

Completing a Post-Baccalaureate Teaching Certification Plan at UW-Eau Claire

Please follow these steps if you are seeking one of the following teaching certification options:

- Initial teaching certification AND obtaining a 2nd bachelor's degree*
- Initial teaching certification, but NOT obtaining a 2nd bachelor's degree*
- Add-on certification to an existing teaching certification*

- **If you are enrolling in a course(s) for license renewal, apply as an undergraduate special student at <http://www.uwec.edu/registrar/registration/#specreg> or as a graduate special student at <https://apply.wisconsin.edu/>.**
- **Special students cannot be endorsed for initial or add-on teaching certifications.**

STEP ONE - Apply to the University

1. To apply, see link at <http://www.uwec.edu/Admissions/index.htm>.
 - Click the **apply online** icon. Complete the undergraduate degree-seeking application for the UW-system and indicate UW-Eau Claire.
 - Indicate reason for applying as **Undergraduate degree or Certification at the undergraduate level**.
 - Apply as a **Transfer** if you have a previous degree from elsewhere or a **Re-entry** if you have completed coursework at UWEC.
2. For intended major or field of study:
 - Select **Non-degree, Ed-Cert** if you are not seeking an additional degree and have a previous degree in your subject area.
 - Otherwise, select a field of study in the subject area of the teaching certification you are seeking.
3. Follow the instructions for application fee payment and transcript submission.

STEP TWO - Transcript Evaluation

If accepted to the University, you will be notified by mail. Your transcripts will be evaluated for course equivalences by the department of your subject area and the certification office. A final copy of the certification plan will be mailed to your permanent address and will indicate remaining coursework, exams (PRAXIS I AND II) and field experiences. **The evaluation process may take 3-4 weeks.**

STEP THREE - Contact an Advisor

Contact the department of your subject area to be assigned an advisor. For general advice, contact Kelly Berg-Schwartz at 715-836-3128 or bergscks@uwec.edu. Broadfield social studies majors should contact the History Department for advising. See link for all other department contact information: <http://www.uwec.edu/directories.htm>. **Bring your certification plan to your advising appointment.**