IV. Admission Requirements

Eligibility Requirements for Admission

1. A minimum of a bachelor’s degree from a regionally accredited institution of higher education with a major in or closely-related major to the intended teaching field OR a satisfactory score on the Praxis II subject area assessment test for which a teaching certificate will be sought.

   Note that a score of excellence on the Oral Proficiency Interview (OPI) and the Writing Proficiency Test (WPT) exams administered by the American Council on the Teaching of Foreign Languages (ACTFL) will be accepted in lieu of a subject area major for World Languages. For scores of Excellence, see here. Applicants who have completed a bachelor’s degree outside the United States must have their credentials evaluated by agencies approved by CSDE as outlined in Section VII.

   Refer to Section V for more information on majors, course requirements, and details about regional accreditation

2. A minimum grade point average (GPA) of “B” (3.0 on a 4.0 scale) in either an undergraduate degree program or at least 24 semester hours of graduate study is required. Applicants may apply for a GPA waiver which may be granted in extenuating circumstances.

3. Official scores on Praxis Core Academic Skills Test (Praxis Core) or evidence of obtaining minimum scores on the SAT, ACT, GRE, or PAA, as outlined in the following document here. Please note that taking the Praxis Core Academic Skills Test or obtaining a waiver is a requirement for completing the program.

4. Official scores on Praxis II subject area exams or ACTFL exams for World Language applicants are required. Please note that there are no waivers for Praxis II/ACTFL.

5. Demonstration of English proficiency: If you are not a native speaker of English, you may be required to submit evidence of your proficiency in the English language. See here for requirements.

Conditional acceptance may be granted to applicants lacking program prerequisites. All program requirements must be met prior to the completion of the program.

Application Requirements

1. Complete the Application for Admission.

2. Send a current resume with the signature page and a non-refundable application fee via mail.

3. Send three sealed and current letters of reference along with reference forms contained in the online application. Reference letters must be received by ARC in sealed envelopes, and must be original signed letters.
4. Official scores on Praxis Core must be sent directly to ARC from the Educational Testing Service or evidence of obtaining minimum scores on the SAT, ACT, GRE, or PAA, as outlined in the following document here, by the application deadline.

5. Official Praxis II scores must be sent directly to ARC from the Educational Testing Service by the application deadline. Candidates must achieve a passing score on Praxis II test to be considered for the program.

6. World Language applicants must send their official Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT) scores directly to ARC by the application deadline. Candidates must achieve the required scores on ACTFL OPI/WPT tests to be considered for the program.

7. Official college transcripts for undergraduate and graduate work must be sent directly to ARC by all institutions in sealed envelopes. If transcripts are sent to you and are in sealed envelopes, you may submit the sealed envelopes to ARC.

8. If your bachelor’s degree, or any other college credit, was earned at a higher education institution outside of the United States, you will need to have your foreign credentials evaluated by an evaluation service that has been approved by CSDE. Refer to Section VII for additional information.

9. If required, a GPA waiver is submitted as part of the online application. Refer to Section VI for additional information.

**Application Review**

An Admissions Committee reviews all applications based on the following criteria:

1. *Academic Strength/Content Knowledge Transcript Analysis:* The transcript is reviewed for evidence of the applicant’s academic strength and content knowledge.

2. *Work Experience:* The application and resume are reviewed for professional work and related life experiences to assess the applicant’s real world experiences and how they will enhance their potential for teaching.

3. *Teaching and Other Experiences Involving Youth:* The application is reviewed for the applicant’s experience working with youth in an ongoing, organized activity. These experiences can take various forms, such as substitute teaching, tutoring, paraprofessional roles, coaching, higher education and graduate school assistant instruction, nonpublic school teaching, religious instruction, scouting, or other youth-related activities.

4. *Communication:* The overall presentation of the application and the applicant’s personal essay are reviewed closely for content and writing skills.

5. *Personal References:* The letters of reference are reviewed to assess the applicant’s overall potential for teaching.
ARC Admissions Process

There are four steps to the admissions process.

1. Eligibility Review: ARC reviews all applications for completeness and determines if the candidate meets all eligibility requirements. **Incomplete applications are not reviewed.** Applicants are responsible for ensuring all documents for admission are submitted by the application deadline. Applicants should regularly monitor the application process online by logging into their accounts. Applicants may view their status online once they have filed their application and ARC is in receipt of the required application fee and other required documents.

2. Interview: ARC conducts interviews for all qualified candidates and may also request additional writing samples from a candidate.

3. Offer of Admission: ARC sends formal offers of acceptance with a response due date. In some cases, ARC may place applicants on a waiting list because of limited placements in a specific subject area program. Failure to respond to the letter of acceptance or to submit the initial deposit by the published due dates will result in the forfeiture of the applicant’s admission to the program.