

10020 North 25th Avenue, Phoenix, AZ 85021
 Phone: 602.749.5100 ** Fax: 602-371-0035

For Office Use Only	
Date Received	_____
CX ID #	_____
Other	_____
PX <input type="checkbox"/>	TM <input type="checkbox"/> MS <input type="checkbox"/>

APPLICATION – TEACHER CERTIFICATION PROGRAM

NAME:				
	Last Name – Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>	Other name	First Name	Middle Name
Address:				
City:	State:	Zip		
Telephone: (H)	(W)	(cell)		
E-Mail:				
SS#:	Birth date (optional):			

Institution Granting Bachelor's Degree:

Name of Institution	City	State	Zip
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Certification Area:	<input type="checkbox"/> Early Childhood (birth-3 rd)	<input type="checkbox"/> Elementary (K-8)	<input type="checkbox"/> Secondary (7-12)
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Subject Area/s – (Secondary Majors Only)
➤ _____
➤ _____

REQUIREMENTS FOR ADMISSION TO THE TEACHER CERTIFICATION PROGRAM

(all items must be received or checked by the Education Office before the applicant can be accepted)

- Interview and transcript evaluation by the admissions committee
- Bachelor's degree with minimum of 2.5 GPA
- Application completed and submitted with \$55.00 non-refundable application fee
- Three (3) character reference letters which include the following:
 - a. name/address/phone# of person writing the letter
 - b. name of person being recommended
 - c. the letter must attest to the following characteristics of the applicant:
 - i. moral disposition
 - ii. honesty
 - iii. ethical disposition
 - iv. over all character of applicant
 - v. to the best of writer's knowledge, the applicant is sincerely interested in becoming a teacher
- Official transcript from degree granting institution. Have the official transcript sent directly to the applicant, NOT to the university
- Fingerprint Clearance Card ----- applicant required to have the **fingerprint clearance card** prior to end of first enrolled term.

Place all items in a packet, including this application page and the application non-refundable fee, and return either in person or by mail to:

Ottawa University
Education Department
c/o Pam Rebel
10020 N. 25 Ave
Phoenix, AZ 85021-1660

OPTIONAL INFORMATION:

The following information will not be used in determining your eligibility for admission. Your disclosure of this information is voluntary and will be used only for required Federal Reports:

- American Indian or Alaskan Native White, non-Hispanic
 Asian or Pacific Islander Hispanic Black, non-Hispanic Other

The University is committed to equal opportunity rights for students, and does not unlawfully discriminate in the recruitment of students on the basis of race, age, sex, gender, color, religion, disability, national or ethnic origin, or any other characteristic protected by law.

The university will assist the student in securing a preferred student teaching placement. However, the University **cannot** guarantee the preferred placement. Availability of student teaching placements is determined by individual school districts.

all materials become the property of Ottawa University and are not returnable

Signature of applicant date

Ottawa University date

