

Master of Arts in Teaching (MAT) Checklist

\$ indicates costs associated and points to a starting resource

Program Admission

Prior to admission, the following documents must be submitted to the Credential Analyst for admission consideration
Discovery: <http://discovery.jessup.edu/teachered/index.php/sps/>- internal site for program & course documents

- 90+ hours experience working with children (discussed in MAT Application)
- WJU Graduate Application (online - sps.jessup.edu) & Application Fee \$45 <http://www.ecsi.net/cgi-bin/webx.exe>
- MAT Program Application (online - sps.jessup.edu)
- Resume/*Curriculum Vitae*- Document work experience, publications, honors and awards
- Verification of BA/BS from regionally accredited institution (official transcripts)
- Minimum GPA of 3.0 (official transcripts)
- Personal Statement- Why you want to teach, professional goals, attributes and qualities that make you a good candidate
- Character Essay- Galatians 5:22-23 –choose one trait and explain how it might be applied in classroom (2 pg max)
- 3 Letters of Recommendation (2 from professional educators) (on [Discovery](#))
- TB Clearance (see your doctor) \$
- Certificate of Clearance (directions on [Discovery](#)) \$
- CBEST passing score (info on Discovery under State Assessments – go to <http://www.cbest.nesinc.com/>) \$
- CSET passing score in appropriate subject (or registered - info on Discovery under State Assessments – go to <http://www.cset.nesinc.com/>) \$

Student Teaching Approval

The following documents must be submitted to the Credential Analyst prior to start of second semester and approval to begin Student Teaching

- Student Teaching Application (on [Discovery](#))
- Emergency Contact Liability Release Form (on [Discovery](#))
- Photo Video Release Form (on [Discovery](#))
- Program Courses (no document necessary)
- CSET passing score (info on [Discovery](#) under State Assessments – go to <http://www.cset.nesinc.com/>)
- TEDU 570 – Initial Student Teaching complete (no document necessary)
- TPA Task 1 passing score (taken in program)
- Approval of Unit Admissions Committee

Credential Completion

The following documents must be submitted to the Credential Analyst prior to making recommendation to the CTC for a CA Preliminary Multiple Subject Teaching Credential

- All Program Fieldwork (*Observing, Assisting, Student Teaching*)
- TPA Task 2 passing score (taken in program)
- TPA Task 3 passing score (taken in program)
- TPA Task 4 passing score (taken in program)
- RICA passing score (info on [Discovery](#) under State Assessments – recommended after TEDU 505) \$
- Current CPR (must have infant, child, and adult) \$

Thesis

- Candidates must have completed all coursework, fieldwork and state-mandated exams to proceed with the thesis portion of the MAT.