

INSTRUCTIONS FOR APPLYING FOR PRE-PROFESSIONAL EDUCATOR STATUS (PPES)

All Education Majors who wish to pursue an education degree must complete the requirements below to be considered for **FULL PPES**:

	Requirements	Documents Required	Notes
#1	<p style="text-align: center;">Cumulative GPA of 3.0 or higher <u>AND</u> at least 48 credits <u>AND</u> Completion of <u>6 specified courses</u> with a grade of <u>3.0 or B</u> in each course (see notes column)</p>	<p style="text-align: center;"><u>Unofficial or Official Transcript*</u></p> <p>-HIGHLIGHT: CUMULATIVE GPA -HIGHLIGHT: Total Credits -HIGHLIGHT: 6 specified courses & grades (see notes)</p> <p style="text-align: center;"><i>*Transfer students or Post Baccalaureate students <u>must</u> include their transcripts from their previous degree(s) with appropriate classes/grades highlighted if all specified courses were NOT taken at YCP and transferred to fulfill the required course. Post Bacc students must also include their program checklist provided by their advisor.</i></p>	<p>Transcript should be printed from your “My YCP” portal account</p> <p style="text-align: center;"><u>Specified Courses:</u></p> <ul style="list-style-type: none"> • For catalog years <u>prior to the 2015-16</u>: <ul style="list-style-type: none"> ○ Refer to the college catalog on the YCP website • Catalog year with academic year <u>2015-16 through 2018-19</u>: <ul style="list-style-type: none"> ○ FCO105, EDU200/FYS110, MAT115*, MAT150*, ECH/210 & ECH/SE220 • Catalog years with academic years <u>2019-2020 or after</u>: <ul style="list-style-type: none"> ○ FCO105, ECH/MLE/SE/ <u>OR</u> KT201, EDU260, MAT115*, MAT150*, ECH/SE220 <p><i>* (MLE Double Concentration Math/Science majors need MAT 171 & MAT150- <u>not</u> MAT115; SE Math majors need MAT171 & one 200 level and above math course; SE Gen. Science & Bio. need MAT171 & MAT250- <u>not</u> MAT115 or MAT150).</i></p>
#2	Clearances	<p style="text-align: center;"><u>Clearances</u></p> <p>-COPIES OF 3 CLEARANCES must be on file in the Department of Education Office (LS 134)</p>	<ul style="list-style-type: none"> • Act 34 PA State Police Clearance • Act 151 Child Abuse Clearance • Act 114 PA Federal Criminal History Clearance <p><i>Must all be less than 1 year old and show no offenses.</i></p> <p>https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx</p>

#3	Advisor Approval	<p align="center"><u>PPES Advisor Checklist</u></p> <p align="center">-PPES ADVISOR CHECKLIST must be signed by advisor</p>	<p>Student must schedule a meeting with his/her advisor. Requirement documentation for #1 and #2 above, as well as the PPES Advisor Checklist should be brought to the meeting.</p> <p>The <i>PPES Advisor Checklist</i> can be found within this documents.</p>
#4	Online PPES Application	<p align="center"><u>PPES Online Application</u></p> <p align="center">https://ycp.co1.qualtrics.com/jfe/form/SV_6M8ACGr1p2qrTUx</p> <p align="center">- Applicants will be notified of their status. After approval is granted, a student may register for PPES-required classes</p>	<p>Requirements #1 - #4 must be scanned and available for upload into the online PPES application prior to starting the application.</p> <p>Scanners are available in the YCP library, if needed (free for student use).</p>

Provisional PPES:

*Education Majors may be considered for **PROVISIONAL PPES** if Requirement #1 is the **ONLY** requirement the student is waiting to fulfill and is in need of registering for post-PPES courses. All other requirements must be met. The provisional applicant will use the same online PPES application as noted above. See below for exceptions to Requirement #1 that may be utilized for provisional status :*

- The student has a reasonable prediction that he she will possess a 3.0 or better at the end of the current semester
AND
- The student will have 48 completed credits on their transcript at the end of the current semester
AND
- The student will have achieved a 3.0 or better on the above 6 specified courses

If the above conditions are not achieved at grade posting, Provisional PPES is revoked and the student must drop all post-PPES coursework from his/her schedule.



PRE-PROFESSIONAL EDUCATOR STATUS (PPES) Advisor Checklist

Student: _____

Advisor: _____

The student will arrange a meeting with his/her advisor to review the following documents prior to applying for PPES. It is the student's responsibility to bring these documents, along with this Advisor Checklist, to the advisor meeting.

- **HIGHLIGHTED TRANSCRIPT:**

_____ 3.0 or higher cumulative GPA and

_____ at least 48 credits and

_____ Grade of 3.0 or higher on 6 specified courses (YCP and Transfer Colleges)

- **Pre 2015-16 catalog year:** Please refer to the college catalog on the YCP website
- **2015-16 through 2018-19 catalog year:** FCO105, EDU200/FYS110, MAT115*, MAT150*, ECH/SE210, ECH/SE220
- **2019-2021 catalog years and later:** FCO105, ECH/MLE/SE/ OR KT201, EDU260, MAT115*, MAT150*, ECH/SE220

* (MLE Double Concentration Math/Science majors need MAT 171 & MAT150- *not* MAT115; SE Math majors need MAT171 & one 200 level and above math course; SE Gen. Science & Bio. need MAT171 & MAT250- *not* MAT115 or MAT150).

- **CLEARANCES**

_____ All 3 clearances are updated and on file within the Education Office (LS134)

**Act 34 (PA State Police), Act 114 (Federal Criminal History Background "Fingerprinting"), and Act 151 (PA Child Abuse)

Advisor Signature to verify above PPES requirements have been met:

Check ONE: ___ Full PPES ___ Provisional PPES

If Provisional, please list reasons why:

Signature: _____ Date: _____

This signed Advisor Checklist must be retained by the student and submitted as part of the online PPES application.