



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 style="text-align: center;">Cumulative GPA of 3.0 or higher <u>AND</u> at least 48 credits <u>AND</u> Completion of <u>6 specified courses</u> with a grade of <u>3.0 or B</u> in each course <small>(see notes column)</small></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 <u>NOT</u> 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 <u>prior to the 2015-16</u> : <ul style="list-style-type: none"> ○ Refer to the college catalog on the YCP website • Catalog year with academic year <u>2015-16 through 2018-19:</u> <ul style="list-style-type: none"> ○ FCO105, EDU200/FYS110, MAT115*, MAT150*, ECH/210 & ECH/SE220 • Catalog years with academic years <u>2019-2020 or after:</u> <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- 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).</i></p>
#2	<p style="text-align: center;">Basic Skills Competency Assessments</p> <p style="text-align: center;">(Pennsylvania Act 55 of 2022 effective July 8, 2022 to July 8, 2025)</p>	<p><u>Score Reports</u></p> <p>(PAPA, SAT, ACT and/or Core)* -HIGHLIGHT: qualifying scores -Include COMPOSITE CALCULATOR if using the composite method <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 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) when applying for PDE teaching certification after graduation.</i></p>

#3	Clearances	Clearances -COPIES OF 3 CLEARANCES must be on file in the Department of Education Office (LS 134)	<ul style="list-style-type: none"> Act 34 PA State Police Clearance Act 151 Child Abuse Clearance Act 114 PA Federal Criminal History Clearance <i>Must all be less than 1 year old and show no</i>
#4	Advisor Approval	PPES Advisor Checklist -PPES ADVISOR CHECKLIST must be signed by advisor	<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.</p> <p>The <i>PPES Advisor Checklist</i> can be found</p>
#5	Online PPES Application	PPES Online Application 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	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).

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 in 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)

- **Pre 2015-16 catalog year:** Please refer to the college catalog on the YCP website
- **2015-16 through 2018-19 catalog year:** FCO105, EDU200/FYS110, MAT115*, MAT150*, ECH/SE210, ECH/SE220
- **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).

- ~~_____ **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>~~

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

➤ **(Pennsylvania Act 55 of 2022 effective July 8, 2022 to July 8, 2025)**

- **CLEARANCES**

_____ All 3 clearances are updated and on file within the Education Office (LS134)

**Act 34 (PA State Police), Act 114 (Federal Criminal History Background "Fingerprinting"), and Act 151 (PA Child Abuse)

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.