



Center for Student Services | EHS 421 | Central Michigan University  
 989-774-3309 | [ehscss@cmich.edu](mailto:ehscss@cmich.edu) | [www.ehs.cmich.edu/css](http://www.ehs.cmich.edu/css)

This checklist should be used to track the completion of all admission requirements for the Teacher Education Program. Completion of the Admission Requirements is designed to be student-managed. It is the responsibility of the teacher education candidate to ensure that all requirements and deadlines have been met. A student will not be admitted until the entire checklist is completed. It is suggested that the student keep copies of all materials that are submitted to the Center for Student Services. All teacher education candidates are responsible for reading and staying up to date with the information on the Center for Student Services Website. Students are highly encouraged to can check the status of their admission by viewing the [Student Information Sheet](#).

- A. Application Form.** The \$50 non-refundable one-time application fee will be charged to the student’s account once the completed application form has been processed. The application will activate the Student Information Sheet available here: <https://www.cmich.edu/centrallink/layouts/ehsinformationSheet/>
- B. Technical Standards Form.** <https://ehsportal.cmich.edu/forms/css-techstandards.php>.
- C. Professional Readiness Exam #096 (PRE)** or submission of equivalent ACT/MME scores. Apply online at [www.mttc.nesinc.com](http://www.mttc.nesinc.com) to take the PRE. For study help with the PRE, visit: [www.ehs.cmich.edu/PREHelp](http://www.ehs.cmich.edu/PREHelp). Please note that a separate fee is required for the PRE.

Beginning May 9, 2014, the EHS Center for Student Services will accept ACT and MME scores in lieu of the PRE. The following table describes what minimum scores will be accepted:

ACT Score Equivalencies		MME Score Equivalencies	
Mathematics	22	Mathematics	1116
Reading	22	Reading	1108
Combined English + Writing	24	Writing	1129

A paper or digital scan of the student’s ACT/MME scores must be kept on file in the EHS Center for Student services in the student’s personal file. Verified test results must be received by the CSS before the admission deadline.

- D. 45-Hour Pre-Professional Experience.** Complete and document 45 hours of in-classroom experiences with a State Certified Educator. The form is available here: <https://www.cmich.edu/colleges/ehs/unit/css/Pages/Forms.aspx>
- E. A minimum of 45 semester hours of university credit, including transfer credit, successfully completed.**
- F. Completion of EDU 107** – Introduction to Teaching, with a minimum grade of “B” (3.00) or one of its approved equivalencies.
- G. Completion of English 101** (or one of its approved equivalencies) **OR English 201, with a minimum grade of “B-” (2.70); and oral English and Mathematics competency with a minimum grade of “C” (2.00).** See the CMU Undergraduate Bulletin for specific courses.
- H. A minimum grade point average (GPA) of 2.70 is required for admission.** The GPA will be calculated on the student’s cumulative CMU or at regionally accredited institutions. (Beginning Fall 2015, a minimum GPA of 3.0 will be required for admission.)
- I. Transcripts.** Transcripts for all courses taken at other accredited colleges/universities must be on file with the Registrar’s Office.

**Forms and further information can be obtained on the CSS Website: [www.ehs.cmich.edu/css](http://www.ehs.cmich.edu/css)**