

## SOUTHERN OREGON UNIVERSITY

### SCHOOL OF EDUCATION

#### Checklist For Adding An Elementary Multiple Subjects Endorsement To An Existing Oregon Teaching License

In order to gain admission into SOU Graduate Studies and the Endorsement only program, candidates must:

1. Hold a current Oregon teaching license.
2. Have a cumulative GPA for the last 90 undergraduate quarter credits (60 semester credits) that is 2.5 or above.
3. Pass Subtests I and II of the “Elementary Education” exam through [orela.nesinc.com](http://orela.nesinc.com). **Request to have your test scores reported to SOU.**
4. Apply through the SOU Admissions Office at <http://www.sou.edu/admissions/graduate/gr-apply.html> for Graduate Admission. Please note that the form, the \$60 admission fee and all official transcripts should be sent to the Admissions Office, not the School of Education. *Persons who have previously been officially admitted and attended as SOU post-baccalaureate or graduate master’s students in Education but have not attended the quarter immediately prior will need to file a Re-Enrollment form (available at the Enrollment Services Center, 541 552-6600).*
5. Submit the following items to Anita Caster, School of Education Graduate Services Coordinator:
  - a. Application form
  - b. Character Question form
  - c. Two favorable recommendations (attached forms) from immediate supervisors attesting to your competence to work with school-aged children in the grade range for which you are seeking an endorsement (these may be forwarded separately if preferred)
  - d. A copy of your teaching license
  - e. A copy of your passing test scores on Elementary Education Subtests I and II

#### **After gaining admission:**

\_\_\_ Contact Dr. Roni Adams, 541 552 -8253 ([adamsr@sou.edu](mailto:adamsr@sou.edu)) to schedule a meeting.

#### **Program Completion:**

- \_\_\_ Enroll in and complete all coursework designated for “Elementary Multiple Subjects Competencies” coursework at SOU.
- \_\_\_ After successfully completing the courses above, enroll in the Supervised Practicum and Work Sample course (ED 409 OR ED 509) by Irregular Registration.

#### **Adding the Endorsement to your License:**

- \_\_\_ When you have completed all of the above, contact Margaret Wright, SOU Educational Licensure Specialist at (541) 552-6938 to request an institutional recommendation to Oregon TSPC for the new endorsement.
- \_\_\_ Submit a complete eLicensure application to Oregon TSPC at [Oregon.gov/tspc](http://Oregon.gov/tspc), including an official SOU transcript.

**MASTER IN EDUCATION (MED) APPLICATION**

**SOUTHERN OREGON UNIVERSITY  
SCHOOL OF EDUCATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ SOU ID/SSN: \_\_\_\_\_

The Oregon Chief Education Office requires all teacher education programs to report the number of students from culturally and linguistically diverse backgrounds.

**Is your first language something other than English:** Yes  No

**Please check all that apply:**  Hispanic/Latino  American Indian or Alaskan  Asian  Black or African American  Native Hawaiian or other Pacific Islander  White/Caucasian  Other

Do you currently hold an Oregon teaching license?  Yes  No

Are you seeking a master's degree?  Yes  No

**Area of Emphasis**

ABA/ASD

ESOL

Reading

Special Education

Added Subject Area Endorsement:

\_\_\_ Elementary Multiple Subjects \_\_\_ Art \_\_\_ Drama \_\_\_ Music \_\_\_ P.E.

Other: \_\_\_\_\_

**Letters of Recommendation**

Provide TWO letters of recommendation from persons who can speak to your skills and experience relative to program requirements.

Please indicate the names of the referrers who have agreed to provide your recommendations:

1) \_\_\_\_\_

2) \_\_\_\_\_

## Character Questions Form

Please complete, sign, and submit the Character Questions form. Remember to include any necessary documentation as outlined in the instructions.

### CHARACTER QUESTIONS

As part of the application process for admission to the Southern Oregon University (SOU) Graduate Teacher Education Program, you must answer the following set of character questions. Answer each character question with a "YES" or "NO" in the blank to the left of the question. ***If the answer is "YES" to questions #8-10, attach a certified true copy of the court record to this report.*** Explain fully on a separate sheet of paper **any** "YES" answers to questions.

- \_\_\_ 1. Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct? Have you ever left educational or school-related employment when you had reason to believe an investigation for misconduct was underway or imminent?
- \_\_\_ 2. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct by either an employer or a licensure agency?
- \_\_\_ 3. Have you ever been placed on leave by your employer for any alleged misconduct?
- \_\_\_ 4. Have you ever had any adverse action taken on a professional certificate, license or charter school registration? Have you ever been placed on probationary status for alleged misconduct while holding a professional license, certificate, registration, or credential?
- \_\_\_ 5. Have you ever been denied any professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct?
- \_\_\_ 6. Have you ever surrendered a professional license of any kind before its expiration?
- \_\_\_ 7. Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?
- \_\_\_ 8. Have you ever been convicted or been granted a diversion or conditional discharge by any court for any: (a) felony; (b) misdemeanor; or (c) major traffic violation, including but not limited to: driving under the influence of intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while your license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident?
- \_\_\_ 9. Have you ever been arrested or cited for any offense listed in question 8 above which is still pending in the courts? This includes any diversion, conditional discharge or postponed adjudication that has not been dismissed by the courts at the time this application is signed.
- \_\_\_ 10. Have you ever had any civil judgment or other court order, including but not limited to a restraining order, entered against you resulting from allegations of abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons?

Applicant's name (please print): \_\_\_\_\_

Applicant's signature (required): \_\_\_\_\_

Date: \_\_\_\_\_

**SOUTHERN OREGON UNIVERSITY SCHOOL OF EDUCATION**  
**Letter of Recommendation**

**To the Applicant:** The Federal Family Educational Rights and Privacy Act of 1974 and its amendments guarantee enrolled students the right to see their letters of recommendation unless they explicitly waive that right. Indicate below what your wishes are in this regard:

- I do not waive my rights to inspect the contents of this recommendation.
- I do waive my rights to inspect the contents of this recommendation.

Print full name \_\_\_\_\_

Address (street, city, state, zip) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**To the Referrer:** This is a letter of recommendation regarding a candidate's potential for admission to a graduate-level education program. The above named person, who is applying for the graduate program in Education at Southern Oregon University, has given your name as a reference. Please assess the candidate's performance and submit this completed form to the School of Education at SOU.

**PLEASE DESCRIBE THE SITUATION IN WHICH YOU WERE ABLE TO SUPERVISE OR OBSERVE THE CANDIDATE:**

\_\_\_\_\_  
 \_\_\_\_\_

	Unusually High	Above Average	Average	Below Average	Unusually Low	No Basis for Judgement
Demonstration of Targeted Content Knowledge						
Breadth of Knowledge						
Enthusiasm for Education						
Sense of Responsibility						
Expressive Ability: Oral						
Expressive Ability: Written						
Flexibility						
Initiative						
Ability to Work with Others						
Emotional Maturity						

**DO YOU RECOMMEND THIS PERSON FOR ADMISSION TO A GRADUATE EDUCATION PROGRAM?**  
 YES \_\_\_ NO \_\_\_

Please use the back side for any additional comments about the applicant.

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Agency Address \_\_\_\_\_

Signature \_\_\_\_\_

Please return this recommendation to: SOU School of Education, 1250 Siskiyou Blvd., Ashland, OR 97520

**SOUTHERN OREGON UNIVERSITY  
PLANNED PROGRAM**

Adding an Elementary Multiple Subjects Endorsement to an Existing Oregon Teaching License

Name \_\_\_\_\_ SSN/SOU ID \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email Address: \_\_\_\_\_

<b>Office Use: Oregon Teaching License Currently Held</b>
License Valid Through: _____ Verified by: _____ Endorsement(s): _____

<b>Verification of Content Area Knowledge. Must be passed to qualify for admission to program.</b>	
<u>NES Elementary Education Exam Scores (list below):</u> Subtest I (Score) _____ <input type="checkbox"/> P / <input type="checkbox"/> NP      Date Passed _____ Subtest II (Score) _____ <input type="checkbox"/> P / <input type="checkbox"/> NP      Date Passed _____	<b>Verified by</b>

**Elementary Multiple Subjects Endorsement Competencies:**

Competency Area	Course No.	Course Title	Credits	Term	Grade	Verified by
Classroom Management	ED 466 <b>OR</b> MAT 525	Human Relations Responsive Learning Environments	3-4			
Child Development	ED 440 <b>OR</b> ED 462 <b>OR</b> ED 507	Whole Child Development Human Development Whole Child Development	3-4			
Pedagogy	ED 458 <b>OR</b> MAT 527A	Social Science Methods Integrated Methods: Social Studies & Arts	3-4			
	ED 435 <b>OR</b> MAT 528A	Math/Science Methods Integrated Methods: STEM	4			
	ED 463A <b>OR</b> ED 488 <b>OR</b> MAT 524A	Read/Lang. Arts Methods Language and Literacy Literacy and Language Arts	3-4			

**After successfully completing all competency courses above, enroll in:**

Fieldwork	Course No.	Course Name	Credits	Term	Grade	Verified by
Supervised Practicum and Worksample	ED 409 <b>OR</b> ED 509	Practicum	3-4			

**Total Credits:** \_\_\_\_\_

**PROGRAM APPROVALS:**

SoE Advisor \_\_\_\_\_ Date \_\_\_\_\_

Director of Teacher Education \_\_\_\_\_ Date \_\_\_\_\_

<u>REQUIRED PROGRAM ASSESSMENTS</u>	
Work Sample Evaluation Form <input type="checkbox"/>	Practicum Evaluation Form <input type="checkbox"/>