Dear Prospective Student:

Thank you for your interest in the M.A.Ed. secondary licensure program at Union University's Germantown campus. The letter and enclosed forms describe this program, the requirements for admission, and financial information. We encourage you to visit us online at www.uu.edu/catalogue/graduate for more detailed information. The yellow FAQ sheets should help you with any questions concerning the degree and licensure programs.

The application for admission to Graduate Studies, along with the $25 application fee, and all other required forms should be returned to the M.A.Ed. Office of Graduate Studies in Education, Union University, 2745 Hacks Cross Road, Germantown, TN 38138-7507. You must also order and send to the same address the official transcripts from each institution of higher education that you attended since high school. Please refer to the blue enclosed checklist of requirements and promptly return all applicable documentation.

Once you have applied to the M.A.Ed. program and all of your official transcripts have been ordered, please contact the M.A.Ed. Coordinator at 901-759-0029, ext. 1918, to confirm that all documents have been received. Thereafter, you will need to schedule an appointment to continue the enrollment process. Your transcripts will be evaluated to determine what course work you have already completed and what course work you need to complete, in order to satisfy licensure requirements.

Information about the Praxis II test is available at 609-771-7395 or online at www.ets.org/praxis.

If you have questions, please feel free to call our M.A.Ed. Coordinator at 901-759-0029, ext. 1918. Again, thank you for your interest in Union University. We look forward to hearing from you soon.

Sincerely,

Dr. Stephen Marvin
Assistant Dean, Graduate Studies in Education
Germantown Campus
Enclosures
GRADUATE STUDIES IN EDUCATION APPLICATION

(Please Type or Print Clearly)

Name ___________________________ First ___________ Middle ___________ Maiden ___________ Last ___________

Address ___________________________ Street ___________ City ___________ State ___________ Zip ___________

Telephone ___________________________ Home ___________ Work ___________ Cell ___________

Social Security Number ___________ E-Mail Address ___________

Are you 24 years of age or older? □ Yes □ No

Indicate below your academic plans at Union University.

☐ Pursue the Doctor of Education Degree in Educational Leadership
   Check one:
   □ Instructional Leadership (Attach copy of teaching license)
   □ Curriculum and Supervision (Attach copy of teaching license)
   □ Higher Education (Available only through Jackson campus)

☐ Pursue the Education Specialist Degree in Educational Leadership
   Check one:
   □ Instructional Leadership (Attach copy of teaching license)
   □ Curriculum and Supervision (Attach copy of teaching license)

☐ Pursue the Master of Education Degree (Attach copy of teaching license)
   Check one:
   □ Teaching and Learning
   □ Instructional Leadership

☐ Pursue the Master of Arts in Education Degree
   Check all that apply:
   □ To pursue the Master of Arts in Education Degree
   □ To seek initial teacher licensure (Admission to the Teacher Education Program is required)
   What endorsement area will you seek? ___________________________
   □ To add an endorsement to an existing teaching license (Attach copy of teaching license)
   What additional endorsement area will you seek? ___________________________
   □ To enroll in graduate courses for license renewal or for personal or professional growth
   □ To enroll in graduate courses to be applied to another program
   □ Other (Please specify) ___________________________

☐ Pursue the Master of Urban Education Degree
   (Restricted: Prior acceptance into Memphis Teacher Residency Program required)

What semester do you anticipate enrollment at Union University? ___________________________

For Office Use Only

ID# ___________________________

Program: EdD EdS MAEd-DS MAEd-ND MEd MUEd Term ___________________________

Adm Status: AP AC PA AD RE CA

Application Fee MAEd, MEd, MUEd, EdS ($25) ___________________________ Moved to Student ___________________________

EdD Assessment Fee ($50) ___________________________
OFFICIAL TRANSCRIPTS

Official transcripts from all institutions where you have attended since high school must be sent directly to the Office of Graduate Studies in Education, Union University. Course credit from a previous school that appears on the transcript of a subsequent school does not constitute an official transcript. It is the student's responsibility to see that all official transcripts are submitted as soon as possible to avoid delays in the admission process. Please list below all the institutions you have attended since high school.

<table>
<thead>
<tr>
<th>Name and Location of Institution</th>
<th>Dates Attended</th>
<th>Degree Earned (or number of hours)</th>
<th>Grade Point Average</th>
<th>Name Under Which Transcript will be Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Are you currently enrolled in a college or university?   □ Yes   □ No

Have you ever been charged, arrested, or convicted of a criminal offense?   □ Yes   □ No

If yes, please provide specific details. _____________________________________________

Federal laws require that, in order to enroll at Union University, one must either be a United States citizen or have proper legal immigration status certification. Prior to enrollment, students must present immigration paperwork to Union’s Designated School Official (DSO) for processing.

Are you a U.S. citizen?   □ Yes   □ No

If no, ______ Permanent Resident   ______ Resident Alien   ______ Non-resident Alien

If you are not a U.S. citizen, an international student application must be completed and submitted with this application.

Union University admits students of any race, color, sex, handicap, and national or ethnic origin. As prescribed by the Department of Education and the National Center for Education Statistics, we are required to report demographic information including racial background. This information is not used in the admission process. Using the terminology of the NCES, please answer the following:

1. Are you Hispanic/Latino?   □ Yes   □ No

2. Respond Yes to one or more of the following groups:
   a. American Indian/Alaskan Native   □ Yes   □ No
   b. Asian   □ Yes   □ No
   c. Black or African American   □ Yes   □ No
   d. Hawaiian/Pacific Islander   □ Yes   □ No
   e. White   □ Yes   □ No

   □ Male   □ Female

Place of Birth: ____________________________ Church Affiliation: ____________________________

PROFESSIONAL EXPERIENCE

Current Employer ______________________________

Give name and location of school, when applicable __________________________________________

Address ________________________________ Street __________ City __________ State __________ Zip

Previous Employer (if less than 5 years in current position) ______________________________

Address ________________________________ Street __________ City __________ State __________ Zip

Do you hold a current teaching license? □ Yes   □ No

If yes, in which state(s)? __________________________________________

Current Endorsement Area(s) __________________________________________

By signing below, I agree to abide by the rules and regulations of the college as described in the current Graduate Catalogue.

_____________________________ __________________________
Signature of Applicant        Date
GENERAL ADMISSION REQUIREMENTS FOR GRADUATE STUDIES IN EDUCATION

- Application for admission to Graduate Studies in Education.
- Application fee of $25 (non-refundable) payable to Union University. Additional $25 Assessment Fee is required for EdD applicants.
- Official transcripts from all institutions attended since high school documenting the minimum program specific GPA.
- Satisfactory writing sample as required by specific program. The sample must be completed in the Office of Graduate Studies in Education during regular office hours.
- Certificate of Immunization form.

IMPORTANT—PLEASE READ

Admission to degree programs will require additional materials. If your plans include seeking a degree or initial teacher licensure or adding an endorsement to an existing teaching license, please see the Graduate Catalogue for specific requirements for program admission. If you have questions, please call the Office of Graduate Studies in Education:
- Jackson campus 731-661-5523,
- Germantown campus 901-759-0029,
- Hendersonville campus 615-447-2500.

Send this application with a $25 non-refundable application fee (payable to Union University) to the appropriate location below. Additional $25 Fee is required for EdD applicants.

Office of Graduate Studies in Education
Union University, Box 1876
1050 Union University Drive
Jackson, Tennessee 38305-3697

Office of Graduate Studies in Education
Union University—Germantown
2745 Hacks Cross Road
Germantown, Tennessee 38138

Office of Graduate Studies in Education
Union University—Hendersonville
205 Indian Lake Blvd.
Hendersonville, TN 37075

Annual reports indicating compliance with the Student Right-to-Know and Campus Security Act are available in the Office of Safety and Security during regular office hours. Admission to the University does not automatically guarantee admission to specific academic programs within the University.

In compliance with all applicable state and federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Union University does not illegally discriminate on the basis of race, sex, color, national origin, age, disability, or military service in admissions; in the administration of its education policies, programs, or activities; or in employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purposes. Persons who believe their rights under this policy have been violated should contact Office of the President, Union University.
<table>
<thead>
<tr>
<th>Start Term</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Spring</td>
<td>November 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Summer</td>
<td>April 15th</td>
</tr>
</tbody>
</table>
PROCEDURES FOR ADMISSION TO MAED PROGRAM

Post-baccalaureate Teacher Licensure, M.A.Ed., Non-degree Graduate Coursework

1. Register at www.ets.org/praxis to take the Praxis II content knowledge test for the intended endorsement. Check the current list of TN test requirements before registering. Have scores sent to Union (code 1826) and to the TN Department of Education (code 8190). Study guides are available at http://www.ets.org/praxis/prepare/materials. You must pass the test in order to begin licensure coursework as a licensure student and to be hired on the Practitioners license. If you have not passed the Praxis II content knowledge test for the intended endorsement, you may only begin coursework as a degree-only student, not licensure. It is imperative that you pass the test as early as possible!

2. Germantown offers Secondary 7th – 12th licensure, as well as, K – 12th for PE, Music, Art and Theater. Early Childhood, Elementary, Middle School and Special Education are offered on the Jackson Campus.

The following procedures should be carefully followed. Please note that it is the student’s responsibility to see that all admission materials are submitted at the earliest possible date.

For post-baccalaureate students seeking admission to the Teacher Education Program, the M.A.Ed., or non-degree graduate coursework:

Submit the following items in one packet to the Office of Graduate Studies in Education:
- Application to Graduate Studies in Education
- Post-baccalaureate Application for Admission to the Educator Preparation Program (EPP)
- Non-refundable application fee of $25
- A background check must be completed before entering the MAED program. Please see attached forms in packet. If you have passed the Praxis II test and have completed a background check for a school system, that school system must complete the Verification/Intent to Hire form that is submitted to the Graduate Education Office.

Order 2 sets of official transcript from every institution attended, even if the coursework appears on another transcript. One set is for Union; the other is to include with the license application sent to the TN Department of Education. Request that they be sent to Union University, Office of Graduate Studies in Education, 2745 Hacks Cross Road, Germantown, TN 38138-7507. (You may bring a transcript in and it be considered official if it is in a sealed unopened envelope with the school stamp or registrar’s signature on the seal. Any opened transcripts are not official.)

Writing Sample – complete an on-line writing sample. You will receive information on how to complete this writing sample once your application has been received by the Graduate Education Office. This is required regardless of GPA or a master’s degree and a passing score must be obtained before admission will be granted.

Praxis Prep Tutorial – complete a Praxis Prep Tutorial at http://www.uu.edu/academics/graduate/maed/video/ (You will receive a password for log in, once your application has been received by the Graduate Education Office. A verification email will be sent to the Program Coordinator’s Office once you have viewed the tutorial.)

Reference forms – give the two reference form to individuals who know your academic, communication, and leadership abilities (former teacher, co-worker, supervisor, etc.). These should be sent directly to the address on the reference form.

Immunization Record – submit the immunization record form along with proof of 2 MMR shots and Varicella (chicken pox) if born after 1979; read the Hepatitis B section, check one of the boxes and sign.

Approximately two weeks after transcripts are ordered, e-mail Program Coordinator (trichmond@uu.edu) to verify receipt of all transcripts.
APPLICATION FOR ADMISSION
POST-BACCALAUREATE EDUCATOR PREPARATION PROGRAM
(To be submitted to the Office of Graduate Studies in Educ., UUG, 2745 Hacks Cross Road, Germantown, TN 38138-3815)

Name ___________________________________________________ Date ______________________
Mailing Address: Street __________________________ City/State _________________ Zip __________
E-mail address __________________________ UU ID # __________________ Soc. Sec # ____________
Undergraduate Major __________________________ Undergraduate Minor (if any) __________________
What teaching endorsement are you seeking? __________________________________________________
Are you now teaching or have you ever taught on an alternative/Transitional or on a permit? D Yes D No
Are you seeking a Master’s degree concurrently with teacher licensure? D Yes D No

Applicant: Complete the back of this form. DO NOT WRITE BELOW THIS LINE.

Test Score: Praxis II Specialty Area Test __________________ Minimum: ________ Score: ________ Date: ________

Academic Standing: Date: __________________
Semester Hours Completed __________________ GPA Overall __________________
GPA in Major __________________
GPA in Prof. Core __________________

Progression through the Educator Preparation Program
For admission into the Educator Preparation Program, all the following requirements must be met.

1. Satisfactory score on the designated Praxis II Specialty Area Test
2. Meet requirements for admission to M.A. Ed. program (degree or non-degree)
3. Two positive reference forms (___ one / ___ both)
4. Self-Evaluation from student
5. Two positive dispositional evaluations completed by professor (___ one / ___ two)
6. Successful completion of portfolio assessment (EDU 535)
7. Complete background check and fingerprinting as required by state law if not currently teaching full-time
8. Approval of the Education Department Faculty
9. Approval of the Teacher Education Committee

In order to remain in the Educator Preparation Program, all the following requirements must be met.

1. A minimum GPA of 2.75 must be maintained in all course work taken at Union since completion of the baccalaureate degree
2. Successful completion of portfolio assessment stage 2
3. Two positive dispositional evaluations completed by the professor of EDU 623 & student (___ one / ___ two)

In order for the student to be admitted to student teaching, all the following requirements must be met.

1. A recommendation from the department of the student’s endorsement area or a minimum GPA of 2.75 in all undergraduate and graduate courses in the endorsement area is required. The major department may require a higher minimum GPA in the major.
2. Satisfactory scores on all applicable portions of the Praxis II
3. Satisfactory completion of field experience at an appropriate level
4. Successful completion of portfolio assessment stage 3
5. Completion of the professional core
6. Lack no more than one course for completion of endorsement requirements
7. Completion of one term of full-time professional education
8. Approval of the Dean of Students
9. Approval of the Teacher Education Committee

If teaching on a Transitional license, the candidate must complete requirements outlined on the evaluation for licensure.
OUTLINE AUTOBIOGRAPHY FOR POST-BACCALAUREATE STUDENTS ENTERING THE EDUCATOR PREPARATION PROGRAM

1. Hometown:

2. College where undergraduate work was completed and major:

3. Why did you choose Union for your educator preparation program?

4. Why have you chosen to pursue a teaching license (or an additional endorsement)?

5. Why did you choose your undergraduate major?

6. If you plan to be endorsed to teach in an area other than your undergraduate major area, why have you chosen that area?

7. What is your background with children or youth?

8. Do you read professional journals? Which ones?

9. Extracurricular interests:

10. Honors received:
    High School -
    College -
    Other -
Reference Evaluation
Post-Baccalaureate Educator Preparation Program

_________________________________________ has applied for admission to the
Post-Baccalaureate Educator Preparation Program at Union University and is asking you to complete this evaluation
form. Please give your opinion as to the applicant's ability to complete teacher licensure requirements and serve
effectively as a teacher. Thank you.

How long have you known the applicant? ____________________________________________

In what capacity? ____________________________________________________________________

Please check the statements that best characterize the applicant.

**CHARACTER**
- Is not trustworthy.
- Is normally trustworthy.
- Is ethical, worthy of complete trust.

**DEDICATION**
- Shuns responsibility
- Does what is necessary
- Carries out responsibilities, shows initiative

**JUDGMENT**
- Often uses poor judgment.
- Actions usually well-grounded.
- Uses sound judgment.

**SCHOLARLY ATTITUDE**
- Avoids learning new ideas and skills
- Will learn what is absolutely necessary.
- Enjoys studying and learning

**COMMUNICATION ABILITY**
- Often has difficulty communicating ideas.
- Sometimes has difficulty communicating ideas.
- Articulate, grammatically correct, communicates clearly.

Please give, to the best of your ability, your evaluation of the applicant's academic background. Please comment on
particular strengths and/or weaknesses of which you are aware.

Please give your evaluation of the applicant's ability to successfully pursue coursework leading to a teaching license.

How effective would you expect the applicant to be as a teacher?

_________________________________________  ________________________________
(Your Name. Please Type or Print) (Your Position)

_________________________________________  ________________________________
(Signature) (Date)

This information should be mailed or sent directly to:
Union University
Attention: Terri Richmond, Coordinator
2745 Hacks Cross Road
Germantown, TN 38138-7507
901-759-0029 ext. 1929
Fax: 901-759-1197
Reference Evaluation  
Post-Baccalaureate Educator Preparation Program

(Name of Applicant) has applied for admission to the Post-Baccalaureate Educator Preparation Program at Union University and is asking you to complete this evaluation form. Please give your opinion as to the applicant's ability to complete teacher licensure requirements and serve effectively as a teacher. Thank you.

How long have you known the applicant? __________________________________________

In what capacity? ______________________________________________________________

Please check the statements that best characterize the applicant.

CHARACTER
___ Is not trustworthy.
___ Is normally trustworthy.
___ Is ethical, worthy of complete trust.

DEDICATION
___ Shuns responsibility
___ Does what is necessary
___ Carries out responsibilities, shows initiative

JUDGMENT
___ Often uses poor judgment.
___ Actions usually well-grounded.
___ Uses sound judgment.

SCHOLARLY ATTITUDE
___ Avoids learning new ideas and skills
___ Will learn what is absolutely necessary.
___ Enjoys studying and learning

COMMUNICATION ABILITY
___ Often has difficulty communicating ideas.
___ Sometimes has difficulty communicating ideas.
___ Articulate, grammatically correct, communicates clearly.

Please give, to the best of your ability, your evaluation of the applicant's academic background. Please comment on particular strengths and/or weaknesses of which you are aware.

Please give your evaluation of the applicant's ability to successfully pursue coursework leading to a teaching license.

How effective would you expect the applicant to be as a teacher?

(Your Name. Please Type or Print) ______________________________________________

(Your Position) ______________________________________________________________

(Signature) __________________________________________________________________

(Date) ______________________________________________________________________

This information should be mailed or sent directly to:

Union University  
Attention: Terri Richmond, Coordinator
2745 Hacks Cross Road  
Germantown, TN 38138-7507  
901-759-0029 ext. 1929  
Fax: 901-759-1197
UNION UNIVERSITY
GERMANTOWN

Immunization Record
All Graduate Students Must Complete Parts A - C

Name ___________________________ Date of Birth ___________ Phone # ___________

Address ___________________________ E-mail ________________________

A. MEASLES, MUMPS, AND RUBELLA (check one):

☐ I was born prior to 1957.

☐ Attach copy of Immunization record showing two (2) doses of Measles, Mumps & Rubella (MMR) vaccine

☐ Attach copy of immune MMR titer: Date _____ / _____ / _______ Results _______________

The state of Tennessee requires all students, born on or after January 1, 1957, entering colleges and universities to provide proof of two (2) doses of Measles, Mumps, and Rubella (MMR) vaccine on or after the first birthday or proof of immunity to measles with an MMR titer (blood test).

B. VARICELLA OR “CHICKENPOX” (check one):

☐ I was born prior to 1980.

☐ Attach copy of Immunization record showing two (2) doses of varicella vaccine

☐ Attach copy of immune varicella titer: Date _____ / _____ / _______ Results _______________

☐ Attach letter from health care provider stating that he/she believes student has had chickenpox. Year of illness: ___________

The state of Tennessee requires all students, born on or after January 1, 1980, to provide proof of two doses of varicella (chickenpox) vaccine given no earlier than 4 days before 1st birthday or proof of immunity to varicella with a varicella IgG (titer) blood test.

Signature of Physician/Provider ___________________________ Date ___________

Name of Physician/Provider _____________________________________________

Address __________________________________________________________________________

C. HEPATITIS B (HBV) IMMUNIZATION:

Recommended for all new students and required for students in the School of Nursing. Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three (3) doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to provide lifelong immunity in most cases. Union University Health Services, located on the Jackson Campus, is open Monday – Friday 8 a.m.-4 p.m. and offers Hepatitis B vaccine for $50 per injection (price subject to change). THE LAW DOES NOT REQUIRE THAT STUDENTS RECEIVE VACCINATION FOR ENROLLMENT. THE LAW DOES REQUIRE THAT A COPY OF THIS SIGNED FORM BE TURNED IN TO UNION UNIVERSITY HEALTH SERVICES.

☐ I decline receipt of vaccine to protect for Hepatitis B

☐ I have received the complete three doses series of the Hepatitis B vaccine

☐ I plan to receive the Hepatitis B series

Student Must Sign Here: ___________________________ Date: ________________

I refuse immunization because of religious objections, have attached an official clergy statement, and affirm this reason under the penalties of perjury.

Signature ___________________________ Date ______________________

Return to: Union University, Graduate Education Department, 2745 Hacks Cross Road, Germantown, TN 38138
Contact Information: 901-759-0029, Fax 901-759-1197
Financial Aid Information
for M.A.Ed. Applicants

HOW TO APPLY FOR GRADUATE STUDIES
FINANCIAL ASSISTANCE AT UNION UNIVERSITY:

1. If you plan to use Financial Aid to help support your program of study at Union University, go to www.uu.edu/financialaid/gradhowtoapply.cfm and follow the steps listed on the website.

2. Please remember the priority deadlines are as follows:
   a. Spring Term – November 15th
   b. Summer Term – April 15th
   c. Fall Term – July 15th

3. Contact the Financial Aid office on the main campus at (731) 661-5015 / finaid@uu.edu; or contact the Financial Aid Representative for the Germantown Campus, Mrs. Margaret Hardy, at (901) 759-0029 / mhardy@uu.edu, to check on the status of your financial aid application.

**If you have not completed the required financial aid documents by registration, you must pay ½ of the first semester’s tuition at registration.**
CONSENT TO FINGERPRINTING, BACKGROUND CHECK, AND
RELEASE OF INFORMATION FOR STUDENTS WHO ARE 18 OR OLDER

As a student desiring to enter Union University’s Teacher Education Program, pursuant to the provisions of Tenn. Code Ann. § 49-5-5632 and the Fair Credit Reporting Act, 15 U.S.C. § 1681 et. al., I hereby agree and consent to the following:

1. To supply a fingerprint sample and submit to a criminal history records check by the Tennessee Bureau of Investigation;

2. The release of all investigative records received as a result of the records check to the Program Director and the Dean of Students; and

3. To sign an authorization and release form provided by the state Department of Education or the state Board of Education authorizing a qualified Tennessee licensed private investigator to complete a criminal history records check.

I understand that Union University reserves the right to not admit any student into the Teacher Education Program, or any other university program, and to take all further action it deems appropriate if a student’s investigative records and criminal background and history check reveal information that puts the student in violation of Union’s student code of conduct, or any other applicable university policy or procedure, or would disqualify the student from the university and/or the Teacher Education Program under any applicable state or federal law.

I understand that I will be responsible for the payment of all fees associated with the above-referenced fingerprinting and criminal history records check. I further understand that, upon my written request, I will be provided a copy of my investigative records and criminal history background check records obtained by Union University pursuant to this release form.

I further acknowledge that I have been provided a copy of Union University’s procedures for completing the fingerprinting and criminal background check and a copy of my rights under the Fair Credit Reporting Act.

I am to report any arrests or criminal citation to Union’s Assistant Dean for Teacher Education within 24 hours of the incident. Failure to do so may result in my dismissal from the program.

Student Signature ___________________________ UU ID ___________________________ Course # ___________________________

Printed name ___________________________ Date ___________________________

Submit this signed form to Terri Richmond in the Graduate Education Office suite.
ALL STUDENTS WHO WILL BE ENROLLED IN A FIELD EXPERIENCE OR STUDENT TEACHING MUST SUBMIT TO A CRIMINAL BACKGROUND CHECK AND FINGERPRINTING PRIOR TO BEING PLACED IN THE FIELD EXPERIENCE OR STUDENT TEACHING.

IF YOU ARE A GRADUATE STUDENT AND CURRENTLY TEACHING ON A TRANSITIONAL LICENSE, YOU MUST SUBMIT THE "VERIFICATION OF EMPLOYMENT AND CLEARANCE" FORM COMPLETED BY YOUR HIRING SCHOOL SYSTEM WITH A COPY OF THE BACKGROUND CHECK RECEIVED BY THE SCHOOL SYSTEM.

FOLLOW THE INSTRUCTIONS ON THE FOLLOWING PAGES VERY CAREFULLY.

THANK YOU FOR NOT PUTTING THIS OFF!
Union University
Procedures for Background Checks and Fingerprinting
Effective Winter/Spring 2008

All students desiring to enter Union University’s Teacher Education Program, pursuant to the provisions of Tenn. Code Ann. § 49-5-5632, must complete the following:

1. Supply a fingerprint sample and submit to a criminal history records check by the Tennessee Bureau of Investigation;

2. Submit the signed Parental Consent to Fingerprinting, Background Check, and Release of Information form (if the student is under 18) or the Consent to Fingerprinting, Background Check, and Release of Information form (if 18 or older) to the Office of Teacher Education (attached); and

3. Sign an authorization and release form provided by the state Department of Education or the state Board of Education authorizing a qualified Tennessee licensed private investigator to complete a criminal history records check. To register for background check and complete fingerprinting, go to www.L1enrollment.com:

- You must have a credit card ready to use.
- Click on the map of Tennessee;
- Click Online Scheduling;
- Click preferred language;
- Enter your first and last names;
- Agency Type: Non-DCS Child Care/Adoption Providers;
- Applicant Type: Child-Related Worker (Private);
- Enter Union’s ORI TNCC57018.
- Confirm that you are being fingerprinted for Union University Teacher Education Program.
- If you are going to the UPS Store on North Highland in Jackson, TN for your fingerprinting, enter zip code 38305. You can also choose a region for the available fingerprint locations;
- Select an appointment location and time.
- Finish the registration process.
- You may choose phone-in registration Monday-Friday (8:00 AM-4:30 PM CST). Call (855) 226-2937 and give Union’s ORI TNCC57018.
Fingerprinting:

Locations: Memphis Area

**West**

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Operating Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cordova Ups Store</td>
<td>Cordova, TN. (1138 N Germantown Pkwy, Suite 101)</td>
<td>M - F 9 - 6:30; Sa 10 - 3:30</td>
</tr>
<tr>
<td>Covington - Alston St</td>
<td>Covington, TN. (412 Long Ave (street Sign Shows Alston Street)</td>
<td>M - F 9 - 12, 1 - 5</td>
</tr>
<tr>
<td>Memphis - Farmville Rd</td>
<td>Memphis, TN. (1384 Farmville Road)</td>
<td>M - F 9 - 3</td>
</tr>
<tr>
<td>Memphis - Kirby Parkway</td>
<td>Memphis, TN. (1779 Kirby Parkway #1)</td>
<td>M - F 9 - 5:30; Sa 10:30 - 3:30</td>
</tr>
<tr>
<td>Memphis - Lamar Av</td>
<td>Memphis, TN. (3463 Lamar Ave)</td>
<td>T - F 10 - 5; Sa 10 - 3</td>
</tr>
<tr>
<td>Memphis - Union Ave</td>
<td>Memphis, TN. (1331 Union Ave Suite 742)</td>
<td>M - F 8 - 5; Sa 9 - 1</td>
</tr>
<tr>
<td>Memphis - Whitten Rd</td>
<td>Memphis, TN. (2770 Whitten Road)</td>
<td>M-S 10:00-6:00 &amp; Sat 10:00-2:00</td>
</tr>
<tr>
<td>Oakland Mr Cash Pawn Shop</td>
<td>Oakland, TN. (7740 Highway 64)</td>
<td>M - Sa 10 - 5:30</td>
</tr>
</tbody>
</table>

You must take the registration confirmation sheet with you.

Your results will be sent to Dr. Myatt in 1-2 weeks. The results must be on file before you can receive the field experience placement.

If you have a criminal record, it is in your best interest to try to get that record cleared before submitting to the background check.

Offenses that most likely will prevent your being placed in a field experience or student teaching may include but are not limited to the following:

1. Conviction of any felony, including a conviction of a plea of guilty, a plea of nolo contendere or order granting pre-trial diversion;
2. Criminal sexual conduct or child abuse or an attempt to commit that crime;
3. A misdemeanor involving cruelty, torture, or indecent exposure involving children;
4. A misdemeanor involving distribution of marijuana or any other drug on school property;
5. A misdemeanor involving assault and battery or domestic violence;
6. More than one driving under the influence or misdemeanor of any kind; or
7. Any other offense that involves harm to another person, especially children.

Submit the signed **Consent to Fingerprinting, Background Check and Release of Information for Students who are 18 or Older Form** to Mrs. Terri Richmond in the Graduate Education Office at the Germantown Campus immediately.
A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave., NW, Washington, DC 20580.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases the disclosure will be free. You are entitled to a free file disclosure if:
  - A person has taken adverse action against you because of information in your credit report;
  - You are the victim of identity theft and place a fraud alert in your file;
  - Your file contains inaccurate information as a result of fraud;
  - You are on public assistance;
  - You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005, all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your creditworthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
• **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

• **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

• **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-SOPTOUT (1-888-567-8688).

• **You may seek damages from violators.** If a consumer reporting agency or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

<table>
<thead>
<tr>
<th>TYPE OF BUSINESS</th>
<th>CONTACT</th>
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</thead>
<tbody>
<tr>
<td>Consumer reporting agencies, creditors and others not listed below.</td>
<td>Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357</td>
</tr>
<tr>
<td>National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name).</td>
<td>Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington DC 20219 1-800-613-6743</td>
</tr>
<tr>
<td>Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks).</td>
<td>Federal Reserve Board Division of Consumer &amp; Community Affairs Washington, DC 20551 202-452-3693</td>
</tr>
<tr>
<td>Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name).</td>
<td>Office of Thrift Supervision Consumer Complaints Washington, DC 20552 1-800-842-6929</td>
</tr>
<tr>
<td>Federal credit unions (words “Federal Credit Union” appear in institution’s name).</td>
<td>National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600</td>
</tr>
<tr>
<td>State-chartered banks that are not members of the Federal Reserve System.</td>
<td>Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Ave., Ste. 100 Kansas City, MO 64108-2638 1-877-275-3342</td>
</tr>
<tr>
<td>Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission.</td>
<td>Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306</td>
</tr>
<tr>
<td>Activities subject to the Packers and Stockyards Act, 1921.</td>
<td>Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051</td>
</tr>
</tbody>
</table>
How can I enter Union University's Master of Arts in Education (MAEd) Program with Licensure?

You must have at least a bachelor's degree from a regionally accredited Institution of Higher Education to enter Union's MAEd Program. Candidates for Secondary Licensure must meet content knowledge requirements by:

- Having at least 24 hours in the intended endorsement area and have at least attempted to take the Praxis II Content Knowledge test (or registered to take the Praxis II)
- Having verification of a passing score on the Praxis II Content Knowledge test for the intended endorsement as determined by the Tennessee Department of Education.
- Complete a writing sample and receive a passing score.

What are the deadlines for submitting the packet for admission?

- Fall Cohort – July 15
- Spring Cohort – November 15
- Summer Cohort – April 15

What other requirements are necessary for admission?

Please see the blue “Checklist of Procedures” in this packet.

Can I get Elementary K-6, Middle Grades 4-8, Early Childhood PreK-3, Special Ed and Secondary Licensure on the Germantown Campus?

Union University offers all of these endorsements on the Jackson campus, but teacher candidates can only complete endorsements with the secondary license (grades 7-12 or K-12 for Art, Music, Theater and PE) on the Germantown campus. We also offer the PreK-3 add-on endorsement, if you already have a Tennessee License.

How does my undergraduate GPA affect my entrance into Union’s Master of Arts in Education?

If your undergraduate GPA is below 3.0, then you would enter the program “conditionally”. This means that you would be required to maintain a 3.0 or above in your first 9 hours to continue your studies at Union.

How many hours does it take for initial licensure and the MAEd degree?

There are 24 semester hours required for licensure. Music K-12 and P.E. K-12 require 30 hours. The MAEd core is 15 additional hours. This is a total of 39 hours to complete the MAEd degree. (42 hours required for Music and P.E.)

Will I be Student Teaching?

You may choose to student teach; but because of the expense, most students opt to apply for a teaching position on a Transitional license. Union's program requires 2 years of teaching experience on the Transitional license plus the Mentoring Seminar to advance to the Apprentice license.

What kind of class is the Mentoring Seminar?

The seminar typically meets once a month with additional web-based components. In addition to assignments relevant to the classroom, you will be assigned a Union mentor who will observe and evaluate your teaching performance in the classroom. This course is designed to be taken during your two years of teaching experience.
Does Union accept transfer credits? Can my undergraduate Education classes count for licensure? Towards the MAEd?

Yes, undergraduate or graduate coursework can substitute for equivalent required Education Courses for licensure. Only up to 9 semester hours of graduate level courses can count towards the MAEd.

Can I just get licensure? Can I just get the master's degree?

Yes, you may just get licensure or you may just get the Master of Arts in Education degree. The program is designed to result in both.

What is the Educator Preparation Program (EPP)? [formerly known as TEP]

The Educator Preparation Program is the program approved by the TN Dept. of Education for initial licensure. You must meet specific requirements for admission to and continuation in the EPP and completion of the program that results in either the Apprentice or Professional license. For more information, please visit www.uu.edu/programs/tep/transitionallicense.cfm.

What is the cost of the Program?

The tuition cost changes each Fall and is in effect for one school year. Books are not included. There are also several fees, such as a Computer fee of $15.00 and a Live Text fee of $150.00, which includes software and access for 5 years. Please contact the program coordinator for the current tuition cost.

How do I apply for Financial Aid?

Please follow the purple form included in this packet.

Does Union offer scholarships for graduates?

While there are no scholarships for graduate students through the University, there is a TEACH Grant. You may contact Heather Higdon (hhigdon@uu.edu) in the Office of Financial Aid, if you need further information.

Do I need the GRE, GMAT, or any other tests to enter?

You do not need the GRE or GMAT for the MAEd program; however, you must pass the Praxis II content knowledge test in your intended endorsement for admission to the EPP. You will need to take and attempt to pass the Praxis II, before you enter or within the first 9 credit hours. You will also need to supply a copy of your test scores to the Education Office.

Do I need the Praxis II test before entering the Program?

If you do not have a major or 24 hours in the intended endorsement area, you must pass the Praxis II content knowledge test for the intended endorsement to apply to the program. It is recommended for all prospective licensure students to take and pass the test before entry, because it makes the process much smoother.

What Praxis tests are required for licensure?

Union does not allow the Praxis I (PPST) for admission. Instead, the Praxis II tests are required in your endorsement area. All candidates must pass the Principals of Learning and Teaching (PLT) test and all specialty area tests for the intended endorsement. (Union's Licensure Officer will go over this with you, during your transcript evaluation meeting prior to beginning coursework.)
How do I determine which Praxis test to take if I do not have 24 credit hours in a subject area?

If you do not have a major or 24 hours in the subject area and you choose to take the Praxis test to qualify to be hired on the Transitional license, you must pass the specialty area content knowledge test for the intended endorsement. Go to www.ets.org/praxis to find Tennessee’s currently required tests. There are sample tests and study guides for purchase available on this site, too. If you have questions about the Praxis, you may email Union’s Licensure Officer, Dr. Dottie Myatt at dmyatt@uu.edu.

Is there a study program or course to take for preparation of the Praxis II test?

At this time, Union does not offer any Praxis Preparation classes. It is recommended that you contact the institution from which you completed the major or 24 hours and ask for assistance.

How do I get hired on a Transitional License? Will Union help me find a job?

You must apply to the school system you are interested in and market yourself. You may also try substituting, which helps with networking to get known by schools, teachers, and principals. Union (Germantown) does not have any official programs available to aid its students in finding teaching positions. We do share possible job opportunities with our students, when they become available.

If I am hired on a Transitional License, when do I need to start Union’s EPP Program?
Can I wait until the Summer Semester to start the Program?

Each University’s program requirements within Tennessee are approved by the TN Dept. of Education. Union’s state approved program requires that you be fully admitted to the EPP to renew the Transitional license for the second year. Union’s program also requires that you enroll in EDU 622 (Mentoring Seminar I), during the first year of teaching on the Transitional license. Therefore, if you have taken a position and do not enter Union’s Program in the Spring semester at the latest, you will not meet requirements to enter the Program. You cannot wait until Summer to begin our program, if you are on the Transitional license.

What happens if I do not pass the Praxis II test? Will I still be allowed to take Union’s Education courses?

If you do not pass the Praxis II test, you will be required to sign a waiver which allows you to continue coursework that will count only towards the MAEd degree, but not licensure. NOTE: Taking and passing the Praxis II content knowledge test in your endorsement area is essential to pursue licensure.

How does the Board of Education or school that I am hired at know my status as a student?

You can request that Union’s Licensure Officer send a program of study to the school system you are working in. This documentation will confirm your status in the program. When you are in EDU 622 (Mentoring Seminar I) in the Spring term, the Licensure Officer will submit an updated program of study to your school system, to notify them of your current status to renew your license for the second year.

If my GPA falls below 3.0, will I still be allowed to continue in the master’s program?

If your GPA falls below 3.0, you will be put on probation for a semester and possibly asked to repeat a class, to bring your GPA up to 3.0 or above before continuation in the program. You must have a 3.0 GPA to graduate from Union’s Master of Arts in Education degree program.

If my GPA is 4.0, will I automatically graduate with honors?

No, you must join the KDP Honor Society to graduate with honors. A 3.9 GPA or above is required to join this organization. Consideration for new membership is given to students, after earning 9 credit hours at Union.
According to state policy, all candidates for alternative licensure will have completed at least a bachelor’s degree from a regionally accredited institution of higher education.

Secondary candidates must meet content knowledge requirements in one of the following ways:

1. acceptable major in the endorsement area
2. at least 24 semester hours in the endorsement area
3. verification of acquisition of a minimum score on the Praxis II content knowledge test, for the intended endorsement as determined by the Tennessee Department of Education.

**Endorsement areas available through Union University’s Germantown Campus:**

<table>
<thead>
<tr>
<th>Biology 7-12</th>
<th>Instrumental Music K-12</th>
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<tr>
<td>Business Education 7-12</td>
<td>Marketing 7-12</td>
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<tr>
<td>Business Technology 7-12</td>
<td>Mathematics 7-12</td>
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<tr>
<td>Chemistry 7-12</td>
<td>Physical Education K-12 &amp; Health K-12</td>
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<tr>
<td>Economics 7-12</td>
<td>Physics 7-12</td>
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<tr>
<td>English 7-12</td>
<td>Spanish K-12</td>
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<tr>
<td>English as a Second Language P-12</td>
<td>Speech Communication 7-12</td>
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<tr>
<td>French 7-12</td>
<td>Theatre K-12 Visual Art K-12</td>
</tr>
<tr>
<td>Government 7-12</td>
<td>Vocal/General Music K-12</td>
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<tr>
<td>History 7-12</td>
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</table>

According to the new state policy, if a candidate meets the content knowledge requirements for any secondary area, regardless of whether or not it is on the previous list, he/she may complete the professional education component at Union and be recommended for licensure. Therefore, we offer alternative licensure in all secondary teaching endorsements. However, teaching jobs in these areas are limited.