



INSTRUCTIONS FOR APPLYING FOR PRE-PROFESSIONAL EDUCATOR STATUS (PPES)

All Education Majors who wish to pursue an education degree must complete the requirements below to be considered for **FULL PPES**:

	Requirement	Documents Required	Notes
#1	<p>Cumulative GPA of 3.0 or higher <u>AND</u> at least 48 credits <u>AND</u> Completion of 6 specified courses with a grade of 3.0 or B in each course (see notes column)</p>	<p><u>Unofficial or Official Transcript*</u> -HIGHLIGHT: CUMULATIVE GPA -HIGHLIGHT: Total Credits -HIGHLIGHT: 6 specified courses & grades (see notes)</p> <p><i>*Transfer students or Post Baccalaureate students <u>must</u> include their transcripts from their previous degree(s) with appropriate classes/grades highlighted if all specified courses were NOT taken at YCP and transferred to fulfill the required course. Post Bacc students must also include their program checklist provided by their advisor.</i></p>	<p>Transcript should be printed from your “My YCP” portal account</p> <p style="text-align: center;"><u>Specified Courses:</u></p> <ul style="list-style-type: none"> • For catalog years prior to the 2015-16 : <ul style="list-style-type: none"> ○ Refer to the college catalog on the YCP website • Catalog year with academic year 2015-16 through 2018-19: <ul style="list-style-type: none"> ○ FCO105, EDU200/FYS110, MAT115*, MAT150*, ECH/210 & ECH/SE220 • Catalog years with academic years 2019-2020 or after: <ul style="list-style-type: none"> ○ FCO105, ECH/MLE/SE/ <u>OR</u> KT201, EDU260, MAT115*, MAT150*, ECH/SE220 <p><i>*(MLE Double Concentration Math/Science majors need MAT 171 & MAT150- <u>not</u> MAT115; SE Math majors need MAT171 & one 200 level and above math course; SE Gen. Science & Bio. need MAT171 & MAT250- <u>not</u> MAT115 or MAT150).</i></p>
#2	<p>Basic Skills Competency Assessments</p>	<p><u>Score Reports</u> (PAPA, SAT, ACT and/or Core)* -HIGHLIGHT: qualifying scores -Include COMPOSITE CALCULATOR if using the composite method</p> <p><i>*If mixing scores from any of the above tests or utilizing the composite method, include: -all tests reports with applicable scores highlighted -a screen shot or downloaded .xls of the appropriate calculation from the Composite Calculator (see notes) *Post Baccalaureate students do not need to complete the basic skills requirement, unless they began their teacher preparation program as an undergraduate and are now completing the program at the post- baccalaureate level (then they must pass the Basic Skills requirements)</i></p>	<p style="text-align: center;"><u>PA DEPT. OF EDUCATION/ ACCEPTABLE SCORES</u></p> <p style="text-align: center;"><i>PDE Website:</i> https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx</p> <p>Go to above website to access:</p> <ul style="list-style-type: none"> • Test Registration links • Certification and Test Score Requirements (Click on “Certification and Test Score Requirements” and then access the first tab of the excel spreadsheet entitled “Basic Skills” for specific scores required for each assessment) • Explanation of Basic Skills pathway options (document and video)* • Composite Score Calculator (download calculator in .xls format, enter your scores, and print) <p><i>*If using SAT or ACT scores, it may be the student’s responsibility to send official score reports to the PA Dept. of Education (PDE)</i></p>

#3	Clearances	<p><u>Clearances</u> -COPIES OF 3 CLEARANCES must be on file in the Department of Education Office (LS 134)</p>	<ul style="list-style-type: none"> • Act 34 PA State Police Clearance • Act 151 Child Abuse Clearance • Act 114 PA Federal Criminal History Clearance <p><i>Must all be less than 1 year old and show no offenses.</i> https://www.education.pa.gov/Educators/Clearances/Pages/default.a</p>
#4	Advisor Approval	<p><u>PPES Advisor Checklist</u> -PPES ADVISOR CHECKLIST must be signed by advisor</p>	<p>Student must schedule a meeting with his/her advisor. Requirement documentation for #1 and #2 above, as well as the PPES Advisor Checklist should be brought to the meeting. The <i>PPES Advisor Checklist</i> can be found within this documents.</p>
#5	Online PPES Application	<p><u>PPES Online Application</u> https://ycp.co1.qualtrics.com/jfe/form/SV_6M8ACGr1p2qrTUx - Applicants will be notified of their status. After approval is granted, a student may register for PPES-required classes</p>	<p>Requirements #1, 2, 4, 5 must be scanned and available for upload into the online PPES application prior to starting the application. Scanners are available in the YCP library, if needed (free for student use).</p>

Provisional PPES:

*Education Majors may be considered for **PROVISIONAL PPES** if Requirement #1 is the **ONLY** requirement the student is waiting to fulfill and is need of registering for post-PPES courses. All other requirements must be met. The provisional applicant will use the same online PPES application as noted above. See below for exceptions to Requirement #1 that may be utilized for provisional status :*

- The student has a reasonable prediction that he she will possess a 3.0 or better at the end of the current semester
AND
- The student will have 48 completed credits on their transcript at the end of the current semester
AND
- The student will have achieved a 3.0 or better on the above 6 specified courses

If the above conditions are not achieved at grade posting, Provisional PPES is revoked and the student must drop all post-PPES coursework from his/her schedule.

Basic Skills Test Registration Sites:

- ACT: <https://www.act.org/content/act/en/products-and-services/the-act.html>
- CORE: <http://www.ets.org/praxis/pa>
- PAPA: <http://www.pa.nesinc.com/>
- SAT: <https://www.collegeboard.org/>

Basic Skills Test Support Resources:

- YCP's Academic Support Center:
 - Math, Reading and Writing Coaches/Tutors are available to assist with all tests.
<https://www.ycp.edu/about-us/offices-and-departments/student-success/academic-support-center/>
- Free Basic Skills Prep Course and Sample Tests:
 - YCP subscription to PAPA Prep Course: <https://www.longsdalepub.com/>
 - School Number: 98557
 - School Key: papasuccess
- Core Preparation Materials (vendor- ETS):
 - <http://www.ets.org/praxis/prepare/materials>
 - Select "Core Academic Skills for Educators"
- PAPA Preparation Materials (vendor- Pearson):
 - http://www.pa.nesinc.com/TestView.aspx?f=HTML_FRAG/PA001_PrepMaterials.html
- Free Khan Academy Online Prep Course:
 - <https://www.khanacademy.org/prep/praxis-core>



PRE-PROFESSIONAL EDUCATOR STATUS (PPES)
Advisor Checklist

Student: _____

Advisor: _____

The student will arrange a meeting with his/her advisor to review the following documents prior to applying for PPES. It is the student's responsibility to bring these documents, along with this Advisor Checklist, to the advisor meeting.

HIGHLIGHTED TRANSCRIPT:

_____ 3.0 or higher cumulative GPA and
_____ at least 48 credits and

_____ Grade of 3.0 or higher on 6 specified courses (YCP and Transfer Colleges)

- o Pre 2015-16 catalog year: Please refer to the college catalog on the YCP website
o 2015-16 through 2018-19 catalog year: FCO105, EDU200/FYS110, MAT115*, MAT150*, ECH/SE210, ECH/SE220
o 2019-2021 catalog years and later: FCO105, ECH/MLE/SE/ OR KT201, EDU260, MAT115*, MAT150*, ECH/SE220

*(MLE Double Concentration Math/Science majors need MAT 171 & MAT150- not MAT115; SE Math majors need MAT171 & one 200 level and above math course; SE Gen. Science & Bio. need MAT171 & MAT250- not MAT115 or MAT150).

- o ACCEPTABLE SCORE REPORT(S) Most up-to-date calculator and score requirements are on the following page/back of this form and can be found here (Click on Certification Test Score Requirements, then use the "Basic Skills" tab):

https://www.education.pa.gov/Educators/Certification/CertTestingRequirements/Pages/default.aspx

- o COMPOSITE SCORE CALCULATOR (if applicable- required if utilizing the composite method; found at above PDE website)

Advisor Signature to verify above PPES requirements have been met:

Check ONE: ___ Full PPES ___ Provisional PPES

If Provisional, please list reasons why:

Signature: _____ Date: _____

This signed Advisor Checklist must be retained by the student and submitted as part of the online PPES application.

Basic Skills Assessment Options

Basic Skills Assessment Exception

Individuals who have completed an approved post-baccalaureate certification program or hold a graduate level degree are not required to take the basic skills assessments.

Basic Skills Assessments – Composite Score Option

- You may combine reading, writing and mathematics module scores from different test providers to meet the basic skills requirements.
- You may use the composite score method to meet the requirement when you do well in one or two areas to compensate for a lower score in the other area.
- The composite score is the sum of the passing scores. Use the Composite Score Calculator when mixing tests. **Note When using the composite score, each test must meet or exceed the minimum score listed.**

I. ACT		Test Registration Link:	ACT	
Test Name	Section	Passing Score	Minimum Composite Score	
ACT - before September 1, 2015: Send an email to ra-edcertquestions@pagov with a copy of your full score report for a determination.				
ACT – September 1, 2015 to August 31, 2016				
	Reading	22		20
	Writing	21		17
	Mathematics	21		19
	Composite ACT Test Score:	64		
ACT – after August 31, 2016				
	Reading	22		20
	Writing after Sept. 2016	8		7
	Mathematics	21		19
	Composite ACT Test Score:	51		

II. CORE Academic		Test Registration Link:	ETS	
Test Name	Test Number	Passing Score	Minimum Composite Score	
Core - September 1, 2019				
Reading	5713 (NEW!)	156		148
Mathematics	5733 (NEW!)	142		132
Writing	5723 (NEW!)	162		158
	Composite CORE Test Score:	460		
Core taken before September 1, 2020				
Reading	5712	156		148
Mathematics	5732	142		132
Writing	5722	162		158
	Composite CORE Test Score:	460		

III. PAPA		Test Registration Link:	E.S. Pearson	
Test Name	Test Number	Passing Score	Minimum Composite Score	
Reading	8001	220		193
Mathematics	8002	193		176*
Writing	8003	220		192
	Composite PAPA Test Score:	633		
*We will accept 174 from candidates accepted into an educator certification program prior to 8/31/2016				

IV. SAT		Test Registration Link:	College Board	
Test Date	Test	Passing Score	Minimum Composite Score	
SAT – prior to March 1, 2016				
	Critical Reading	500		500
	Mathematics	500		500
	Writing	500		500
	Composite SAT Test Score:	1500		
SAT - after February 29, 2016				
	Reading	27		25
	Mathematics	26		24
	Writing and Language	28		26
	Composite SAT Test Score:	81		

V. PPST (Praxis I)*			
Test Name	Test Number	Passing Score	Minimum Composite Score
PPST or Computerized PPST Reading	0710 or 5710	172	169
PPST or Computerized PPST Writing	0720 or 5720	173	170
PPST or Computerized PPST Mathematics	0730 or 5730	173	170
	Composite PPST Test Score:	518	
*Test Series Must be Started Prior to 12/31/2012			