

Thank you for your interest in the University of Wisconsin – Milwaukee and Special Education. You have taken the first step to change your career to positively impact the education of students with disabilities.

## Post-Baccalaureate Special Education Teacher Certification Programs

Upon completion of one of the programs listed below, you will be eligible for the Initial Special Education Teacher License from the Wisconsin Department of Public Instruction.

- **Early Childhood Special Education (ECSE)** approximate ages birth through 8
  - **Middle Childhood to Early Adolescence (MCEA)** approximate ages six through 12 or 13
  - **Early Adolescence to Adolescence (EAA)** approximate ages 10 through 21
  - **Deaf and Hard-of-Hearing (DHH)** Pre-Kindergarten - grade 12
- This is the **ONLY D/HH certification program offered in the state of Wisconsin!**

## Master's Program

Students interested in earning certification and licensure as a special education teacher as part of a **Masters Degree** must first apply directly to one of the above Post-Baccalaureate Teacher Certification Programs in Exceptional Education. After you are accepted into a certification program, you will work with an advisor to determine when to apply to the Graduate School. Up to 18 credits of coursework in the certification program may be applied to the Master's Degree. For more information on the master's program, visit our website at:

[http://www4.uwm.edu/soe/departments/ex\\_ed/programs\\_of\\_study/grad\\_studies/ex\\_ed\\_masters/index.cfm](http://www4.uwm.edu/soe/departments/ex_ed/programs_of_study/grad_studies/ex_ed_masters/index.cfm)

### Your educational background is...

**NOT IN EDUCATION** People who come to our programs with diverse educational backgrounds & bachelor degrees can enrich the lives of people with disabilities and provide important alternative perspectives during class discussions. If you have had limited experience in school settings, we strongly suggest that you "shadow" a special educator to make sure this is the career for you.

**REGULAR OR SPECIAL EDUCATION LICENSED TEACHER** Because licensed teachers have previous training in the education field; the program length is usually shortened. If you need further information about how your program will be modified, feel free to contact our office and a faculty member can discuss this with you.

**MCEA REGULAR EDUCATION STUDENT AT UWM** Students enrolled in the UWM Middle Childhood to Early Adolescence program in the Department of Curriculum and Instruction may participate in the "5<sup>th</sup> Year Collaborative Program" which allows a student to receive dual certification in regular and special education at the Middle Childhood to Early Adolescence level. Applicants may submit a complete application to our program at the **beginning of their final block of the C & I regular education program.**

**BACHELOR'S DEGREE CANDIDATE AT AN ACCREDITED UNIVERSITY** Students who are in their **final** semester of a 4-year undergraduate program may apply. Along with an official copy of your most current transcript, you must also provide an official letter stating projected completion date of your bachelor's degree. Upon acceptance in a program, you will need to provide verification of bachelor's degree before starting the program.

**UWM Special Education Teacher Certification Programs  
GUIDE to the APPLICATION PROCESS**

**Minimum admission requirements**

- Bachelor's Degree from an accredited college or university
- 2.5 GPA (see page 7 for more information)
- Praxis I test – you must pass and provide official test scores to UWM. **Plan on taking the test at least 2 months before applying to a certification program and indicate UWM code 1473 when you register for the test** (see pg. 6 for more information on Praxis I)

Current passing scores for the state of Wisconsin tests:	Passing scores for the state of Wisconsin tests taken before Winter 2002:
Reading- 175	Reading- 322
Writing- 174	Writing- 320
Mathematics- 173	Mathematics- 318

If you have an **active 5 year Wisconsin Teaching License** you do not need to take the Praxis I.

**Application Deadlines**

Below are the application due dates for the three programs listed. We strongly recommend that you plan ahead and submit a **complete** application during one of the **earlier** application deadlines to increase your chances of 1) obtaining a place in the cohort, 2)of applying to the Internship Program, if interested, and 3)securing financial aid. With a complete application, you will be invited to an interview. **Interviews** are typically scheduled within 2 weeks of each deadline and you will be notified whether you are accepted into a program within 2 weeks of an interview. In most cases, you will **begin your program in the June 2010 summer semester** if you do not have a regular education teacher license.

**Middle Childhood (MCEA), Early Adolescence to Adolescence (EAA), and Deaf & Hard of Hearing (D/HH)**

November Deadline	<b>Monday November 2, 2009</b>
February Deadline	<b>Monday February 1, 2010</b>
April Deadline	<b>Thursday April 1, 2010</b>
May Deadline <b>If space is still available applications will be accepted through June 1, 2010</b>	<b>Monday May 3, 2010</b>

**The Early Childhood (ECSE) program has rolling admissions and therefore does not follow the above deadlines. Applicants are interviewed as complete applications are received. Submit a complete application a minimum of one-two months prior to the start of a semester in order to begin the program in the same semester.**

**To complete an application**

Use the checklist provided on page 4 to **review** the information needed to complete the Department of Exceptional application provided on pages 8-9 of this packet.

**To submit an application**

Mail/drop off your application on or before an application deadline date to:  
UWM Department of Exceptional Education  
Attn: Gilbert Johnson  
2400 E. Hartford Avenue  
Enderis Hall 610  
P.O. Box 413  
Milwaukee, WI 53201-0143

**For questions: Call 414-229-5251**

We strongly encourage you to review all program information provided in this packet, on our website and to attend an information session. For a complete listing of information sessions, visit our website at: [www.exed.soe.uwm.edu](http://www.exed.soe.uwm.edu)

## Overview of the Process:

**Step 1** Submit a **complete application** to a special education teacher certification program of choice listed below by deadline dates listed on page 2 of this packet:

- **Early Childhood Special Education (ECSE)** approximate ages birth through 8
  - **Middle Childhood to Early Adolescence (MCEA)** approximate ages six through 12 or 13
  - **Early Adolescence to Adolescence (EAA)** approximate ages 10 through 21
  - **Deaf and Hard-of-Hearing (DHH)** Pre-kindergarten - grade 12
- This is the **ONLY D/HH certification program offered in the state of Wisconsin!**

### Step 2 Interview

With submission of a **complete** application, you will be invited to an interview that is scheduled within two weeks of an application deadline to determine acceptance into a program. ECSE applicants will be interviewed within 2 weeks of submission of a complete application.

- Faculty members review application materials and interview applicants (interview includes an impromptu writing sample)
- Based on an applicant's educational background, options will be discussed at this point on how an applicant can participate in the program. **\*See Options box below.**

**Step 3 Decision letters** are sent out within 2 weeks of interview. If accepted see Step 4.

**Step 4** Upon acceptance into a program:

- You will be assigned an Academic Advisor (contact person for matters related to the university, information regarding program requirements: Praxis II and ACT 31) and a Faculty Advisor (contact person for course questions/selections, portfolio development, and other program requirements). This information will be provided on your acceptance letter.
- At this point you may apply to the UWM/MPS Internship Program (if interested in this option and based on availability of internship positions). Application information to the Internship Program will be provided in your acceptance letter if you indicated interest in your initial application to a certification program.
- Review in preparation for the semester you will be starting the program 1) your UWM **PAWS** account that is used to register for classes, pay tuition, etc. This information is provided by the UWM Department of Enrollment Services and 2) your **Certification Summary** that is an outline of your courses and is provided with your acceptance letter. In most cases you will begin your program in the summer if you do not already have regular education certification.
- You will be invited to a New Student Orientation at UWM that typically takes place in spring in preparation for summer start-up.

### Options for participating in certification program

<b>Traditional student teaching</b> -student is placed in a special education classroom with a cooperating teacher and is not a paid position. In most cases this is not required if applicant is currently licensed.
<b>On-the-job</b> -student acquires his/her own special education teaching position (usually with a provisional license) in any school district and is observed several times per semester.
<b>UWM/MPS Internship Program</b> -student is assigned to an MPS special education classroom and becomes the "teacher of record" (on an emergency permit) with beginning MPS teacher's salary (Step I) and full benefits. <u>Separate application and successful completion of the summer component</u> of the certification program are required prior to assignment. The internship option is offered <b>ONLY</b> in the ECSE, MCEA, and EAA programs. <b>Summer component requirements:</b> <ul style="list-style-type: none"><li>➤ an unpaid 6 week MPS summer school student teaching experience (if not certified in regular education)</li><li>➤ MPS employment application process</li><li>➤ MPS Contract offer</li></ul>

## APPLICATION CHECKLIST – use to complete the application on pages 8-9

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- Praxis I Official passing test scores** from *Education Testing Services (ETS)*. Plan ahead & take the test at least 2 months before applying to a certification program! Indicate to the testing site to send a copy of your official test scores to: **UWM, School of Education (Code 1473)**. See page 6 for registration and test preparation for Praxis I. If you have an active Wisconsin 5-year Teaching License, you provide a copy of your license and **do not** need to take the Praxis I test.
- Official Transcripts** from each accredited post secondary college or university listed on your application form. Transcripts are to be sent directly to the Department of Exceptional Education office bearing the institution's official embossed seal and submitted in a sealed envelope. See 2.50 GPA minimum requirement. (page 7)
- Department of Exceptional Education Application and Checklist Form** (pages 8-9 included in this packet).
- University of Wisconsin –System Electronic Application Form** - <https://apply.wisconsin.edu/> .  
\*\*IMPORTANT-Follow instructions on page 5 of this packet\*\*
- Copy of 5-year Active Teaching License** from Wisconsin DPI if you are currently licensed in regular education.
- Personal Statement (1page minimum, type-written)**  
Explain why you want to become a special education teacher and why you are applying to this program with an urban education mission. Describe the background experiences that have influenced your decision to pursue special education and outline your strengths for teaching students with disabilities.
- Resume (current copy)**
- Two Recommendation Letters/Forms**  
**Early Childhood, Middle Childhood to Early Adolescence & DHH Programs:**
  - If you are working in a school setting as a **permit teacher or paraprofessional**, please submit two recommendation forms (pages 10-11) filled out by someone in an **administrative position** (e.g. principal or supervisor).
  - If you are working as a **substitute teacher**, one recommendation form (pages 10-11) must be submitted from an administrator and the other may be a letter of recommendation on letterhead.
  - If you **are not currently working in a school setting**, submit two current letters of recommendation (on letterhead) from supervisors or professionals that know your ability to teach children in an urban environment. Letters from friends or relatives are unacceptable. **All recommendation letters must be from a person in a supervisory position, either in an employment or voluntary environment.**

**Early Adolescence to Adolescence Program:** Two "UW-Milwaukee Department of Exceptional Education Recommendation Forms (pages 10-11) must be submitted from current or past employers. No letters will be accepted for the Early Adolescence to Adolescence (EAA) Special Education Program.

**UWM MCEA 5<sup>th</sup> Year Collaborative Program applicants need only to submit:**

1) University of Wisconsin –System Electronic Application Form 2) Department of Exceptional Education Application and Checklist Form 3) Personal Statement 4) Resume

**EAA Add-On (for current MCEA or ECSE Licensed Special Education Teachers) applicants need only to submit:**

1) University of Wisconsin –System Electronic Application Form 2) Department of Exceptional Education Application and Checklist Form 3) Official Transcripts 4) Copy of active 5 Year Teaching License

Submit application materials to: UWM Department of Exceptional Education  
P.O. Box 413, Milwaukee, WI 53201-0413

# Instructions for completing the UW-System On-line Application

All applicants to the Post Baccalaureate Special Education Teacher Certification Programs are required to apply online for admission to the University of Wisconsin – Milwaukee by going to the UW-System on-line application website. The online application is required even if the applicant has applied previously as an undergraduate, graduate, or University Special Student. Applications to the Department of Exceptional Education will be considered incomplete if an online application is not submitted.

1. Apply online at: <https://apply.wisconsin.edu/> .
2. Create an account by clicking on the button that reads: **Register as a new user (if applicable)**.
3. Once you register with a login ID and password, click login and you will get a personalized page with the statement: **Welcome and your first name**.
4. Click on **Create a new application**.
5. Under the heading **Applying to:** use the drop down box to find **UW-Milwaukee**. Click on **Next**.
6. Under the heading **U.S. Citizenship Status** select an answer. Click on **Next**.
7. Under the heading **High School/Secondary School/GED/HSED/Home Schooled** select **Already graduated (have diploma/equivalent)**. Click on **Next**.
8. Under the heading, **Post- Secondary Education** select **Undergraduate degree (4-year bachelor) (have or will have before enrollment)**. Click on **Next**.
9. Under the heading **Reason for Applying** select **Certification at the undergraduate level**. Click on **Next**.
10. Under the heading **Applying As** select **Post Baccalaureate Teacher Certification**. Click on **Next**.
11. Under the heading **UW-Milwaukee Undergraduate Programs** scroll down until you see the category **Education-Related Studies** and click on **Education Teacher Certification (SOE)**. Scroll down to click on **Next**.
12. Under the heading **Term** select a **value** (the semester you expect to start the certification program). Note: With the exception of the Early Childhood Special Education program, cohort groups typically begin in the summer if you do not have regular education teacher certification.
13. The next page should read: **Summary**. Click on **Commit** to continue with the rest of the application. **Skip the payment section! There is no fee for post baccalaureate teacher certification applications.**
14. When you complete the application, click on **“submit”** and print out a copy for your records. Within a few days, you will receive a letter from the UWM Department of Enrollment Services indicating receipt of your on-line application. Remember that you still need to complete the rest of the Department of Exceptional Education application (pages 8-9).

## Praxis I Requirement

The Wisconsin Department of Public Instruction requires that you pass the Praxis I Pre-Professional Skills Test for teacher certification if you do not already have an active Wisconsin Teaching License. The Praxis I is designed as a competency test in the areas of basic reading, writing, and math skills. Current computer and paper-based tests require the following passing scores:

Reading -175  
Writing -174  
Mathematics -173

**PLAN AHEAD!** It is important to **take the Praxis I test at least 2 months prior to applying to a program** as test results may take up to 4-6 weeks to report to UWM. To ensure that your scores are officially reported to the UWM School of Education you must indicate to the test site this **code: RA 1473**.

**SPECIAL CONSIDERATION:** You may be eligible to apply if you can provide test score documentation as evidence that you have taken all three Praxis I subtests and passed at least two subtests. If accepted into a program you will be "*conditionally admitted*" and will need to pass the final subtest of the Praxis I before the end of the first year in your program.

### *How to prepare for the Praxis I test*

Taking the Praxis I test can be considerable investment -- emotionally and financially. If you have not taken this type of test in a while or have not used mathematics for some time, we highly recommend that you prepare for the test. Recommended resources:

- ◆ UWM School of Education offers FREE Praxis I test preparation in the Office of Academic Services located in Enderis Hall 290. For more information contact the Office of Academic Services (414) 229-4721 or [http://cms.uwm.edu/soe/student\\_services/oas/](http://cms.uwm.edu/soe/student_services/oas/).
- ◆ Education Testing Service (ETS) website has study materials you may browse for free, as well as items for purchase to enhance your performance on the tests. ETS provides study tips and strategies to reduce test anxiety that you may access via their website [www.ets.org](http://www.ets.org).

### *Praxis I Registration Process*

Registration procedures, fees, and forms, as well as, test dates and locations, are coordinated by Educational Testing Service (ETS).

1. Log on to the Educational Testing Service (ETS) website at [www.ets.org](http://www.ets.org).
2. Click on the "PRAXIS" link.
3. Click on the "Register for a test" link under the "Praxis I" heading.
4. You may continue to register online, register over the phone through ETS at 1-800-853-6773, or register at the local testing site, Prometric Candidate Services, in Brookfield, WI by calling (262) 796-0836.

## GPA requirements

A minimum undergraduate cumulative grade point average of 2.50 is required.

**However, if your GPA is not 2.50:**

You may apply if:

- a) you have at least a 2.50 on the last 60 credits of your most recent college work; or
- b) you have earned at least 9 graduate credits within the past 3 years, with a 3.0 GPA or higher, in a special education program or a directly related field (e.g., Curriculum & Instruction, Psychology, Educational Policy) at an accredited university.

If you do not meet these GPA criteria, you may become eligible to apply if you take two courses (6 credits) and receive a "B" or better in each course. Select from the following:

1. EXCEDUC 600, "Survey of Exceptional Education"; or  
EXCEDUC 605, "Child, Learner, Disability"
2. EXCEDUC 630, "Survey of Early Childhood Intervention"- if applying to the Early Childhood program;  
or  
EXCEDUC 662, "Collaborative Strategies"- if applying to the Middle Childhood through Early Adolescence, Early Adolescence through Adolescence or Deaf and Hard of Hearing programs
3. ED PSY 330, "Learning & Development"; or
4. COMSDIS 240, "Normal Speech and Language Development"- decided in consultation with Program Coordinator

Successful completion of these six credits allows you to apply, but does not guarantee admission into a program. Applicants using this 6-credit policy will still need to submit a complete application and participate in a personal interview.

## Financial Aid

**Begin investigating financial aid options right away (at least several months) before applying to a certification program!**

To complete your Free Application for Federal Student Aid (FAFSA) on-line go to:  
[www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) (indicate UWM school code: 003896).

For questions regarding financial aid contact or visit:

UW-Milwaukee Financial Aid Office located at:

2442 E. Kenwood Blvd.

Mellencamp Hall, Room 162

414-229-4541

Website: <http://www4.uwm.edu/financialaid/> (walk-in advising hours listed)

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# UWM Department of Exceptional Education Application

## Post Baccalaureate Special Education Teacher Certification Programs

GENERAL INFORMATION				
First Name:		Last Name:		Middle:
SSN (last four digits):	UWM Campus ID:		Date of Birth:	
Home Address:			City:	State/Zip:
Home Phone: (   )	Work Phone: (   )		Cell Phone:	
Email Address:			Interested in the UWM-MPS Internship Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Application Deadline: <input type="checkbox"/> November <input type="checkbox"/> February <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> Rolling (ECSE program only)		For US Department of Education Reporting Purposes Only:		
Year: <input type="checkbox"/> 2009 <input type="checkbox"/> 2010		Disability: <input type="checkbox"/> Yes  <input type="checkbox"/> No	Ethnicity: <input type="checkbox"/> African American/Black <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Southeast Asian: Cambodian, Hmong, Laotian, Vietnamese <input type="checkbox"/> Other Asian/Pacific Islander <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Other: _____	How did you hear about our program? <input type="checkbox"/> UWM Website _____ <input type="checkbox"/> Other Website _____ <input type="checkbox"/> Radio Station _____ <input type="checkbox"/> Newspaper _____ <input type="checkbox"/> Flyer _____ <input type="checkbox"/> Word of Mouth _____ <input type="checkbox"/> Referral _____ <input type="checkbox"/> Other _____

PROGRAM INFORMATION	
Please indicate which program area you are applying for (check only one):	
<b>EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)</b> <input type="checkbox"/> 2 Year Program (for applicants without an education background) <input type="checkbox"/> 1 Year Program (for ECSE Regular Education Licensed Teachers) <input type="checkbox"/> 809 Add-On (for current 808 Licensed Teachers)	<b>MIDDLE CHILDHOOD TO EARLY ADOLESCENCE (MCEA)</b> <input type="checkbox"/> 2 Year Program (for applicants without an education background) <input type="checkbox"/> 1 Year Program (for MCEA Regular Education Licensed Teachers) <input type="checkbox"/> UWM 5 <sup>th</sup> Year Collaborative Program (C&I MCEA students)
<b>EARLY ADOLESCENCE TO ADOLESCENCE (EAA)</b> <input type="checkbox"/> 2 year program (all applicants) 9 credits typically waived for EAA Regular Education Licensed Teachers <input type="checkbox"/> EAA Add-On (for current MCEA or ECSE Licensed Special Education Teachers. A transcript evaluation, to be conducted by the EAA Program Coordinator, may be requested prior to applying).	<b>DEAF/HARD OF HEARING TEACHING CERTIFICATION (D/HH)</b> <input type="checkbox"/> Pre-Kindergarten to Adolescence (2 Year Program) Check a concentration: Middle Childhood Special Education (ages 6-13) _____ Early Adolescence to Adolescence (ages 10-21) _____

APPLICATION INFORMATION
Meeting the minimum application requirements does not guarantee admission to a certification program. Selection for admission to a Department of Exceptional Education Certification Program is based on academic records and other materials required as part of the application. Applications will not be considered if: (1) the application materials arrive after a deadline (2) the application file is incomplete, or (3) the applicant does not meet the minimum criteria.

I certify that the information in this application is true and complete to the best of my knowledge and I understand that inaccurate information may affect my status. This application and supporting documents become the property of the University of Wisconsin System. Applicant's Signature: _____ Date: _____
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Please contact 414-229-5251 if you need special accommodations to fully meet the application requirements.
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## UWM Department of Exceptional Education Application (page 2)

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Please complete and submit the following items:

- Praxis I Official passing test scores from ETS.**  
Indicate to the testing site that you need a copy your official test scores sent to UWM, School of Education (Code 1473).  
*If you have an active Wisconsin 5-year Teaching License, you **do not** need to take the PPST.*

Reading (322/175) \_\_\_\_\_  
Writing (320/174) \_\_\_\_\_  
Math (318/173) \_\_\_\_\_  
Month/Year you took the exam: \_\_\_\_/\_\_\_\_

- Official Transcripts from each accredited post secondary college or university**

Bachelor's Degree received from: \_\_\_\_\_ Date received: \_\_\_\_ Cum. GPA \_\_\_\_\_

Other colleges/universities attended: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Other colleges/universities attended: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

- Department of Exceptional Education Application Form (pages 8-9)**
- University of Wisconsin-System Online Application Form (use instructions on page 5 of this packet)**
- Copy of 5-year Regular Education Teaching License from Wisconsin (if applicable)**

List of Certifications

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

- Personal Statement (1page minimum, type-written)**  
*Explain why you want to become a Special Education Teacher and why you are applying to this program with its urban education mission. Describe the background experiences that have influenced your decision to pursue special education and outline your strengths for teaching students with disabilities.*
- Resume (current copy)**
- Letters of Recommendation (EAA applicants: only Recommendation Forms will be accepted- pages 10-11)**

Letter I \_\_\_\_\_

Letter II \_\_\_\_\_

**UWM MCEA 5<sup>th</sup> Year Collaborative Program applicants** need only submit:

1) University of Wisconsin –System Electronic Application Form 2) *Department of Exceptional Education Application and Checklist Form* 3) *Personal Statement* 4) *Resume*

**EAA Add-On (for current MCEA or ECSE Licensed Special Education Teachers) applicants** need only to submit:

1)University of Wisconsin –System Electronic Application Form 2)*Department of Exceptional Education Application and Checklist Form* 3)*Official Transcripts* 4) *Copy of active 5 Year Teaching License*

Submit application materials to: UWM Department of Exceptional Education P.O. Box 413, Milwaukee, WI 53201-0413

**UW-Milwaukee Department of Exceptional Education  
Recommendation Form**

Applicant's Name: \_\_\_\_\_

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

Your Name: \_\_\_\_\_

Your Position: \_\_\_\_\_

School/District \_\_\_\_\_

*As someone in a supervisory role, what sources of information were used to complete this form? (Check one or more.)*

- \_\_\_\_\_ Direct observation
- \_\_\_\_\_ Comments from colleagues/other supervisors
- \_\_\_\_\_ Conferences/discussion with applicant
- \_\_\_\_\_ Review of documents/teaching samples
- \_\_\_\_\_ Other

The aforementioned applicant is applying to the UW-Milwaukee Exceptional Education Teacher Certification Program. This form serves as a substitute for a formal letter of recommendation. Your input is extremely valuable, as this will help us determine the applicant's entry into the program. Please rate the applicant in terms of how s/he compares to others with similar job responsibilities in the following areas.

	Bottom 50%	Top 50%	Top 30%	Top 10%	NOT ABLE TO RATE
Demonstrates a high level of commitment for teaching in an urban context					
Embraces diversity and examines one's own beliefs and biases to foster continued growth					
Shows professionalism in working with students, staff and families					
Fulfills all job responsibilities					
Is respectful of students					
Is respected by students					
Has high expectations for students					
Focuses on student learning					
Is good at collaborating with staff members – is a team player					
Has the disposition to work successfully with students with disabilities					
Has potential to work in partnership with students' families					
Takes initiative					
Is a learner					
Responds well to feedback					
Shows ability to assume responsibilities of special education teacher					

*Please use the reverse side if you would like to offer additional comments about the applicant's potential as a special education teacher.*

Signature of person completing the form: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please mail directly to: UW-Milwaukee, Dept of Exceptional Education  
PO Box 413, Milwaukee, WI 53201-0413

**UW-Milwaukee Department of Exceptional Education  
Recommendation Form**

Applicant's Name: \_\_\_\_\_

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

Your Name: \_\_\_\_\_

Your Position: \_\_\_\_\_

School/District \_\_\_\_\_

*As someone in a supervisory role, what sources of information were used to complete this form? (Check one or more.)*

- \_\_\_\_\_ Direct observation
- \_\_\_\_\_ Comments from colleagues/other supervisors
- \_\_\_\_\_ Conferences/discussion with applicant
- \_\_\_\_\_ Review of documents/teaching samples
- \_\_\_\_\_ Other

The aforementioned applicant is applying to the UW-Milwaukee Exceptional Education Teacher Certification Program. This form serves as a substitute for a formal letter of recommendation. Your input is extremely valuable, as this will help us determine the applicant's entry into the program. Please rate the applicant in terms of how s/he compares to others with similar job responsibilities in the following areas.

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Shows professionalism in working with students, staff and families					
Fulfills all job responsibilities					
Is respectful of students					
Is respected by students					
Has high expectations for students					
Focuses on student learning					
Is good at collaborating with staff members – is a team player					
Has the disposition to work successfully with students with disabilities					
Has potential to work in partnership with students' families					
Takes initiative					
Is a learner					
Responds well to feedback					
Shows ability to assume responsibilities of special education teacher					

*Please use the reverse side if you would like to offer additional comments about the applicant's potential as a special education teacher.*

Signature of person completing the form: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please mail directly to: UW-Milwaukee, Dept of Exceptional Education  
PO Box 413, Milwaukee, WI 53201-0413