

Graduate and Post-Baccalaureate Teacher Licensure APPLICATION

Apply online at explore.westfield.ma.edu



IMPORTANT DATES

FEBRUARY 1

APPLICATION DEADLINE AND ALL MATERIALS RECEIVED FOR THE BELOW FALL COHORT PROGRAMS:

- M.A. IN APPLIED BEHAVIOR ANALYSIS
- GRADUATE CERTIFICATE IN APPLIED BEHAVIOR ANALYSIS
- M.A. IN COUNSELING
- MASTER OF SOCIAL WORK (WESTFIELD AND WORCESTER)

MARCH 1

- M.S. IN ACCOUNTING PREFERRED DEADLINE FOR FALL START
- FINANCIAL AID PRIORITY DEADLINE (FASFA MUST BE FILED BY THIS DATE)

APRIL 1

PREFERRED DEADLINE FOR SUMMER ACCEPTANCE

JUNE 1

PREFERRED DEADLINE FOR FALL ACCEPTANCE

JULY 15

M.S. PHYSICIAN ASSISTANT STUDIES

NOVEMBER 1

PREFERRED DEADLINE FOR SPRING ACCEPTANCE

The College of Graduate and Continuing Education

at Westfield State University is proud to offer a variety of graduate and licensure programs designed to accommodate the personal and professional needs of today's busy student. With no difference between our in- and out-of-state tuition, Westfield State University is a great option for students all over the Northeast!

We share the values of the modern adult learner. Our high quality programs are affordable, flexible, and rewarding. We welcome the opportunity to tell you more about our programs, division, and university and also to guide you through the admission process. We encourage you to work with our outreach specialists who are here to answer your questions.

Westfield
STATE UNIVERSITY
COLLEGE OF
**Graduate &
Continuing Education**

THE ADMISSION PROCESS

The College of Graduate and Continuing Education encourages prospective students to work with an outreach specialist during the application process for our graduate and post-baccalaureate programs. Please contact (413) 572-8020 to be connected to an outreach specialist. Applicants may also contact the Assistant Director of CGCE Admissions with questions at (413) 572-8022. More information about our programs, the university, and the application process can be found at gobacknow.com.

APPLICATION INSTRUCTIONS FOR GRADUATE PROGRAMS

The application to a graduate degree program at Westfield State University requires the following:

- Completed graduate application and non-refundable \$50 application fee (fee is waived for veterans)
- Official, sealed transcripts from all colleges or universities previously attended. If you attended more than one college, submit one transcript from each institution. Please have transcripts sent directly from your former college/university to the Graduate and Continuing Education office; opened transcripts will not be accepted. Official electronic transcripts are also accepted and can be emailed to wsugce@westfield.ma.edu or mailed to:

Graduate and Continuing Education
Westfield State University
Attn: CGCE Admissions
577 Western Ave
PO Box 1630
Westfield, MA 01086-1630

- Three letters of professional reference (forms enclosed).
- If applicable, official score report of either the Miller Analogies Test (MAT) or Graduate Record Exam (GRE). Scores older than five years are not valid. Please see Standardized Testing Requirements table at right for more information on standardized test requirements
- A narrative statement. Each program has different requirements for their narrative statement. Please see the individual program for more details
- If applicable, a copy of your educator license
- If applicable, a copy of passing scores on the Communication and Literacy portion of the Massachusetts Test for Educator Licensure.
- A professional résumé is strongly recommended for applicants to Professional Licensure programs.

**Please note: the Master of Social Work program and the Physician Assistant Studies program have their own applications. Please do not use this standard graduate application if you are applying to these programs.*

DEADLINES

FEBRUARY 1

M.A. in Applied Behavior Analysis
M.A. in Counseling
MSW (Westfield & Worcester)

MARCH 1

(Preferred deadline)
M.S. in Accounting

ROLLING ADMISSION

(Accepted Year-round)
M.S. in Criminal Justice
Master of Education
M.A. in English
MPA

JULY 15

M.S. in Physician Assistant Studies

STANDARDIZED TESTING REQUIREMENTS

GRE/MAT

M.A. in Applied Behavior Analysis*
M.A. in Counseling (Forensic Mental Health and Mental Health only)*
M.Ed. (Secondary and Vocational programs only)*
MPA*
M.S. in Criminal Justice**

* Waived for WSU alum with a GPA of a 3.5 or higher

** Waived for WSU alum with a GPA of a 3.3 or higher

MTEL

M.A. in Counseling: School Guidance/Adjustment Counseling
M.A. in English Initial Licensure
M.Ed. Initial Licensure

DEPOSITS

Applicants to the M.A. in Applied Behavior Analysis, M.A. in Counseling, and Master of Social Work program should note that there is a non-refundable deposit of \$150 due if accepted into the program. Instructions for submitting your deposit will be contained in your official letter of acceptance. Applicants in the M.S. in Physician Assistant Studies require a \$1,000 enrollment fee.

APPLICATION INSTRUCTIONS FOR POST-BACCALAUREATE PROGRAMS

Westfield State University offers a variety of licensure approved programs through Graduate and Continuing Education. These programs afford many adult students the opportunity to return to college and earn teacher certification at the initial level. Students who seek a master's degree should select a graduate program.

CERTIFICATION AREAS

This program affords students the opportunity to earn certification at the initial level in the following subject areas and levels:

Biology 8-12	Mathematics 5-8, 8-12
Early Childhood	Music (all levels)
Education PreK-2	Physical Education
Elementary Education 1-6	PreK-8, 5-12, both
English 5-12	Moderate Disabilities
History 5-12	PreK-8, 5-12

Application to the post-baccalaureate teacher licensure program consists of the following:

- Completed application and non-refundable \$50 application fee. (fee is waived for veterans)
- Two professional or academic letters of recommendation or reference forms (forms enclosed). One academic reference is strongly encouraged.
- Passing scores on the Massachusetts Test for Educator Licensure: Communication and Literacy Exam

- Official sealed transcripts from all colleges or universities previously attended. If you attended more than one college, submit one transcript from each institution. Please have transcripts sent directly from your former college/university to the Graduate and Continuing Education office; opened transcripts will not be accepted. Official electronic transcripts are also accepted and can be emailed directly to wsucgee@westfield.ma.edu or mailed to:

Graduate and Continuing Education,
Westfield State University
Attn: CGCE Admissions
577 Western Ave
PO Box 1630
Westfield, MA 01086-1630

INTERNATIONAL APPLICANTS TO GRADUATE AND POST-BACCAULEAREATE PROGRAMS

International applicants (where applicable) must complete the following:

- Official English translations and a Credential Evaluation of all secondary and post-secondary transcripts
- Official copy of the Test of English as a Foreign Language (TOEFL) or the International English Language Test (IELTS) with passing score
- Bank-notarized Certification of Finances Form
- International Student Information Form
- English Proficiency Form
- Photocopy of the applicant's current visa if applicable
- Photocopy of the applicant's passport

International applicants may obtain a credential evaluation of documents from:

Center for Educational Documentation, Inc.
PO Box 170116, Boston, MA 02117
(617) 338-7171

(Applicants are responsible for the processing fee)

All forms and official transcripts should be sent to:

Graduate and Continuing Education,
Westfield State University
Attn: CGCE Admissions
577 Western Ave
PO Box 1630
Westfield, MA 01086-1630

VETERANS BENEFITS

Veterans who qualify for the Massachusetts waiver of tuition or Federal educational benefits must provide the necessary document (DD214) to receive the benefit and must matriculate into a degree program within one semester of their first enrollment in classes to continue to receive the benefit. Westfield State University Veterans Affairs staff will verify the veteran's application status as necessary during the registration period. The DD 214 must be provided by the veteran to the certifying official at Westfield State University, located in the Military Community Excellence Center, Bates Hall, Room 15. Veterans are responsible for all fees associated with Westfield State University course work. All questions concerning veteran benefits should be directed to Veterans Affairs at (413) 572-8370.

WESTFIELD STATE UNIVERSITY'S NOTICE OF NON-DISCRIMINATION

Westfield State University does not unlawfully discriminate in admission or access to, or treatment or employment in, its educational programs and activities on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital or parental status, or veteran status.

Human Resources has been designated to handle inquiries regarding non-discrimination policies.

Westfield State University Human Resources
Office Location
333 Western Avenue
2nd floor, West Wing
PO Box 1630
Westfield, MA 01086-1630
(413) 572-8471

USER ID _____
(Office Use Only)

Semester Applying For:

Fall Spring Summer

1. Name _____
Last First Middle

Other Name(s) under which records may be found: _____

2. Permanent Address _____
Street City State Zip Code

3. Present Mailing Address _____
P.O. Box / Street City State Zip Code

4. Email Address: _____

5. Telephone: Mobile _____ Work _____ Ext. _____ Home _____

6. Date of Birth: ____ / ____ / ____

Voluntary Information

____ - ____ - ____
Social Security Number

Ethnicity: ____ Hispanic or Latino ____ Not Hispanic or Latino

Race: *Please check all that apply.* ____ American Indian or ____ Black or African ____ Native Hawaiian ____ White
Alaskan Native American or other Pacific
____ Asian ____ Cape Verdean Islander

Gender: ____ Female ____ Male ____ Non-binary

Are you or have you ever been a member of the U.S. Armed Forces?
Yes ____ No ____ (If you answered yes, your application fee is waived).

Citizenship *(The following information is used to comply with requirements of the Immigration and Naturalization Service)*

- UNITED STATES** **PERMANENT RESIDENT ALIEN REGISTRATION** **INTERNATIONAL** (Non-Resident Alien) VISA TYPE Specify country and Visa type;
NUMBER Enclose copies of Alien Registration Card Enclose copies of VISA documentation. Transfer applicants also enclose copy of
(both sides) and/or Visa Documentation current I-20. Country and Visa type: _____.

PLEASE PROVIDE YOUR HOME COUNTRY ADDRESS:

6. Will you be applying for Financial Aid?: ____Yes ____No

7. Previous College Training: List in chronological order. Include associate, Bachelor's and any college credit to be considered for transfer into the program. If you attended Westfield State University, indicate whether you were a Day Division or Continuing Education student. *(Failure to submit complete, official copies of all previous academic credentials constitutes academic dishonesty and will cause offer of admission to be rescinded.)*

Institution Location Dates Attended Total Credits Degree Awarded/Major

Institution Location Dates Attended Total Credits Degree Awarded/Major

Institution Location Dates Attended Total Credits Degree Awarded/Major

8. Proposed area of study: Please check one:

Master of Arts

English (non-licensure)

Master of Public Administration

Non-Profit Management Criminal Justice
 Public Management.

Master of Science

Criminal Justice

Homeland Security Certificate Option:

Applicants to both master's program and certificate submit one \$50 fee

Master of Science in Accounting

Foundation Curriculum Advanced Curriculum

Initial Licensure Degree Programs (Appropriate for students without licensure)

Master of Arts

English with Initial Teacher Licensure 5-12

Specialist Licensure Master of Education Program

Reading Specialist (*Candidates must possess Initial Licensure in Early Childhood, Elementary or Moderate Disabilities*)

Master of Education

Early Childhood Education

Elementary Education

Moderate Disabilities PreK-8 5-12

Secondary Education

Biology 8-12

History 5-12

Mathematics 5-8 8-12 both

Professional Licensure Degree Programs (Appropriate for teachers holding Initial Massachusetts Teacher Licensure)

Early Childhood Education

Elementary Education

English (Master of Arts) 5-8 8-12

Physical Education PreK-8 5-12

Secondary Education

Mathematics 5-8 8-12

Concentrations Non-licensure Programs**

Master of Education (non-licensure)

Appropriate for students with bachelor's degrees:

History

Vocational Education

***Candidates without licensure, but with appropriate experience in school settings, may be considered for admission.*

Graduate Certificates

Homeland Security

Spanish (online)

Post-Baccalaureate licensure programs

Biology 8-12

Early Childhood Education PreK-2

Elementary Education 1-6

English 5-12

History 5-12

Mathematics 5-8 8-12

Music All levels

Physical Education PreK-8 5-12 Both

Moderate Disabilities PreK-8 5-12

Application deadline February 1 for the following programs:

Counseling Programs

Applied Behavior Analysis*

School Guidance Counseling (*applications accepted year-round for a fall start.*)*

PreK-8 5-12

Mental Health Counseling*

Forensic Mental Health Counseling*

Adjustment Counseling*

Certificate Program

Applied Behavior Analysis Certificate*

Important Notice: Admissions decisions will be sent by April 15. Please visit our website at westfield.ma.edu/psychology for more information on admission into the graduate psychology program.

An interview may be required.

**Late applications may be considered.*

9. List courses for which you wish to receive graduate transfer credit (*Maximum 6 credits*):

Institution	Course	Grade	Dates	Credits

10. ___ Full-time (greater than nine credits per semester) or ___ Part-time (nine or fewer credits per semester)

11. If you possess a classroom teaching certificate, please attach a copy of your certificate and complete the following. Otherwise, skip to #13.

In which state(s) are you certified to teach? _____ Level(s) _____

Specialization(s) _____

Please indicate precise number of years of teaching experience in role covered by the certificate(s): _____

12. **Please see Standardized Testing Requirements on Page 1.**

Test Score Requirements: Graduate Record Examination (GRE) or Miller Analogies Test (MAT); scores older than five years will not be accepted.

Please complete the appropriate statement:

I have taken the Communication and Literacy (MTEL) on _____ (date); scores sent to Westfield State University.

I have taken the GRE on _____ (date); scores sent to Westfield State University.

I have taken the MAT on _____ (date); scores sent to Westfield State University.

I am planning to take the GRE MAT (circle one) on _____ (date); scores will be sent to Westfield State University.

I am a Westfield State University Alum with a grade point average of 3.5 or higher or a 3.3 or higher in Criminal Justice, and I do not need to submit GRE or MAT scores _____ (initials).

Note: Initial Licensure candidates must submit a copy of Communication and Literacy Skills Test results. The College of Graduate and Continuing Education office does not receive MTEL scores directly from the Massachusetts Department of Elementary and Secondary Education.

OFFICIAL COPY OF TEST SCORES MUST BE RECEIVED BY WESTFIELD STATE UNIVERSITY BEFORE AN APPLICATION IS COMPLETE.

13. Honors or other special recognition of high scholarship or professional endeavors (honor societies, leadership roles in community organizations, publications, etc.)

14. Disciplinary and Criminal Information

Have you ever been placed on probation or suspended for disciplinary reasons? ___ Yes ___ No

In the case of transfer students, have you ever been refused admission to a college or university for disciplinary reasons? ___ Yes ___ No

If you answered yes to either question, enclose an explanation on a separate sheet. The college's dean of students, or the high school guidance counselor, as appropriate, also must submit a letter of explanation. Your application will be considered incomplete without this information.

Have you ever been convicted of a felony? ___ Yes ___ No

If you answered yes, enclose on a separate sheet an explanation of the circumstances leading to criminal conviction. Your application will be considered incomplete without this information.

15. REFERENCES: List three professional references. * Reference forms are enclosed. (Two references required for licensure-only applicants)

1.	_____	_____	_____
	Name	Position	Address
2.	_____	_____	_____
	Name	Position	Address
3.	_____	_____	_____
	Name	Position	Address

**Students may not resubmit references from another program, although you may request references from the same individuals.*

16. Please complete and attach a narrative statement of your professional goals and reasons for wanting to pursue the program that you have selected (Grad only).

17. Please Note: All Criminal Justice majors and licensure candidates must submit proof of immunization including Hepatitis B.

OFFICIAL TRANSCRIPTS FROM EACH SCHOOL LISTED IN SECTIONS 7 & 9 MUST BE SENT DIRECTLY FROM THE SCHOOL OR COLLEGE IN A SEALED ENVELOPE TO:

Graduate and Continuing Education
Westfield State University
Attn: CGCE Admissions
577 Western Ave
PO Box 1630
Westfield, MA 01086-1630

All application materials are the property of Graduate and Continuing Education and cannot be returned to you or submitted to other parties for any other use.

I certify that I have read and understood the general admission information on this application and that the information in this application is true and complete to the best of my knowledge.

Signature _____ Date _____

Westfield State University maintains and promotes a policy of non-discrimination on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, marital status, genetic information or veteran status.

PLEASE SEND Graduate and Continuing Education
REFERENCE FORM TO Westfield State University, Attn: CGCE Admissions
577 Western Ave PO Box 1630 Westfield, MA 01086-1630

To be filled out by applicant *Please type or print.*

Applicant's Name: _____
Last First Middle

Federal law enables the applicant to have access to this recommendation unless the candidate voluntarily waives this right.
I waive my right of access to this recommendation and consent to its remaining confidential to me.

Signature _____ Date _____

NAME & ADDRESS OF REFERENCE

Name

Street Address or P.O. Box

City State Zip

REFERENCE FOR ADMISSION TO:

Program/Concentration

To be filled out by the reference *Please type or print.*

Your name was given as one who could provide a professional estimate of the applicant's ability to pursue this program. We will greatly appreciate your estimate of the applicant's aptitude for graduate study and promise of professional success. Westfield State University is committed to a policy of non-discrimination and affirmative action in its educational programs, activities and employment practices. It is the policy of Westfield State University not to discriminate on the basis of race, sex, color, national origin, age, religion or disability. Please complete the information requested below and return to our office. Thank you for your cooperation.

1. In what capacity (professional, academic, other) and for how long have you known the applicant? Explain:

2. Please complete the rating scale by placing checkmarks in the appropriate locations. Compare with others you have known:

	No Basis for Evaluation	Below Average	Average	Above Average	Outstanding
Character & Personal Integrity					
Professional Attitude					
Scholarship					
Competence as an Educator					
Ability to Work with Others					
Self-confidence					
Professional Growth Potential					
Oral and Written Expression					
Leadership Potential					

3. Please add or attach comments that will assist the university in evaluating the applicant.

Date

Signature

Position

Address

PLEASE SEND Graduate and Continuing Education
REFERENCE FORM TO Westfield State University, Attn: CGCE Admissions
577 Western Ave PO Box 1630 Westfield, MA 01086-1630

To be filled out by applicant *Please type or print.*

Applicant's Name: _____
Last First Middle

Federal law enables the applicant to have access to this recommendation unless the candidate voluntarily waives this right.
I waive my right of access to this recommendation and consent to its remaining confidential to me.

Signature _____ Date _____

NAME & ADDRESS OF REFERENCE

Name

Street Address or P.O. Box

City State Zip

REFERENCE FOR ADMISSION TO:

Program/Concentration

To be filled out by the reference *Please type or print.*

Your name was given as one who could provide a professional estimate of the applicant's ability to pursue this program. We will greatly appreciate your estimate of the applicant's aptitude for graduate study and promise of professional success. Westfield State University is committed to a policy of non-discrimination and affirmative action in its educational programs, activities and employment practices. It is the policy of Westfield State University not to discriminate on the basis of race, sex, color, national origin, age, religion or disability. Please complete the information requested below and return to our office. Thank you for your cooperation.

1. In what capacity (professional, academic, other) and for how long have you known the applicant? Explain:

2. Please complete the rating scale by placing checkmarks in the appropriate locations. Compare with others you have known:

	No Basis for Evaluation	Below Average	Average	Above Average	Outstanding
Character & Personal Integrity					
Professional Attitude					
Scholarship					
Competence as an Educator					
Ability to Work with Others					
Self-confidence					
Professional Growth Potential					
Oral and Written Expression					
Leadership Potential					

3. Please add or attach comments that will assist the university in evaluating the applicant.

Date

Signature

Position

Address

PLEASE SEND Graduate and Continuing Education
REFERENCE FORM TO Westfield State University, Attn: CGCE Admissions
577 Western Ave PO Box 1630 Westfield, MA 01086-1630

To be filled out by applicant *Please type or print.*

Applicant's Name: _____
Last
First
Middle

Federal law enables the applicant to have access to this recommendation unless the candidate voluntarily waives this right.
I waive my right of access to this recommendation and consent to its remaining confidential to me.

Signature
Date

NAME & ADDRESS OF REFERENCE

REFERENCE FOR ADMISSION TO:

Name

Street Address or P.O. Box

City State Zip

Program/Concentration

To be filled out by the reference *Please type or print.*

Your name was given as one who could provide a professional estimate of the applicant's ability to pursue this program. We will greatly appreciate your estimate of the applicant's aptitude for graduate study and promise of professional success. Westfield State University is committed to a policy of non-discrimination and affirmative action in its educational programs, activities and employment practices. It is the policy of Westfield State University not to discriminate on the basis of race, sex, color, national origin, age, religion or disability. Please complete the information requested below and return to our office. Thank you for your cooperation.

1. In what capacity (professional, academic, other) and for how long have you known the applicant? Explain:

2. Please complete the rating scale by placing checkmarks in the appropriate locations. Compare with others you have known:

	No Basis for Evaluation	Below Average	Average	Above Average	Outstanding
Character & Personal Integrity					
Professional Attitude					
Scholarship					
Competence as an Educator					
Ability to Work with Others					
Self-confidence					
Professional Growth Potential					
Oral and Written Expression					
Leadership Potential					

3. Please add or attach comments that will assist the university in evaluating the applicant.

Date

Signature

Position

Address

GRADUATE ADMISSION APPLICATION CHECKLIST

- A check or money order for \$50.00 payable to Westfield State University is enclosed
- Official transcripts from each school listed have been sent directly from the school or college in a sealed envelope, or will be forwarded
- Narrative statement
- Three professional references
- If applicable, official scores of either the MAT or GRE tests
- If applicable, a copy of your educator license
- If applicable, copies of passing scores in the Communication and Literacy Skills portion of the Massachusetts Test for Educator Licensure
- Proof of immunization including Hepatitis B (All criminal justice majors and licensure candidates)
- Professional resume recommended (required for M.A. in Applied Behavior Analysis and M.A. in Counseling)

POST-BACCALAUREATE ADMISSION APPLICATION CHECKLIST

- A check or money order for \$50.00 payable to Westfield State University is enclosed
- Two professional reference letters sent to the Graduate and Continuing Education office
- Official transcripts from each school listed have been sent directly from the school or college in a sealed envelope, or will be forwarded
- Results of the Massachusetts Test for Educator Licensure Communication and Literacy Exam have been forwarded
- I understand that once the above requirements have been met, I must meet with my advisor(s) to complete a Program of Study form

Nestled in the scenic Pioneer Valley, Westfield State University is within commuting distance of Springfield, Worcester, Boston, the Berkshires, northern Connecticut, eastern New York, and southern Vermont and New Hampshire.



Westfield State University

Graduate and Continuing Education

577 Western Avenue, P.O. Box 1630 • Westfield, MA 01086-1630

(t) (413) 572-8020 • (f) (413) 572-5227 • (tty/tdd) (413) 572-5250

wsucgce@westfield.ma.edu • GoBackNow.com