 5160  Bossier City - 1308
318-427-7540      318-742-7349

GRE:

Graduate Record Examination – a minimum score of 280-281 (new scoring) or 750 (old scoring) - Verbal and Quantitative are required for enrollment in any alternate certification program. (The NSU Graduate School allows one (1) semester of enrollment without the required GRE scores.)

GRE registration: www.ets.org/gre

******************************************************************************

When registering for PRAXIS and GRE tests, please:

1) List NSU (code 6492) and the Louisiana Department of Education (code 7330) as score recipients;

2) Be sure to put your SSN on your PRAXIS registration form/s so you will be “matched” at the Louisiana Department of Education.
TRANSCRIPT REQUEST FORM

PLEASE MAIL DIRECTLY TO YOUR REGISTRAR’S OFFICE

Date: _________________________

To: Registrar

________________________________________________
University

________________________________________________
Address

Please send an official copy of my transcript to:

Office of Teacher Certification
College of Education & Human Development
Northwestern State University
Natchitoches LA 71497

I attended your university under the name ____________________________________.

Social Security number __________________. Date of Birth__________________.

Attendance dates_________________________. Undergraduate_____Graduate____

Transcripts should be sent after final grades are recorded. I have enclosed $_______
to cover the cost of the transcript.

_____________________________________
Signature

_____________________________________
Address

_____________________________________
City                       State                      Zip

NOTE: Most colleges/universities require advance payment for transcripts. You should contact
them for the cost and attach payment to this transcript request.

Official transcripts are required from EACH institution attended, regardless of whether the
credits appear on another school’s transcript.
PRAXIS Study Resources On-Line

[www.ets.org](http://www.ets.org)  These are the folks that “own” the test, so they will be glad to sell you study guides or workshops. Very valuable site to get an overview of the test content and procedure, but try not to spend any money on study stuff. This is also where you find information about the test schedule and location, and you can register to take the test(s) on this website.

[www.testprepreview.com](http://www.testprepreview.com)  Click on the “PRAXIS Practice” link on the left side of the screen. You’ll get some free subject-area assessments and a link to sell you some study materials (of course).

[http://owl.english.purdue.edu/](http://owl.english.purdue.edu/)  Excellent link for grammar, punctuation, sentence structure, etc.

[http://garts.latech.edu/owl/index.htm](http://garts.latech.edu/owl/index.htm)  Similar to the above.

[http://www.learnatest.com/learningexpresslibrary](http://www.learnatest.com/learningexpresslibrary)  Excellent source of interactive practice tests. Exceptional variety of test materials. Sign up for a free account, select your test, and work at your own pace. Save your work and come back later if you choose.

[http://www.praxis2studynotes.com](http://www.praxis2studynotes.com)  This website offers summaries of study notes compiled by actual test takers. They charge a fee for each set of notes, but you get immediate access via e-mail and download.


[http://www.cde.ca.gov/ta/tg/sr/css05rtq.asp](http://www.cde.ca.gov/ta/tg/sr/css05rtq.asp)

Lots of other on-line resources, most of which want your money. Google in “PRAXIS” help” and you’ll get the links.
### 2011-2012 PRAXIS II Test Dates

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<tr>
<th>Test Date</th>
<th>Registration deadline</th>
<th>Late Registration deadline</th>
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</tr>
</tbody>
</table>

Register at [www.ets.org](http://www.ets.org)
Send scores to Louisiana Department of Education (7330) and NSU (6492)

Updated 1/2012
The list of current PRAXIS I AND II TESTS required for program admission and certification may be found at:

Northwestern State University  
College of Education & Human Development  
Alternate Certification Program

Where do I go from here?

☐ Complete and submit the alternate certification program application for admission to the Office of Teacher Certification. (http://dtl.nsula.edu/welcome-2/)

☐ Apply for admission to the NSU Graduate School. (www.nsula.edu/graduateschool/)

☐ Complete and send the transcript request form found in the admission packet to all universities attended.

☐ Register for and take PRAXIS I Pre-Professional Skills Tests (Reading, Writing, and Math).
   📝 Remember: The Praxis I exams are not required if you have earned a Master’s degree, have an ACT composite score of at least 22, or an SAT combined verbal and math score of at least 1030.

☐ Register for and take PRAXIS II Content Specific test.

☐ Register for and take GRE.
   📝 Remember: You must earn a combined verbal and quantitative score of 280-281 (new scoring) or 750 (old scoring).

☐ Submit a Letter of Intent to Employ from your school board (PREP students only) to the Office of Teacher Certification.

Mailing Address:
Office of Teacher Certification  
College of Education & Human Development  
Northwestern State University  
Natchitoches, LA 71497

Updated 1/2012