To the Prospective M.I.T Student:

Heritage University offers its Master in Teaching (M.I.T) Program in Tri-Cities, Seattle, Moses Lake and Yakima.

**Who is the program designed to serve?**
The M.I.T program is designed to serve the needs of students who have a baccalaureate degree but want to earn a Residency Teacher Certification in Elementary Education (K-8) and an M.I.T. degree.

The class schedule is designed to meet the needs of students who work during the day Monday through Friday. Classes generally meet on Friday evening after 5:00 and during the day on Saturdays and occasionally on Sunday.

**How long will it take to complete the program?**
The M.I.T program consists of 36 semester credits of coursework in five semesters. Upon successful completion of all requirements of the M.I.T. program, you will be recommended to OSPI for certification.

**How much will it cost and how do I pay for it?**
The total tuition will be approximately $21,000 plus book costs. You may qualify for Financial Aid or you can take advantage of our monthly payment plan.

**Timeline for Application Materials**

<table>
<thead>
<tr>
<th>Summer Cohort</th>
<th>Fall Cohorts</th>
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</thead>
<tbody>
<tr>
<td>Seattle</td>
<td>Yakima, Tri-Cities &amp; Moses Lake</td>
</tr>
</tbody>
</table>

*Graduate Application and $65 Fee:*
March 1, 2009          June 1, 2009

*Official Transcripts from all colleges:*
March 1, 2009          June 1, 2009

**Letter of Application to M.I.T program:**
March 1, 2009          June 1, 2009

***Official WEST B scores***

*Graduate Application, $65 Fee and official transcripts* should be sent to: Admissions Office, 3240 Fort Road, Toppenish, WA 98948

**Letter of Application to the M.I.T. Program** should be sent to: College of Education and Psychology, Attention Mickie Clise, 3240 Fort Road, Toppenish, WA 98930

***WEST B Scores/registration confirmation*** should be sent along with Letter of Application.
# MASTER IN TEACHING PROGRAM (M.I.T.)

## PROGRAM CHECKLIST

### For Admission to the University (Completed materials submitted to Admissions Office):

- Submit a Graduate Application for Admissions form including $65 fee. (attached)
- Submit official transcripts for all undergraduate and graduate coursework. (attached)
- If you want financial aid, complete a Financial Aid Form as soon as possible and list Heritage University (#003777)

### For Admission to the M.I.T. Program (Letter of Application to: Mickie Clise, Chair):

- Write a letter of application to the M.I.T. Program. (ATTN: Ms. Mickie Clise, Program Chair)
  - Explain reasons for interest in the M.I.T. Program.
  - Describe experiences with children (especially experiences in school settings).
  - Describe special knowledge, skills, experiences (e.g. bilingual, math/science background, work with special needs students, etc.)
  - Maximum of 2 typed single-spaced pages.
- Submit Declaration of Major form (Attached)
- Minimum GPA of 2.6 for the last 30 semester credits (45 quarter credits) of coursework will be verified from transcripts sent to the Admissions Office.
- Transcripts must verify completion of a bachelors degree and potential to complete endorsement requirements.
- Take the Washington Educator Skill Test-Basic (West-B), have scores reported to Heritage University.

### For Admission to the Teacher Preparation Program:

- Completed copy of the “Application for Admission to the Teacher Preparation Program” (ED 500)
- Completed “Character and Fitness Supplement”
- Official passing scores for all three subtests of the WEST-B exam.
- Finished Portfolio of designated work samples, including a writing sample completed in class (ED 505)
- A grade of B (3.00) or better in ED 505
- Fingerprint and background check by WSP and FBI (ED 500) ($60.25 fee to OSPI)
- End of first semester interview (scheduled in ED 505)

### Teaching Internship Requirements:

- Present your completed M.I.T. portfolio to an interview team.
- Submit a completed Certification Application Packet including OSPI Character and Fitness Supplement form to Kris Walker, Certification Officer. Fee required.
- Submit an Application for Graduation with the Registrar’s Office. Fee required.
- Attempt WEST-E test, Elementary Education Content Knowledge exam, official results on file.

**NOTE:** Student teaching is a 14-week experience in a K-8 classroom.
At the end of semester five, all coursework and documentation will be audited for completion. Once verified, a temporary permit will be issued. Recommendation for certification is made to the Office of the Superintendent of Public Instruction by the Heritage University certification officer.

Heritage University has a Student Placement Office which maintains records for distribution to potential employers upon request of the student. You should complete your file immediately upon completion of the teaching internship.

Changes in certification requirements can occur at any time. You are expected to meet the certification requirements in place at the time of application for a teacher certificate.

**Key people and how to reach them:**

*Mickie Clise*
Chair, M.I.T. Program  
clise_m@heritage.edu  
(509) 865-8653  
(888) 272-6190 ext 1706

*Livia Castilleja*
Program Assistant, MIT  
Castilleja_l@heritage.edu  
(509) 865-8590  
(888) 272-6190 ext 1700

*Kris Walker*
Certification Officer  
walker_k@heritage.edu  
(509) 865-8592  
(888) 272-6190 ext 1723

**Regional Sites:**

**Seattle:**
Judy Jennings  
Regional Director  
(206) 764-5371  
jennings_j@heritage.edu  
seattle@heritage.edu

**Tri-Cities:**
Paul Dowdy  
Regional Director  
(509) 546-1438  
dowdy_p@heritage.edu  
tri-cities@heritage.edu

**Moses Lake**
Pete Erickson  
Regional Director  
(509) 793-2386  
Erickson_p@heritage.edu  
moseslake@heritage.edu

Vipi Dorland  
Administrative Assistant  
(206) 764-5367  
dorland_v@heritage.edu

Jan Dowdy  
Administrative Assistant  
(509) 531-6006  
dowdy_j@heritage.edu

Sherri Leighton  
Administrative Assistant  
(509) 793-2385  
leighton_s@heritage.edu
Graduate Application for Admission 2008-2009

Entering semester:
- Fall
- Spring
- Summer
- 20____
- Transfer
- Readmit
- International

Campus/Site:
- Centralia
- Moses Lake
- Tri-Cities
- Toppenish
- Wenatchee
- South Seattle
- Yakima
- Bridgeport

Personal Data
Have you ever applied for admission to Heritage University?  
- Yes
- No
- Year ______
- Term________

Have you previously attended Heritage University?  
- Yes
- No
- Year ______
- Term________

Name as you wish it to appear on your record  
First
Middle
Last

Former name (if previous academic records are under another name)  

Social Security Number ____________________________  
- Male
- Female

Address ________________________________City ______________________  State _______ Zip _______________

E-mail Address(es)  

Home phone ________________________  Work phone _______________________  Cell phone ______________

Birth date _______________________Birthplace __________________________  Washington Resident?  
- Yes
- No

Country of citizenship ___________________________  Type of visa or classification _____________________________

Academic Background
List all colleges/universities in order of attendance. If still enrolled in college, indicate leaving date.

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<th>Institution</th>
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<th>From (Month/Year)</th>
<th>To (Month/Year)</th>
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The Graduate Program offers the following degrees (Check only 1 box below):
The Graduate Program offers courses to complete the Master of Education (M.Ed.) degree:
- Professional Studies in Teaching and Learning*
- Professional Studies with Nation Board Cert
- Professional Studies in Bilingual Education
- Professional Studies in Reading/Literacy
- Professional Studies in Biology
- Counseling
- Professional Studies in English Language and Literature
- Educational Administration
- Professional Studies in English as a Second Language
- Special Education
- Professional Studies with Professional Certification

The Graduate Program offers a course of study to complete the Master in Teaching Degree:
- Master in Teaching (M.I.T.)

Washington State Certificates:
- Educational Administration Principal Credentials (Already has M.Ed.)
- Educational Staff Associate (Already has M.Ed.)
- Educational Administration Program Administrator Credentials (Already has M.Ed.)
- Content Endorsement only:
- Professional Certificate (for candidates issued a Residency certificate from OSPI)
- National Board Cert (for candidates issued a Residency certificate from OSPI)

FOR OFFICE USE ONLY
Check received by:  
Date:  
Check #:  

Additional Information

The following information is voluntary and will not affect an admission decision.

Are you a military veteran?  ☐ Yes  ☐ No
Do you have a physical or learning disability?  ☐ Yes  ☐ No
If yes, please describe and list specific accommodations needed to fully benefit from your educational experience.

Ethnic origin
☐ American Indian or Alaskan Native  ☐ Hispanic  ☐ Asian or Pacific Islander
☐ White non-Hispanic  ☐ Black non-Hispanic  ☐ Other

Do you plan to apply for financial aid from Heritage University?  ☐ Yes  ☐ No
If so, please contact our Financial Aid Office (Admission is a prerequisite for being awarded Financial Aid).

The following are required for admission to Heritage University.

1. Completed application for admission form.
2. Non-refundable admission fee of $65.00 ($130.00 admission fee for international students).
3. Official transcripts from the college that granted your Bachelor’s Degree.
4. International students also submit proof of English proficiency such as a Test of English as a Foreign Language (TOEFL) score of 550 or better and letter of financial support.

I understand failure to submit official transcripts from all schools, colleges, or universities attended may result in the denial of this application or my subsequent dismissal from Heritage University. I certify to the best of my knowledge that all statements I have made in this application are complete and true.

Name: __________________________________ Signature: __________________________________ Date: ___________________________

Heritage University is committed to the policy that all persons shall have equal access to programs and facilities without regard to age, color, creed, marital status, national or ethnic origin, disability, race, religion, or gender.

If a student is seeking a Masters in Education in counseling, administration, or a Masters in Teaching, they must apply for acceptance to the specialized program after being formally admitted to Heritage University.

Counseling Specialization

a. Baccalaureate degree, preferable in psychology, from a regionally accredited college or university.
b. Minimum GPA of 3.0 for the last two years of graduate or undergraduate work.
c. Formal admittance to Heritage University’s Graduate program.
d. Application to the Counseling Preparation Program.
e. Letter of Intent with Resume.
f. Two (2) Confidential Letters of Recommendation.

Educational Administration Specialization

a. Formal admittance to Heritage University’s Graduate program.
b. Application to the Administrator Preparation Program.
c. Minimum GPA of 3.0 for the last two (2) years of graduate or undergraduate work.
d. Three (3) Confidential Letters of Recommendation from administrators.
e. Three (3) years teaching or ESA* experience.
f. Copy of valid teaching or ESA* certificate.
g. Professional Certificate must be obtained (for those issued a Residency Certificate).
   *ESA candidates must show evidence of successful school based instructional experience.

Master in Teaching (M.I.T.)

a. Formal admittance to Heritage University’s Graduate program.
b. Application to the M.I.T. program.
c. Minimum GPA of .6 for the last 30 semesters credits (45 quarter credits) of undergraduate coursework.
d. Successful completion of the Washington Educator Skills Test – Basic (WEST-B).

Professional Certification

a. Formal admittance to Heritage University’s Graduate program.
b. Application for Professional Certification (OSPI form 4401).
c. Provisional Status/Employer Support Verification (OSPI form 4421).
d. Verification of Out-of-State Experience (OSPI form 4020F-2), if applicable.
e. Copy of valid Residency Teaching Certificate.

Please send all Application for Admission documents to:
Heritage University
Attn: Admissions Office
3240 Fort Road
Toppenish, WA 98948

For applications to specialized programs, please contact our Graduate office at: 509-865-8591 or yakima@heritage.edu.

You may also visit our website at www.heritage.edu or contact our main office at 1-888-272-6190.
College of Education and Psychology
MASTER IN TEACHING (M.I.T.)

Advisor: Mickie Clise  cli se_m@heritage.edu  509-865-8653

Total Credits for M.I.T. Program................................. 36

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<tr>
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<th>Course #</th>
<th>Title</th>
<th>Credits</th>
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<td>ED 505</td>
<td>Essential Educational Concepts</td>
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<td>ED 519</td>
<td>Facilitating Learning in Health and Fitness</td>
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<td>Language Arts: 3rd-5th Grade Emphasis</td>
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<td>Language Arts: 6th-8th Grade Emphasis</td>
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<td>ED 549</td>
<td>Child Safety Issues and Internship Seminar</td>
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<td>Curriculum, Instruction, Management, and Assessment I</td>
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<td>Theories of Human Development and Learning</td>
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<td>ED 597M</td>
<td>Middle Level Teaching Internship</td>
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This document does not include all program information/requirements. For complete program requirements review the 2008-2010 catalog or speak with your advisor/program chair.

Heritage University reserves the right to make adjustments to these program requirements.