Updated 04/18/2012

SHIPPENSBURG UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN SERVICES
POST BACCALAUREATE CERTIFICATION PROGRAM
INSTRUCTIONS

I. Admission to Shippensburg University

1. Complete the Post Baccalaureate Certification Application for admission to Shippensburg University.
2. Provide official transcript(s) of all previous college or university level work.
3. Provide a written statement "why" you wish to become a teacher.
4. Provide two current letters of recommendation on letterhead with original signatures.
5. Provide a $40.00 non-refundable processing fee. Make your check payable to Shippensburg University.

II. Review of academic eligibility for a certification program by this institution

1. A grade point average (GPA) of 3.0 or better is required to qualify for admission into the certification program.
2. All relevant coursework must have been completed with a grade of "C" or higher.
3. An individualized program will be developed for you by appropriate faculty and the Associate Dean of the College of Education and Human Services.

III. Review of personal background and eligibility for a certification program

1. If currently certified, submit a copy of that certificate.
2. A Student Health Record will be required to fill-out and return to our Etter Health Center.
3. A Request for Criminal Record check will be required.
4. An FBI check and a TB test will be required.
5. A Pennsylvania Child Abuse History Clearance will be required.

IV. Approval for admission into a certification program

1. Upon completion of all the above steps, a letter from the Dean, College of Education and Human Services, your Certification Evaluation (individualized program of study), Student Health Record and a Certification Enrollment Form will be mailed to you.
2. A personal interview with the Associate Dean is encouraged at this time. Come prepared to document any applicable work or teaching experience you may wish to have evaluated.
3. You must return the Certification Enrollment Form indicating your intentions to matriculate.
4. A non-refundable $100.00 deposit is required at this time. Make your check payable to Shippensburg University.
5. If this program is interrupted for one year or more you will need to reapply, and Shippensburg University retains the right to re-evaluate all certification programs. Programs are also subject to regulation changes by the Pennsylvania Department of Education.

V. Certification program information

1. All courses required in the certification program must be completed with a grade of "C" or higher. You are expected to maintain a 3.0 cumulative grade point average.
2. Field service hours are an integral part of your program.
3. You must complete an application for professional semester/methods through the Office of Field Studies one semester in advance of the semester in which you plan to enroll.
4. You must complete an application for student teaching one full year in advance.
5. All PRAXIS Examinations **must be completed before** student teaching.
6. Students intending to enroll in courses for graduate credit (500 level) must comply with the policies and procedures outlined in the undergraduate catalog
    a. Must have an undergraduate GPA of 3.0 or higher.
    b. Must have approval of the department chairperson and the appropriate Deans.
    c. Must be admitted as a non-matriculated graduate student.

VI. **Financial Aid** is available to full time students through the Guaranteed Student Loan Program. Graduate Assistantships are not available to students in the post bachelor's certification only programs.

Contact Information

If you meet the qualifications or are interested in learning more about applying for the Post Baccalaureate Certification Program, please contact Penny Stum in Shippen Hall 356 or call 717-477-1141 for more information.

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