

An Explanation of Education Undeclared Status

Upon admission to the University, all Education applicants seeking certification in the majors of Pre-K – 4th Grade, Grades 4 – 8, or Secondary Grades 7-12, with possible dual certification in Special Education, are considered **Undeclared** students until they have completed the attached list of requirements (see other side).

Once the requirements are completed, students must apply to Point Park University's Education Department for formal admission to the Education Department. Students should complete the one-page departmental application and attach proof of the completed requirements. The application is available on the Education department webpage – on the "[Resources for Students](#)" link – or in the hallway boxes on the 7th floor of Academic Hall.

For many students, successful completion of the basic skills tests (Pre-service Academic Performance Assessment (PAPA) or CORE Academic Skills for Educators), in reading, writing, and mathematics necessitates the most planning. More information and study materials can be found at www.pa.nesinc.com and www.ets.org/praxis.

Until formally admitted to the Education Department, students can take **only** 100- and 200-level EDUC or SPED classes.

Most other 300- and 400-level EDUC and SPED classes, have a prerequisite of acceptance to the department. There are no exceptions to this policy.

Questions about formal application and admission to the Education Department should be directed to Ja Nel Orwig, assistant to the chair. She can be reached at 412-392-3975 or via email at jorwig@pointpark.edu.

Please see other side for list of Education Department admission requirements which must be satisfied to become a "declared" student.

INFORMATION FOR ALL STUDENTS INTERESTED IN EDUCATION PROGRAMS AT POINT PARK UNIVERSITY

While you have been admitted to the University, you cannot be accepted as an Education major seeking teacher certification until all of the requirements established by the Pennsylvania Department of Education are fulfilled. These requirements are:

- Completion of 48 or more University credits
- 3.0 overall Q.P.A.
- 6 credits of University-level math
- 6 credits of University-level English
- Criminal Record Check (Act 34) Clearance
- Child Abuse History (Act 151) Clearance
- FBI clearance
- Negative tuberculin test
- Nine credits of EDUC or SPED courses (100 or 200 level).
- **Passing scores for all pre-professional basic skills PAPA/CORE exams; scores must be provided to the Education Department. Students with SAT scores of 500 or more on each individual section at the time of matriculation) are not required to take PAPA exams. Students who have a minimum combined score of 23 on the American College Test Plus Writing (the composite score of 23 shall be accompanied by a combined Writing/Math score of 2 and a Reading score of 22) are not required to take PAPA exams. You may combine reading, writing and mathematics module scores from different test providers to meet the basic skills requirements.**
- At least forty observation hours

NOTE: Post-baccalaureate students are exempt from the math and English requirements.

Once you have met all state criteria, your application to the Education Department has been accepted and the Change of Major form has been approved, the “**Undeclared**” status will be removed from your major designation.

Advisors from the Education Department are available to discuss Pennsylvania teacher certification and Point Park University requirements. Ja Nel Orwig (710 Academic Hall) may be reached at (412) 392-3975 or jorwig@pointpark.edu to answer any questions you may have.