To the Prospective M.I.T Student:

Heritage University offers its Master in Teaching (M.I.T) Program in Tri-Cities, Seattle 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 $18,000 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></th>
<th>Summer Cohort</th>
<th>Fall Cohorts</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Graduate Application and $60 Fee:</td>
<td>March 3, 2008</td>
<td>June 2, 2008</td>
</tr>
<tr>
<td>*Official Transcripts from all colleges:</td>
<td>March 3, 2008</td>
<td>June 2, 2008</td>
</tr>
<tr>
<td>** Letter of Application to M.I.T program:</td>
<td>March 3, 2008</td>
<td>June 2, 2008</td>
</tr>
<tr>
<td>*** Official WEST B scores</td>
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</tbody>
</table>

*Graduate Application, $60 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.
For Admission to the University (Completed materials submitted to Admissions Office):
For admission to Heritage University Graduate Program.
_____ Submit a Graduate Application for Admissions form including $60 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 (#3777)

For Admission to the M.I.T. Program (Letter of Application to: Marlene Gonzalez, Program Assistant):
Application for admission to the M.I.T. Program is a separate step.
_____ 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:
Admission to the teacher certification program includes:
_____ 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

Marlene Gonzalez
Program Assistant
gonzalez_m2@heritage.edu
(509) 865-8590
(888) 272-6190 ext 1700

Carolyn Mason
Director of Field Services
mason_c@heritage.edu
(509) 865-8609
(888) 272-6190 ext 1725

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

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

Jan Dowdy
Administrative Assistant
(509) 531-6006
dowdy_j@heritage.edu
# Washington Educator Skills Test–Basic® (WEST–B®)

## 2007–2008 TEST DATES

<table>
<thead>
<tr>
<th>Test Date (Saturday morning)</th>
<th>Regular Registration Deadline via Internet or U.S. Mail</th>
<th>Late Registration Deadline via Internet or U.S. Mail (additional fee applies)</th>
<th>Emergency Registration Deadline via Internet or Telephone (additional fee applies)</th>
<th>Examinee Score Report Mailing Date</th>
</tr>
</thead>
</table>

*The deadline for emergency registration by telephone is December 31 due to the January 1 holiday. Emergency registration via the Internet will be available through January 1.*

The deadline for submission of requests and all necessary documentation for alternative testing arrangements is the regular registration deadline. Because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated.

### Internet Registration

To register via the Internet, your registration must be completed by 5:00 p.m. Pacific time on the registration deadline for the period.

### U.S. Mail Registration

To register by mail during the regular registration period, your registration materials must be postmarked by the registration deadline. During the late registration period, your registration materials must be received by the late registration deadline.

### Telephone Registration

To register by telephone, call (800) 784-4999, 9:00 a.m.–5:00 p.m. Pacific time, Monday–Friday, excluding holidays. You must call by 5:00 p.m. on the emergency registration deadline.
## WEST E 2007-08 Praxis Test Date Schedule

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Regular Registration Deadline Date</th>
<th>Late Registration Deadline Date</th>
<th>Score Report Mailing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 8, 2007</td>
<td>8/9/07</td>
<td>8/16/07</td>
<td>10/15/07</td>
</tr>
<tr>
<td>Nov. 17, 2007</td>
<td>10/18/07</td>
<td>10/25/07</td>
<td>12/18/07</td>
</tr>
<tr>
<td>January 12, 2008</td>
<td>12/13/07</td>
<td>12/20/07</td>
<td>2/12/08</td>
</tr>
<tr>
<td>March 15, 2008</td>
<td>2/14/08</td>
<td>2/21/08</td>
<td>4/15/08</td>
</tr>
<tr>
<td>April 26, 2008</td>
<td>3/27/08</td>
<td>4/3/08</td>
<td>5/27/08</td>
</tr>
<tr>
<td>June 14, 2008</td>
<td>5/15/08</td>
<td>5/22/08</td>
<td>7/15/08</td>
</tr>
<tr>
<td>July 26, 2008</td>
<td>6/26/08</td>
<td>7/3/08</td>
<td>8/26/08</td>
</tr>
</tbody>
</table>
Please type or print

Entering semester:

☐ Fall ☐ Spring ☐ Summer 20_____ ☐ Transfer ☐ Readmit

Campus/Site

☐ Centralia ☐ Moses Lake ☐ Tri-Cities ☐ Toppenish ☐ Wenatchee ☐ South Seattle Community College ☐ Yakima

Personal Data

1. Have you ever applied for admission to Heritage University? ☐ Yes ☐ No Year ____________ Term ____________

2. Have you previously attended Heritage University? ☐ Yes ☐ No Year ____________ ☐ Male ☐ Female

3. Name as you wish it to appear on your record _______________________________________________________________

First   Middle   Last

4. Former name (if previous academic records are under another name) ___________________________________________

5. Social security number ___________________________ 6. Home Phone ( ) ______________________________

7. Address _________________________________________ City________________ County __________ State______ Zip _________

8. E-mail address_____________________________________ 9. Work Phone ( ) _________________________________

10. Birth date ________________________ Birthplace ______________________ Washington Resident? ☐ Yes ☐ No

11. Country of citizenship ____________________________ 12. Type of visa or classification _______________________

Academic Background

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

__________________________________________________________________________

Institution                  City/State           From (Month/Year) To (Month/Year)     Degree or diplomas
__________________________________________________________________________

Institution                  City/State           From (Month/Year) To (Month/Year)     Degree or diplomas
__________________________________________________________________________

Institution                  City/State           From (Month/Year) To (Month/Year)     Degree or diplomas
__________________________________________________________________________

The Graduate Program offers the following degrees – Check only 1 box below:

☐ Professional Studies in Teaching and Learning* ☐ Professional Studies in Reading/Literacy *

☐ Professional Studies in Biology* ☐ Counseling

☐ Professional Studies in English Language and Literature* ☐ Education 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 an M.Ed.) ☐ Educational Staff Associate (E.S.A.)

☐ Educational Administration Program Administrator Credentials (Already has an M.Ed.) ☐ Content Endorsement only: ____________________________

☐ Professional Certificate (for candidates issued a Residency certificate from OSPI)

(Continued on Reverse)

FOR OFFICE USE ONLY

Check received by: ______________________ Date: ______________ Check #: ___________________
The following are required for admission to Heritage University.

1. Completed application for admissions form.
2. Non-refundable admission fee of $60.00 ($125.00 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 a 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, preferably in behavioral sciences, from a regionally accredited college or university.
b) Formal admittance to graduate school.
c) Application to the Counseling preparation program.
d) Interview with program chair or faculty members.
e) Two letters of reference relating to the candidate’s academic and professional abilities.

Educational Administration Specialization
a) Formal admittance to graduate school.
b) Application to the Administrator Preparation Program.
c) Minimum G.P.A. of 3.0 for last two (2) years of graduate or undergraduate work.
d) Three recommendations from administrators.
e) Three years teaching or ESA* experience.
f) Copy of valid teaching or ESA* certificate.
g) Interview.
   * ESA candidates must show evidence of “successful school based instructional experience.”

Master in Teaching (M.I.T.)
a) Formal admittance to graduate school.
b) Application to the M.I.T. program following program guidelines.
c) Minimum G.P.A. of 2.6 for the last 30 semester credits (45 quarter credits) of undergraduate course work.
d) Successful completion of the Washington Educator Skills Test – Basic (WEST-B)

Professional Certification
a) District Employment Verification Form

Additional Information
The following information is voluntary and will not affect an admission decision:

14. Are you a military veteran? □ Yes □ No

15. 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.

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

17. 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)

Please send all necessary documents to:
Heritage University
Attention: Admissions Office
3240 Fort Road
Toppenish, WA 98948

For additional information please contact our admission office or visit our website at:
1.888.272.6190/1.509.865.8508
www.heritage.edu