

**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)

Your Pin# (Campus Password)  
 Computer with Internet Access

**Course Requirements:**

**Completed?    Yes    No**

- |   |                           |
|---|---------------------------|
| <p>1. <b>My Writing Lab Exercises</b><br/>                 (URL: <a href="http://www.mywritinglab.com">http://www.mywritinglab.com</a>)<br/> <b>Note:</b> Must complete all modules by the end of the semester to receive credit.<br/>                 All exercises online on MWL after completing the “Path Builder” Diagnostic Pre-Test.</p> | <p>_____</p> <p>_____</p> |
|---|---------------------------|

**Professional Education Requirements:**

- |   |                           |
|---|---------------------------|
| <p>2. <b>Apply for professional education through SIMS</b><br/>                 (URL: <a href="https://secure.mnsu.edu/Sims/Login">https://secure.mnsu.edu/Sims/Login</a>)</p>  | <p>_____</p> <p>_____</p> |
| <p>3. <b>Professional Liability Insurance</b><br/>                 (URL: <a href="http://www.educationminnesota.org/en/membership/students.aspx">www.educationminnesota.org/en/membership/students.aspx</a>)<br/> <b>Note:</b> if you choose this method you <i>do not</i> need to provide evidence of insurance to the advising office.</p>                              | <p>_____</p> <p>_____</p> |
| <p>4. <b>Submit Proof of Scheduled MTLE Test Date</b><br/>                 (URL: <a href="http://ed.mnsu.edu/advising/mtle.html">http://ed.mnsu.edu/advising/mtle.html</a>)<br/> <b>Note:</b> Be sure to select Minnesota State University – Mankato, and forward e-mail or paper confirmation of <b>actual test dates</b>, not just payment, to the advising office.</p> | <p>_____</p> <p>_____</p> |
| <p>5. <b>Minnesota Teacher Licensure Exam: Basic Skills Exam</b><br/>                 (Take actual test and report scores to MSU-Mankato )<br/> <b>Note: STUDENTS MUST TAKE EXAM BY JULY 15</b><br/> <b>so results can be recorded by the application deadline.</b></p>   | <p>_____</p> <p>_____</p> |
| <p>6. <b>Background Check</b><br/>                 (URL: <a href="http://student.verifiedcredentials.com/?organization=mnsu">http://student.verifiedcredentials.com/?organization=mnsu</a>)<br/>                 School Code: JKJBF-64234</p>   | <p>_____</p> <p>_____</p> |

**Contact Information:**

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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/>