

# Teaching Certification Plan at UW-Eau Claire

## STEP ONE - Apply to the University

To apply, go to [apply.wisconsin.edu](https://apply.wisconsin.edu).

- Indicate Reason for Applying: **Undergraduate degree or Teacher Certification.**
- 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, 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 available 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 advisor Kelly Berg-Schwartz at 715-836-3128 or [bergscks@uwec.edu](mailto:bergscks@uwec.edu). Bring your certification plan to your advising appointment.