

APPLICATION CHECKLIST

for

Master in Teaching

Application Procedures

- 1. Application Form and Fee.** Please visit www.northwestu.edu/education/apply to apply online. Please submit the \$30 application fee within the online application.
- 2. Reflection Paper.** In your essay, please address the following:
www.northwestu.edu/assets/documents/graduate/reflection_paper_guide_mit.pdf
- 3. Resumé.** Please submit your most recent version.
- 4. Test Scores.** Washington state requires two skills tests for all teacher education applicants: the WEST-B (or SAT/ACT scores at or above those listed in the chart below) and the WEST-E (converting to NES) exams. Information about these tests are available at www.west.nesinc.com. Out of state applicants can submit official scores from Praxis I or CBEST to meet the WEST-B requirement. Send official test scores directly to Northwest University Graduate and Professional Studies Office. The test code for Northwest University is 224.

Subject	West-B	SAT	ACT
Math	Pass	515 (Prior to 3/16) 530 (After 3/16)	22
Reading	Pass	500 (Prior to 3/16) 27 (After 3/16)	22
Writing Writing and Language Test (New SAT Section)	Pass	490 (Prior to 3/16) 28 (After 3/16)	8 (Prior to 2/05 to 8/15) 23 (Prior to 9/15 to 8/16) 8 (After 9/16)

- 5. References.** Send the reference form to **three** persons who know you well and should be from persons who can address your work as a future teacher. (The online application includes three electronic reference forms. Please check reference email before submitting.)
- 6. OSPI Character and Fitness Supplement.** This form is required by Washington State for teacher certification. Please complete and submit the form with your application. This form can be downloaded from the Office of the Superintendent of Public Instruction's web site at www.k12.wa.us/certification/certapp/4020B.pdf.
- 7. Transcripts.** A Baccalaureate degree of Arts or Science (or an equivalent degree) from an accredited college or university, with a minimum of 3.3 GPA (3.0-3.29 GPAs may be considered for conditional admission). Request an official transcript of your record to be sent directly to Northwest University.
- 8. Interview.** When all of the above materials are received, your application will be reviewed, and qualified applicants will be considered for a group interview (contact your enrollment counselor regarding any potentially missing documents). Following the interview, qualified applicants will be admitted into the program.