



APPLICATION FOR ADMISSION: Teacher Certification Preparation Program - Undergraduate

HU ID # _____

Name: _____
(Last) (First) (MI) (Former)

Date of Birth: _____ Gender: M__ F__ Ethnicity _____
(Mo.)/(Day)/(Year)

Phone: _____ Email: _____

Address: _____
(City) (State) (Zip)

ACADEMIC INFORMATION:

Are you a first generation College student? Y/N _____

Where did you earn your Associates of Arts (AA/DTA)? _____

Endorsement Option (circle all that apply): ELL/BLE or SPED or STEM

TESTING:

➤ **WEST B : Washington Educator Skills Tests - Basic**

Enter Scores or scheduled test dates: WEST B: _____ Reading _____ Math _____ Writing

Teacher Preparation program candidates must pass the WEST B (all three subtests) before enrolling in the first semester of the education program.

SAT or ACT (circle one): Score: _____ Reading _____ Math _____ Writing (Please submit transcripts of scores for verification.) Passing scores on the SAT/ACT may, in some cases, be submitted in place of WEST B requirements.

Because of the responsibility of members of the teaching profession to the total development of young people, and notwithstanding a student's enrollment in or graduation from the College of Education, the dean and the faculty of the College reserve the right to refuse to admit to a teaching program, or recommend a student for a teaching certificate or endorsement if, in the discretion of the dean and the faculty, such a recommendation or assignment would be contrary to or, in violation of WAC 181-79A-155 - Good Moral Character and Personal Fitness.

I, _____ declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

SIGNATURE _____ DATE _____



College of Education
3240 Fort Road, Toppenish, WA 98948

INFORMED CONSENT, DECLARATION, AND RELEASE FOR PRE-FIELD EXPERIENCES IN SCHOOLS

Education students at Heritage University must complete a background check and obtain clearance prior to beginning any field experience. Conducting observations and/or short pre-field experiences in schools is often a component of education courses at Heritage University, and College of Education students must obtain clearance from our Certification Office to be eligible for pre-field experience activities.

Section I: Personal History			
Name:			
Date of Birth:		Phone:	
Mailing Address:		City:	Zip:
Former Names:			
Personal Reference:		Phone:	

Section II: Criminal History Disclosure	
Please review attached RCW 43.43.830 for specific definitions in each category	
YES	NO (Please check as appropriate)
<input type="checkbox"/>	Are you a party in a civil adjudication proceeding? (See item #4 on attached RCW 43.43.830).
<input type="checkbox"/>	Do you have a conviction record? (See item #5 on attached RCW 43.43.830).
<input type="checkbox"/>	Have you ever been convicted of a crime against children or other persons? (See item #6 on attached RCW 43.43.830).
<input type="checkbox"/>	Have you been convicted of a crime relating to drugs? (See item #7 on attached RCW 43.43.830).
<input type="checkbox"/>	Have you ever been convicted of a crime relating to financial exploitation? (See item #8 on attached RCW 43.43.830).
<input type="checkbox"/>	Do you currently have any outstanding criminal charges or warrants of arrest pending against you from any State or country?
<input type="checkbox"/>	Are there any additional concerns that may affect your ability to be placed in a school? (If yes, please meet privately with our Certification Officer, Field Director, or Associate Dean for Teaching and Learning).

Section III: Informed Consent and Declaration

I, _____, certify or declare under the penalty of Perjury in the State of Washington that all information in this form is true and accurate.

My signature below:

- Grants permission and indicates informed consent on my part for Heritage University to conduct a Washington Access to Criminal History (known as WATCH) as part of the clearance process for placement in pre-service or informal observations and/or experiences in schools. I recognize that I have the right to know the outcome from the WATCH clearance. I also recognize in the first semester of enrollment I will submit to a fingerprint/background check by WSP and the FBI and character clearance under RCW 28A.410.010 for formal field experiences in schools.
- Obligates me to notify Heritage University immediately should anything asked on this form change.
- Acknowledges that I have received a copy of aforementioned RCW 43.43.830 to assist me in better understanding and answering the questions asked.
- Indicates an express understanding, promise and my duty to answer the questions truthfully and completely, and that I have had the opportunity to get clarification prior to answering the questions. I further understand that any falsification of information or misrepresentation (including omission of material facts) may negatively impact my placement in a future field placement.

Signature _____ Printed Name _____ Date _____
Signed in _____ (city), _____ (county) of the State of Washington.

For Official Use Only	
Approved	Denied

ATTACHMENT TO INFORMED CONSENT, DECLARATION, AND RELEASE

RCW 43.43.830

Background checks—Access to children or vulnerable persons—Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout RCW 43.43.830 through 43.43.845.

- (1) "Agency" means any person, firm, partnership, association, corporation, or facility which receives, provides services to, houses or otherwise cares for vulnerable adults, juveniles, or children, or which provides child day care, early learning, or early childhood education services.
- (2) "Applicant" means:
- (a) Any prospective employee who will or may have unsupervised access to children under sixteen years of age or developmentally disabled persons or vulnerable adults during the course of his or her employment or involvement with the business or organization;
- (b) Any prospective volunteer who will have regularly scheduled unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults during the course of his or her employment or involvement with the business or organization under circumstances where such access will or may involve groups of (i) five or fewer children under twelve years of age, (ii) three or fewer children between twelve and sixteen years of age, (iii) developmentally disabled persons, or (iv) vulnerable adults;
- (c) Any prospective adoptive parent, as defined in RCW 26.33.020; or
- (d) Any prospective custodian in a non-parental custody proceeding under chapter 26.10 RCW.
- (3) "Business or organization" means a person, business, or organization licensed in this state, any agency of the state, or other governmental entity, that educates, trains, treats, supervises, houses, or provides recreation to developmentally disabled persons, vulnerable adults, or children under sixteen years of age, or that provides child day care, early learning, or early learning childhood education services, including but not limited to public housing authorities, school districts, and educational service districts.
- (4) "Civil adjudication proceeding" is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter 13.34, 26.44, or 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudication proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.
- (5) "Client" or "resident" means a child, person with developmental disabilities, or vulnerable adult applying for housing assistance from a business or organization.
- (6) "Conviction record" means "conviction record" information as defined in RCW 10.97.030 and * 10.97.050 relating to a crime committed by either an adult or a juvenile. It does not include a conviction for an offense that has been the subject of an expungement, pardon, annulment, certificate of rehabilitation, or other equivalent procedure based on a finding of the rehabilitation of the person convicted, or a conviction that has been the subject of a pardon, annulment, or other equivalent procedure based on a finding of innocence. It does include convictions for offenses for which the defendant received a deferred or suspended sentence, unless the record has been expunged according to law.
- (7) "Crime against children or other persons" means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest;



vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; commercial sexual abuse of a minor; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.

(8) "Crimes relating to drugs" means a conviction of a crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

(9) "Crimes relating to financial exploitation" means a conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed in the future.

(10) "Financial exploitation" means "financial exploitation" as defined in RCW 74.34.020.

(11) "Health care facility" means a nursing home licensed under chapter 18.51 RCW, a **boarding home licensed under chapter 18.20RCW, or an adult family home licensed under chapter 70.128 RCW.

(12) "Peer counselor" means a nonprofessional person who has equal standing with another person, providing advice on a topic about which the nonprofessional person is more experienced or knowledgeable, and who is a counselor for a peer counseling program that contracts with or is otherwise approved by the department, another state or local agency, or the court.

(13) "Unsupervised" means not in the presence of:

(a) Another employee or volunteer from the same business or organization as the applicant; or

(b) Any relative or guardian of any of the children or developmentally disabled persons or vulnerable adults to which the applicant has access during the course of his or her employment or involvement with the business or organization.

With regard to peer counselors, "unsupervised" does not include incidental contact with children under age sixteen at the location at which the peer counseling is taking place. "Incidental contact" means minor or casual contact with a child in an area accessible to and within visual or auditory range of others. It could include passing a child while walking down a hallway but would not include being alone with a child for any period of time in a closed room or office.

(14) "Vulnerable adult" means "vulnerable adult" as defined in chapter 74.34 RCW, except that for the purposes of requesting and receiving background checks pursuant to RCW 43.43.832, it shall also include adults of any age who lack the functional, mental, or physical ability to care for themselves.

[2012 c 44 § 1. Prior: 2011 c 253 § 5; 2007 c 387 § 9; 2005 c 421 § 1; 2003 c 105 § 5; 2002 c 229 § 3; 1999 c 45 § 5; 1998 c 10 § 1; 1996 c 178 § 12; 1995 c 250 § 1; 1994 c 108 § 1; 1992 c 145 § 16; prior: 1990 c 146 § 8; 1990 c 3 § 1101; prior: 1989 c 334 § 1; 1989 c 90 § 1; 1987 c 486 § 1.]

NOTES:

Reviser's note: *(1) RCW 10.97.050 was amended by 2012 c 125 § 2, eliminating the limitation on what may be included in a conviction record.

** (2) The term "boarding home" was changed to "assisted living facility" by 2012 c 10.

Effective date—2002 c 229: See note following RCW 9A.42.100.

Effective date—1996 c 178: See note following RCW 18.35.110.

Index, part headings not law—Severability—Effective dates—Application—1990 c 3: See RCW 18.155.900 through 18.155.902.

At-risk children volunteer program: RCW 43.150.080.

State hospitals: RCW 72.23.035.



Heritage University

College of Education

★ **Washington Educator Skills Test-Basic® (WEST-B®) (Cut Score 240)**

**TAKEN BEFORE ENTERING ANY PROGRAM*

WESTB → REGISTER HERE: https://www.west.nesinc.com/TestView.aspx?f=HTML_FRAG/WA095_TestPage.html

TEST CODE	TEST
095/096/097	WEST-B: Reading, Writing, Mathematics

- Free Online WEST-B & ParaPro Prep Modules from Center of Excellence for Careers in Teaching
- Free Online WEST-B Prep Module, builds from the Center of Excellence materials above

Candidates entering a Washington approved teaching preparation program may substitute a passing score on one or more sections of the SAT or ACT for the equivalent passing scores on the WEST-B.

Subject	WEST-B	SAT	ACT
Math	PASS (240)	27.5 (beginning 3/5/2016) 515 (through 3/4/2016)	22
Reading	PASS (240)	27 (beginning 3/5/2016) 500 (through 3/4/2016)	22
Writing	PASS (240)	28 (beginning 3/5/2016) 490 (through 3/4/2016)	8 (beginning 9/1/2016) 23 (beginning 9/1/2015 through 8/31/2016) 8 (through 8/31/2015)

★ **National Evaluation Series™ (NES®) Tests (Cut score 220)**

**TAKEN BEFORE ENTERING ANY MIT PROGRAM*

NES TESTS → REGISTER HERE: https://www.west.nesinc.com/TestView.aspx?f=HTML_FRAG/NT102_TestPage.html

TEST CODE	TEST
102/103 Elementary Education	102 - Subtest 1 (English Language Arts, Social Studies) 103 - Subtest 2 (Math, Science, Art/Health/Fitness)

WA Educator Skills Test Endorsements™ (WEST-E™) (Cut Score 220)

**TAKEN AFTER COMPLETEING COURSEWORK IN ENDORSEMENT AREA*

Test Code	Test
050	Bilingual Education
051	English Language Learners
070	Special Education

American Council on the Teaching of Foreign Languages (ACTFL): Washington
The ACTFL is used to assess the candidates' proficiency in a target language. Candidates earning a bilingual education endorsement are required to take both the ACTFL Bi-Lingual endorsement test.

Bilingual Education endorsements

- 1 - Pass the WEST-E test in bilingual education, and
- 2 - ACTFL Writing Proficiency Test (WPT*) at the Advanced-Mid level in a world language area, and
- 3 - ACTFL Oral Proficiency Interview (OPI**) at the Advanced-Mid level in a world language area.

Undergraduate Declaration and Change of Major Form

Student Name _____	Student ID# _____	Date _____
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<input type="checkbox"/> Declaration of Major	<input type="checkbox"/> Change of Major	<input type="checkbox"/> Declaration of Minor
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Catalog Year: _____

Bachelor of Arts: <input type="checkbox"/> American Cultural Studies: _____ Literature & the Arts _____ Language and Linguistics _____ History, Language & Culture <input type="checkbox"/> American Indian Studies <input type="checkbox"/> Applied Computer Science <input type="checkbox"/> Business Administration: _____ Administration-Entrepreneurship _____ Finance _____ Health Care Administration _____ Human Resources Management _____ Information Technology _____ Marketing <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Chemistry <input type="checkbox"/> Early Childhood Studies <input type="checkbox"/> English <input type="checkbox"/> English/Language Arts (5-12 Credential) <input type="checkbox"/> Environmental Studies _____ Natural Science _____ Forestry _____ Business Administration <input type="checkbox"/> History <input type="checkbox"/> Interdisciplinary Contract/Studies Concentration 1: _____ Concentration 2: _____ <input type="checkbox"/> Mathematics Education (5-12 Credential) <input type="checkbox"/> Mathematics <input type="checkbox"/> Psychology <input type="checkbox"/> Science (5-12 Credential) _____ Biology _____ Chemistry <input type="checkbox"/> Visual Arts (K-12 Credential) <input type="checkbox"/> Visual Arts	Bachelor of Arts in Education: <input type="checkbox"/> Elementary Education (K-8): _____ Bilingual Education _____ Early Childhood Education _____ English as a Sec. Language _____ Middle-Level Math _____ Middle-Level Science _____ Special Education <input type="checkbox"/> Middle Level Education (4-9): _____ Middle-Level Humanities _____ Middle-Level Math _____ Middle-Level Science <input type="checkbox"/> HU105 Elementary Education _____ Bilingual Education _____ English Language Learner _____ Special Education <input type="checkbox"/> HU Innovate Bachelor of Science: <input type="checkbox"/> Accounting <input type="checkbox"/> Biological Science <input type="checkbox"/> Biomedical Science <input type="checkbox"/> Combined Science Specialization (choose two): _____ Astronomy _____ Biology _____ Chemistry _____ Environmental Sciences _____ Mathematics _____ Nuclear Tech _____ Sustainable Energy Tech <input type="checkbox"/> Computer Science <input type="checkbox"/> Environmental Science Specialization: _____ Chemistry _____ Natural Resources <input type="checkbox"/> Medical Laboratory Science	Bachelor of Science in Nursing: <input type="checkbox"/> Nursing Bachelor of Social Work: <input type="checkbox"/> Social Work Associate of Arts: <input type="checkbox"/> American Indian Studies <input type="checkbox"/> Applied Computer Science <input type="checkbox"/> Business <input type="checkbox"/> Content Concentration <input type="checkbox"/> Interdisciplinary Studies: _____ Computer Science _____ Humanities _____ Mathematics _____ Science <input type="checkbox"/> Natural Resources <input type="checkbox"/> Pre-Engineering <input type="checkbox"/> Social Science <input type="checkbox"/> Visual Arts Undergraduate Certificate: <input type="checkbox"/> Business Leadership/Entrepreneurship <input type="checkbox"/> Medical Laboratory Science Minor (If Applicable): <input type="checkbox"/> English <input type="checkbox"/> Fine Art <input type="checkbox"/> Psychology <input type="checkbox"/> Visual Arts <input type="checkbox"/> History <input type="checkbox"/> Literature <input type="checkbox"/> Visual Art <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Other: _____ Other: <input type="checkbox"/> Pre-Nursing <input type="checkbox"/> Pre-Education <input type="checkbox"/> Undecided
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Students: Please be sure you have copies of your unofficial transcripts when meeting with your faculty or academic advisor.

(1.) Student (Sign)	Date	(2.) Academic Advisor (Sign)	Date	(3.) Department Chair (Sign)	Date
(4.) Faculty Advisor (Print)		(5.) Faculty Advisor (Sign)	Date	(6.) Registrar (Sign)	Date

Declaration and Change of Major Form – Instructions

Freshmen and transfer students will be declared into the major of interest indicated on their admissions applications (granted an open-enrollment program was indicated) and assigned an academic advisor upon enrollment. Students will continue to work with their Academic Advisor in the Office of Advising for their first year (29 semester credits) or until they complete ENG101, UNIV101, and college-level mathematics. Once a student has met these requirements, he/she will be transitioned to their Faculty Advisor. Students entering the university having already completed the above requirements will be immediately connected with their Faculty advisor. Students who have met the above requirements but are still undecided may be assigned an Academic Advisor.

Declaring or Changing Your major:

Students are encouraged to choose their major upon enrolling at Heritage University, but may prefer to remain undecided. A student may change his or her major at any point in time by filling out a new Declaration of Major form.

- Undergraduate students: You can complete your Declaration of Major form after you have been officially admitted to the University. Forms are located in the Student Services and Academic Advising buildings as well as online at MyHeritage.
- Graduate students: You will work with the Graduate School to complete the admissions process and a Graduate Declaration of Major form.
- Readmit Students: If you have attended Heritage University before and have already submitted a Declaration of Major form, you will need to complete a new form to ensure you are assigned to the proper advisor.

Advisors (Academic) will meet with you to discuss your degree options, run degree evaluations, and to explore academic goals in a specific major. Your Academic Advisor may also suggest you complete additional self-assessments to explore career interests and fields of study that might work well for you.

Getting Started:

1. Have copies of your transcripts available at your meeting with your advisor. Unofficial copies are acceptable and can be downloaded from MyHeritage.
2. Complete the Declaration of Major form and obtain signatures from your Faculty Advisor and Department Chair.
3. Return the signed Declaration of Major form to the Registrar's Office.
4. If you are a double major, you must obtain signatures from all departments involved.

I have reviewed the degree requirements for my intended major and have discussed the course requirements with my Faculty Advisor. I understand I am responsible for making sure all my degree requirements have been met for graduation. Furthermore, I understand that if coursework I have taken are to apply towards my major must be approved by my faculty advisor, the chair and the registrar. If course work is not approved after matriculation, they are elective credits or are not labeled as a course(s) that can meet the requirements of this major, as outlined in the catalog.

Student Signature

Date

Contact Information:

Office of Advising: 509.865.0725
College of Arts & Sciences: 509.865.0419
College of Education & Psychology: 509.865.8590
Registrar's Office: 509.865.8509