

Admission to Teacher Education

PROCESS

1. Student completes ATE application with attached documentation (as indicated on the application).
2. Student signs/dates application and forwards (electronically) to their ADVISOR.
 - a. Application **MUST** be saved using the following naming convention:
 - i. Campus Name, Last Name
e.g. **California, Smith**
Clarion, Smith
Edinboro, Smith
3. Advisor reviews provided information and **Initials** each requirement.
 - a. If requirements are **NOT** met:
 - i. Advisor returns incomplete application to the student indicating what is needed.
 - b. If **ALL** requirements are met:
 - i. Advisor signs/dates application and forwards (electronically) application with attached documentation as one document to **Admitteachered@pennwest.edu**
 1. Application will be moved to the appropriate campus Admission to Teacher Education folder
 - c. If the application meets most requirements but needs an exception granted:
 - i. Advisor signs/dates application **AND** indicates the recommended exception.
 - ii. Advisor forwards (electronically) application with attached documentation as one document to **Admitteachered@pennwest.edu**
 1. The application will be moved to the appropriate campus Admission to Teacher Education folder
 - a. If exception is approved, application will be processed.
 - b. If exception is not approved, it will be returned to the advisor with an explanation and next steps.
 4. Upon receipt of completed applications:
 - a. Applications will be reviewed by the campus Field Services Coordinator.
 - b. Once approved, application information will be uploaded into the Admission to Teacher Education database and Approval Letters will be sent to the student.