



HASKELL INDIAN NATIONS UNIVERSITY
SCHOOL OF EDUCATION

Dear Applicant,

We are pleased you have selected our University to begin your journey toward a rewarding career in elementary education. Our Elementary Teacher Education Program (ETEP) has been preparing highly qualified teachers since 1998.

Your application will be reviewed for completeness to determine your eligibility. Complete the application requirements carefully as incomplete packets will delay the process.

Cohorts of no more than 25 junior-level teacher candidates will be admitted and begin each fall semester.

Best wishes in your academic and professional endeavors.

School of Education Faculty

Elementary Teacher Education Program (ETEP)

Admission Requirements

Potential candidates are advised to begin the application process in mid-January. Application packets are due to the School of Education Department Chair by **March 1**. Incomplete and/or late application packets will be considered on an individual basis. Potential candidates must meet the following requirements:

1. Completion of an Associates of Science Degree with an emphasis in Para-Professional Education, a cumulative GPA of 2.8 or higher, and a “C” or better in all required courses;
2. Successful completion of the Pre-Professional Skills Test (PPST) in the content areas of reading, writing, and mathematics prior to program application. The required score for each content area is 170 or higher, or passing one content area with a score of 170 and a composite score of 500. Test scores must accompany the ETEP Application, more details can be found on page 3;
3. Submission of a written vision statement indicating a commitment to teaching and an educational autobiography (These two documents are completed in EED 101 Intro. to Education. They should be updated and carefully edited.);
4. Completion of twenty documented classroom observation hours. (This is usually completed in EED 101 Intro. to Education.);



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5. Submission of two letters of recommendation – one from a Haskell faculty member and one from the community in which the candidate officially resides;
6. Evidence of strong ethics and moral conduct by maintaining good social standing on-campus and completing a felony disclosure statement;
7. Completion of a personal interview session and recommendation for program entry by the SOE Interview Committee.

Application Procedure

Admission to Haskell

Potential candidates who are re-admitted and/or new transfer students should submit concurrent applications to the University and School of Education. To obtain an application for admission, call, write or visit our website:

Haskell Indian Nations University
Office of Admissions
155 Indian Avenue, Box 5031
Lawrence, Kansas 66046-4800

(785) 749-8454

www.haskell.edu

Potential candidates transferring credits from other universities must submit all official college transcripts to the Office of Admissions. The department will work collaboratively with the Admissions Office to complete transcript evaluations and confirm eligibility for continuation of the ETEP admission process.

Minimum 2.8 GPA Required

Potential candidates must have a minimum of 2.8 GPA based on all course work completed from Haskell and transfer institutions. All required courses must be completed with a grade of “C” or higher.

Application Packet

A complete application packet consists of the following documents:

- Admission Application
- PPST scores submitted to SOE
- An educational autobiography
- A vision statement that indicates commitment to teaching.
- Signed felony disclosure statements



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- Two letters of recommendation (faculty member and member of the community in which the candidate officially resides)

SOE Interview Committee

Potential candidates applying for admission to the ETEP must complete a personal interview and be recommended for program entry by the SOE Interview Committee. The committee consists of five members: a classroom teacher from a local elementary school, an elementary principal from a local elementary school or a school district representative, the Dean of Professional Schools, a SOE faculty member, and a staff member representing Haskell Indian Nations University.

During the interview session, the potential candidate will be asked to share information and respond to questions related to the following categories: 1) Commitment to Teaching, 2) Experiences with Children, 3) Personal Characteristics, 4) Academic Strengths and Areas for Growth, and 5) Cultural Awareness and Diversity. Potential candidates also receive ratings on five Leadership Qualities displayed during the interview session – communication, self-reflection, openness, responsibility/reliability, and professional presence.

Each committee member rates the potential candidate's responses using a 3 point rubric scale. Members of the interview committee submit their scoring sheets and written comments and recommendation to the Dean. The Dean will calculate an average score for each category and leadership quality. Potential candidates are required to receive an average score of 2 (or higher) in each area to be eligible for program entry. The Dean may use discretion with regard to exceptions to the minimum score. If necessary a potential candidate may be granted a second interview.

Notification of Admission

Potential candidates will receive an official notification of their ETEP status within 10 working days following the interview. The Dean will also meet with each candidate to review the results of the interview and discuss program requirements and success.

Appeal Process

Potential candidates who are declined admission to the ETEP may submit an appeal letter within five working days of such notification to the Dean of Professional Schools, Haskell Indian Nations University, 155 Indian Avenue Box 5014, Lawrence, KS 66046-4800. The Dean will review the letter and respond to the candidate regarding admission appeal status.

Pre-Professional Skills Test (PPST)



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Potential candidates must successfully complete the Pre-Professional Skills Test (PPST) in the content areas of reading, writing and mathematic before application to the program (sophomore year). Information about the test can be obtained at www.ets.org/praxis. The required PPST scores are 170 for each content area. Or a candidate may pass one content area with a score of 170 and a composite score of 500. Candidates must record scores in the designated section of the ETEP application. Candidates will not be interviewed if PPST scores are not recorded or the tests have not been taken. The department chair must receive an official copy of the candidate's score from the Educational Testing Service (ETS). The code is **R6262** for Haskell. Candidates failing to indicate this code will be subject to an additional fee through ETS.



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**ELEMENTARY TEACHER EDUCATION PROGRAM
APPLICATION FOR ADMISSION**

Name (Last, First, Middle):	Maiden Name:	Student ID #:
Current Address:	Permanent Address:	Preferred e-mail address:
Phone Number: ()	Phone Number: ()	
Tribal Affiliation:	Language Proficiency: Bilingual Circle One Yes or No Primary Language: _____ Second Language: _____	
High School Name:	Gender: Male or Female	Marital Status:
Tribally operated: Yes No BIA/BIE operated: Yes No Public School (on-reservation): Yes No Public School (off-reservation): Yes No	Date of Birth (M/D/Y):	Married _____ Single _____ No. of Dependents _____
Do you have any special requirements? Circle One Yes or No		If yes, please describe.



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Felony Disclosure:

1. **Have you ever been convicted of a crime involving dishonesty, a controlled substance or a child abuse?** *Circle One Yes or No* If yes, please submit copy of court documents regarding conviction.
2. **Have you ever entered a criminal diversion agreement after being charged with any offense described in question 1?** *Circle One Yes or No* If yes, please submit copy of diversion agreement
3. **Are criminal charges pending against you in any state involving the offenses described in question 1?** *Circle One Yes or No* If yes, please submit copy of court documents regarding your case

Candidate Signature: _____ Date: _____

APPLICATION CONTINUED

Name: _____ Student ID #: _____

University Status

- Currently attending Haskell as a degree-seeking student.
- Applied for admission or readmission on _____.

PPST Scores

- My PPST scores were: _____ in Reading, _____ in Writing, and _____ in Math, with a total composite score of _____.

Official Transcripts and Current GPA

- Official transcripts have been sent to the Office of Admissions on _____.
- My current GPA is: _____.

Educational Autobiography and Vision Statement

- I have attached the educational autobiography.
- I have attached the vision statement.

Two Letter of Recommendation



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- I have attached two letters of recommendation.

Courses Planned or In Progress

- I have not completed the 61 hours and understand I must complete the following courses this summer.

Course	Credit	Institution/University
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I understand that only completed applications submitted by the deadline will be reviewed. Haskell Indian Nations University, School of Education is not responsible for materials not received. Meeting minimum criteria does not guarantee admission to the Elementary Teacher Education Program. False statements on this application may lead to disqualification and/or dismissal from the program.

Signature: _____ Date: _____