

Eastern Kentucky University
Master of Arts in Teaching (MAT) Program
Checklist for Admission to MAT Degree, Initial Licensure Program

Use this sequential checklist as a guide to the admission process for the MAT degree program.

- 1. A bachelor's degree or advanced degree awarded by a regionally accredited college or university with a cumulative grade point average of 2.75 on a 4.0 scale; or a grade point average of 3.00 on a 4.0 scale on the last thirty (30) hours of credit completed, including undergraduate and graduate coursework.

When selecting a MAT degree concentration, please remember that admission to secondary, P-12 and 5-12 concentrations requires one to hold a prior degree in the same discipline. The MAT degree is an alternative route to licensure and not designed to include the content coursework necessary for the profession. It's anticipated that one has already completed that coursework in a bachelor's degree program. Middle grades require a prior degree in a related discipline for either English/Communications, Mathematics, Science, or Social Studies. Exceptions are only considered for applicants with a significant number of completed course hours in the discipline. Middle grades majors may select up to two content areas. Middle and secondary concentrations are not 100% online.

Elementary, Early Childhood (IECE), and Deaf and Hard of Hearing (DHH) concentrations do not require a prior degree in the same discipline because the program of study is larger and includes content coursework. These concentrations are 100% online.

If you are unsure about which concentration to select, Dr. Julie Rutland, the MAT program coordinator, will assist you via email. Make sure to include a copy of your prior transcript (unofficial) if you have questions. Her email is julie.rutland@eku.edu.

- 2. **Graduate School Application** – Submit the online application form accessed from [Graduate Application](#) and pay the application fee to open an application file. Your application cannot proceed without EKU's official receipt of transcript(s) and the application fee. Applications for the MAT degree program are accepted all year with **student admission dates in January, March, May, July, August, and October of each year to begin the program.**
- 3. **Admission Testing Requirement** –

Praxis Subject Assessment content knowledge Exam in the desired certification area is required for clear admission for secondary, middle grades, P-12, and 5-12 concentrations. Middle grades majors with two content areas must pass at least **one of two** required Praxis Subject Assessment content exams for admission. You may be granted **provisional admission** for one semester while waiting to take a required praxis, but keep in mind that Option 6 eligibility is only granted to those with **clear admission**. IECE, Elementary, Deaf/Hard of Hearing, and Music majors do not require this exam for admission: www.ets.org/praxis.

Make sure to designate EKU (Code 1200) and EPSB [Code R7283(A)] as official score report recipients when registering for any exam. EKU receives score reports within 3-4 weeks of your testing date. A Passing score on the Praxis Subject Assessment content exam is required for admission.

Note: A passing Praxis Subject Assessment content knowledge Exam(s) score and clear admission to the MAT Program are required for Option 6 eligibility. The score must be received electronically by EKU.

- 4. **Official Transcripts** – Have other institutions you have attended for all undergraduate and graduate degree coursework send official transcripts to EKU Graduate School.

- 5. **Recommendations** – Three letters of reference are required. You will provide each recommender’s name and email address in the appropriate field on the application. The recommender will send the recommendation directly to EKU.
- 6. **Professional Resume** – Submit a professional resume listing degrees and prior work experiences.
- 7. **Autobiography** – Submit an autobiography documenting relevant life, work, and educational experiences. The portal on the application to submit to is the Occupational Profile.
- 8. **Written Essay** – Demonstrate competencies in communication, creativity, critical thinking, and collaboration; in one writing assignment, presented in two parts, given by the College.
 - Part I** - Describe a situation (professional, educational or other) in which you exhibited the following qualities successfully: (1) critical thinking, (2) creativity, (3) communication, and/or (4) collaboration. Make sure your experience demonstrated your competency in all four areas.
 - Part II** - Describe how you will practice critical thinking, creativity, positive communication and collaboration in your future teaching career and why those behaviors/traits are important. ***Upload as one document to the “Writing Sample” portal on the application.**
- 9. **Professional Code of Ethics and Character Fitness Declaration** – Complete, sign and date a [Character and Professional Fitness Declaration form](#) This process includes a required review of the Professional Code of Ethics for Kentucky School Personnel established in 16 KAR 1:020, see [Code of Ethics](#).
- 10. **Two (2) Records Checks** (both required)
 - a) **Criminal Background Check** – The EKU College of Education requires a state criminal history background check approved by the College as a condition of admission. Under certain circumstances, a national criminal history background check may be required as a condition of admission. **The COE collaborates with Verified Credentials, Inc. for this screening process. The fee is \$40 payable at the time you order the screen. To Access Qualified First go to <https://scholar.verifiedcredentials.com/eku>. The code is **MMBHR-62472**. More detailed instructions are available at <https://tes.eku.edu/background-checks-0>. You will upload the background check to your application but still need to authorize release to the EKU College of Education.**
 - b) **Child Abuse or Neglect (CA/N) Check** - The EKU College of Education requires a Child Abuse or Neglect (CA/N) Check approved by the College as a condition of admission. **For instructions on ordering the CA/N Check, please go to [MAT CAN Report Instructions](#).** The fee is \$10.00 payable at the time you order the Check. This is uploaded to the “Background Check” portal on the application.
- 11. **Professional Dispositions Declaration** – **AFTER YOU HAVE BEEN ADMITTED**, you must complete and sign a Professional Dispositions Declaration survey form available at https://www.surveymonkey.com/r/candidate_self_disclosure.
- 12. **Admission Interview** – Potential candidates must successfully complete an interview with the MAT Coordinator to discuss a planned program of study. Appointments are available on campus or via digital conferencing (i.e. Skype or Zoom). Interviews are scheduled after the College receives items 3 and 5-13 only.

For advising questions, you may contact:

Dr. Julie Rutland, Coordinator of MAT Programs

Email: julie.rutland@eku.edu

Please allow 1-2 days for a reply. If one is not received within that time frame, please resend your email.

Phone: 859-622-1425

For admissions questions, you may contact:

Karen Dickens, Alternative Certifications Specialist

Email: certification.alternative_routes@EKU.EDU

Phone: 859-622-8326