Post-Baccalaureate Teaching Certification Plan at UW-Eau Claire

If you are seeking one of these continuing education options, see the steps listed below:

- Initial teaching certification only
- Initial teaching certification AND seeking a 2\textsuperscript{nd} bachelor’s degree
- Adding a new certification to an existing teaching certification

Note: If you are a certified teacher enrolling in a course(s) toward licensure renewal, apply as a special student at the undergraduate level through our Registrar’s Office at [http://www.uwec.edu/registrar/registration/#specreg](http://www.uwec.edu/registrar/registration/#specreg).

For application as a special student at the graduate level, apply at [https://apply.wisconsin.edu/](https://apply.wisconsin.edu/).

*Teaching certifications cannot be awarded to special students.*

**STEP ONE - Apply to the University**

To apply, see link at [http://www.uwec.edu/Admissions/index.htm](http://www.uwec.edu/Admissions/index.htm). Follow the instructions for application fee payment and transcript submission.

- Click the **apply online** icon and complete the undergraduate, degree-seeking application.
- Indicate Reason for Applying: **Undergraduate degree or Certification at the undergraduate level**.
- Indicate Apply As: **Transfer** if you have a bachelor’s degree from elsewhere or **Re-entry** if you have previously completed coursework at UWEC.
- For intended major or field of study, indicate **non-degree, Ed-Cert** if you are not seeking an additional degree and you have a previous degree in your subject area. *(Normally students in this category are not eligible for financial aid).*
- In you are seeking a 2\textsuperscript{nd} degree, select the subject area of the teaching certification you are pursuing.

**STEP TWO - Transcript Evaluation**

If you are accepted to the University, your transcripts will be forwarded to the department of your teaching subject area. A final copy of the certification plan will be sent via postal mail and email from our Certification Office. The plan will indicate coursework, field experiences, and exams necessary to complete the certification. Read your plan letter carefully. **This process may take 3-4 weeks.**

**STEP THREE - Contact an Advisor**

Upon receipt of your certification plan, contact the department of your teaching subject area to be assigned an advisor. Elementary/middle education students should contact the Education Studies Department. See link for all other department contact information: [http://www.uwec.edu/directories.htm](http://www.uwec.edu/directories.htm). Bring your certification plan to your advising appointment.