

$E = MC^2$ APPLICATION PROCESS

□STEP 1

(a) **On-line Application Form:** Fill out an official application to the program, located on the $E = mc^2$ website at <http://www.temple.edu/education/emc2/Emc2DynamicApplication.pdf>. You may download and send this completed application by mail, or submit it directly by E-mail.

(b) **Supply a Complete Résumé:** In addition to the three science and/or mathematics related jobs you describe in your on-line application, please send by mail, E-mail, or E-mail attachment a complete work history or résumé, accounting for gaps in employment, to:

Rosemary Jackson, $E = mc^2$ Coordinator
1301 Cecil B. Moore Avenue
Temple University
Ritter Annex, Rm 427
Philadelphia, PA 19122
E-mail address: emc2@temple.edu

(c) **Two Letters of Recommendation:** Have two people, especially people who can assess your mathematics and scientific skills and/or your interest in teaching science or mathematics, each write a 1-page letter of recommendation. A cover form—providing information about the person writing the recommendation and instructions for submitting it to the program—is on the $E = mc^2$ website, <http://www.temple.edu/education/emc2/LetterOfRecommendation.pdf>

(d) **Transcripts:** Arrange to have transcripts of all undergraduate and graduate work sent from the colleges or universities you attended. Send these to Rosemary Jackson at the address indicated above.

□STEP 2

PRAXIS tests: The state of Pennsylvania requires candidates for teacher certification to pass several standardized tests prior to certification. Among these are the **PRAXIS** tests, which are also required for acceptance into the $E = mc^2$ program. Generally, for entry into the $E = mc^2$, the test you need to take assess your knowledge of mathematics and/or science, the subjects you will be teaching. Please note the following:

(a) **Take the correct PRAXIS:** The required PRAXIS tests have recently changed. For up-to-date information on which tests are required for entry into the $E = mc^2$ program, *please E-mail* emc2@temple.edu

(b) **Schedule the PRAXIS date and location:** PRAXIS tests are given several times each year in various locations in the Philadelphia region. Because $E = mc^2$ applicants must take and pass the required PRAXIS test as part of the application procedure, it will be imperative that you plan when and where to take the exam. After confirming which tests to take, go to the Educational Testing Service (ETS) website for <http://www.ets.org/praxis> to find a date and location convenient for you. Some dates and locations may only offer written or computer-based examinations.

(c) **Supply Two Versions of the PRAXIS Score Reports:** During the registration process for your PRAXIS tests, you may select up to three institutions/agencies to which scores may be sent **electronically** by ETS. $E = mc^2$ applicants should select Temple as an institution to receive scores. (2) In addition, applicants should also supply **one paper copy** of their scores for each of the PRAXIS tests. You may download and print these official score reports by accessing your online ETS account via My PRAXIS Account on the score release date. Online scores are downloadable for 45 calendar days. After 45 days,

they will no longer be freely available, and you will need to request additional score reports for a \$40 fee (per request). We recommend saving copies of all of your score reports for future reference.

(d) Save the receipts for your PRAXIS exams. If you are accepted into the program, $E = mc^2$ will reimburse your cost of taking the PRAXIS one time.

☐STEP 4

(a) Haberman Assessment of Teaching Potential: You will be sent, by e-mail, instructions for taking the free, on-line Haberman assessment of teaching potential, the results of which will be considered along with your other application materials.

(b) Interview: Schedule an interview with $E = mc^2$ program supervisors by contacting Rosemary Jackson, $E = mc^2$ Coordinator at emc2@temple.edu

☐STEP 5

(a) Official Clearances: Individuals working with children in the Commonwealth of Pennsylvania must have official clearances, and having these complete before your program begins is required for classroom fieldwork. See the appropriate website for instructions and forms. *Successful candidates admitted into the $E = mc^2$ program will be reimbursed for costs of these clearances upon submission of receipts and reimbursement forms.*

1. The Pennsylvania State Police Request for Criminal Records: \$10.00
<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2>
2. Child Abuse History Clearance: \$10.00
http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf
3. The Federal Criminal History Record, a fingerprint-based background check: \$28.75
https://www.pa.cogentid.com/index_pde.htm
4. The tuberculosis skin test (also known as the tuberculin test or PPD test): \$4.00
Student Health Services, 1810 Liacouras Walk, 4th floor, or your primary care physician

☐STEP 6

Graduate School Application: Students accepted into the $E = mc^2$ teaching certificate program must also apply for admission to the Temple Graduate School. Certain requirements for application to the Graduate School may duplicate those required for $E = mc^2$ and may therefore be unnecessary. ***To find out what documentation $E = mc^2$ students must submit to satisfy Graduate School entrance requirements, contact Ben Torsney at edcert@temple.edu or (215) 204-8011.*** (Students who complete the $E = mc^2$ program successfully will have completed the academic requirements to teach in Pennsylvania. Two additional graduate courses beyond the requirements for the $E = mc^2$ program will also satisfy requirements for receiving a master's degree in education.)

☐STEP 7

Orientation: *Your attendance at orientation is mandatory.* The date will be announced in spring prior to the beginning of the program later in the summer, so you will have plenty of time to reserve the day.