Application for Admission into the Professional Education Program
College of Education – Minnesota State University, Mankato
Academic Advising Office – AH 117

All teacher candidates entering the teaching profession for the first time must apply and successfully complete all following requirements to be admitted into professional education, including the My Writing Lab. The purpose of the My Writing Lab system is to assess your written communication skills. Based on the results you may be referred to participate in one-on-one tutoring with a graduate assistant in the College of Education.

**Note:** The deadline to complete all requirements for admission into the Professional Education Program is the **FIRST FRIDAY IN MARCH** for admission to registration for the fall semester.

**Materials you will need:**
Your Tech ID
My Writing Lab Course Code (Online or Booklet)

**Course Requirements:**

1. **My Writing Lab Exercises**
   (URL: [http://www.mywritinglab.com](http://www.mywritinglab.com))
   
   **Note:** Must complete all modules by the end of the semester to receive credit.
   
   All exercises online on MWL after completing the “Path Builder” Diagnostic Pre-Test.

   Completed? | Yes | No
   - | - | -

2. **Apply for professional education through SIMS**
   (URL: [https://secure.mnsu.edu/Sims/Login](https://secure.mnsu.edu/Sims/Login))

   Completed? | Yes | No
   - | - | -

3. **Professional Liability Insurance**

   **Note:** if you choose this method you do not need to provide evidence of insurance to the advising office.

   Completed? | Yes | No
   - | - | -

4. **Submit Proof of Scheduled MTLE Test Date**
   (URL: [http://ed.mnsu.edu/advising/mtle.html](http://ed.mnsu.edu/advising/mtle.html))

   **Note:** Be sure to select Minnesota State University – Mankato, and forward e-mail or paper confirmation of **actual test dates**, not just payment, to the advising office.

   Completed? | Yes | No
   - | - | -

5. **Minnesota Teacher Licensure Exam: Basic Skills Exam**
   (Take actual test and report scores to MSU-Mankato)

   **Note:** STUDENTS MUST TAKE EXAM BY JULY 15 so results can be recorded by the application deadline.

   Completed? | Yes | No
   - | - | -

6. **Background Check**
   (URL: [http://student.verifiedcredentials.com/?organization=mnsu](http://student.verifiedcredentials.com/?organization=mnsu))

   **School Code:** JKJBF-64234

   Completed? | Yes | No
   - | - | -

**Contact Information:**

Graduate Assistant | Professional Education | coilwritingplus@gmail.com
Jill Ryan | Armstrong Hall 117 | Jill.ryan@mnsu.edu

The completion of this admission process begins your transition toward the knowledge, skills, and dispositions, which you will acquire during your professional preparation at Minnesota State University. For more information and instructional videos, visit: [https://www.youtube.com/user/COEWritingPlus/](https://www.youtube.com/user/COEWritingPlus/)