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Professional Music Teacher Education Application Instructions

(revised 11/1/16)

Thank you for your interest in graduate music education studies at Oregon State University. OSU offers a Professional Music Teacher Education Program to prepare and license public school teachers for 21st century schools in K-12 settings.

Admission to the Professional Music Teacher Education Program is selective and competitive. Consequently, not all applicants are admitted. Applications received after the deadline may be considered on a space-available basis only after all those received by the deadline have been fully considered.

Acceptance as a graduate student through the OSU Graduate School is required as the first step of participation in the initial licensure program in Music Teacher Education. **Your graduate application should list a Master of Arts in Teaching as your degree program, and “Teaching – Music Education” as your course of study.**

Admission into a licensure program is also contingent upon passing all required tests. Following are the tests required by Oregon Teacher Standards and Practices Commission for an initial license in music education: NES Music, NES Essential Academic Skills, and NES Protecting Student and Civil Rights. See [www.orela.nesinc.com/](http://www.orela.nesinc.com/) for test registration information.

**Questions about admissions to the PMTE program can be addressed to:**

Dr. Wesley Brewer

Associate Professor and Coordinator of Music Education

[wesley.brewer@oregonstate.edu](mailto:wesley.brewer@oregonstate.edu)

**For questions regarding the OSU Graduate School application:**

Email: [graduate.school@oregonstate.edu](mailto:graduate.school@oregonstate.edu)

Website: <http://gradschool.oregonstate.edu/admissions>

Phone: (541) 737- 4881

**PMTE Admission Requirements**

1. A **bachelor’s degree** or equivalent in music or music education (necessary for admission to all graduate degree programs), documented by official transcripts of grades. Admission preference will be given to applicants with a degree in music education.
2. **Minimum grade-point average of 3.0** in all graded undergraduate work and all work completed thereafter (necessary for admission to all graduate degree programs,) documented by official transcripts of grades.
3. **Competence in music subject matter**, documented by Subject Matter Competency List, NES Music test, transcripts of grades, audition, and interview.
4. **Competence in working with school-age children or youth**, particularly in in public school settings, documented by letters of recommendation, interview, statement of professional goals, resume.
5. **Demonstrated effectiveness in oral and written communication**, documented by transcripts, letters of recommendation, NES Essential Academic Skills test score, written statement of professional goals, resume, and interview.
6. **Sincere and appropriate desire to become a public school teacher** and an understanding of the life demands placed on a teacher, documented by letters of recommendation, statement of professional goals, resume, and interview.
7. **Truthful answers to Teacher Standards and Practices Commission (TSPC) character questions,** documented by the TSPC Character Questions form.

*Note: Successful applicants, by Oregon law, must submit a fingerprint card for processing by the Oregon State Police and the FBI.*

**PMTE Application Procedures**

1. Applicants are responsible for ensuring that all admissions materials are submitted to the appropriate offices by the application deadlines. The PMTE Application and the OSU Graduate School Admission Application are typically submitted at the same time, but to separate offices. Please keep copies of all materials submitted.
2. The OSU Graduate School application is separate and must be completed online. For information on the OSU Graduate Application go to: <http://education.oregonstate.edu/how-apply-1>

If you have questions regarding the OSU Graduate School application please contact them using the information provided on the first page of this document.

1. Applications are reviewed by committees to identify candidates who qualify based on the submitted materials.
2. Following the initial screening, qualified applicants will be invited to audition and interview with OSU faculty members. Faculty are interested in assessing applicants’ teaching dispositions and music competencies.
3. Following the interview process, faculty in the music teacher education program consider all evidence. Spaces in the program are limited and the admission process is competitive.
4. Applicants who meet the application deadline and complete the process above are typically notified of the program admission decision within four weeks. If there is a problem raised by evidence on transcripts, the process may take longer.

Note: *Oregon State University does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, age, disability or veteran’s status, in any of its policies, procedures or practices.*

**Items to Include in Your Application Submission**

All items should be submitted in a single email to: [wesley.brewer@oregonstate.edu](mailto:wesley.brewer@oregonstate.edu)

**PMTE Application Forms**

1. Download the forms listed below from the PMTE Website.   
   <http://liberalarts.oregonstate.edu/school-arts-and-communication/music/academic-programs/graduate-program>
2. Complete, sign (as needed), scan (as needed), and submit the following forms as part of your application:
   1. Contact and Personal Information Form
   2. Subject Matter Competency List
   3. Teacher Standards and Practices Commission Character Questions

**Other Supporting Materials to Submit in PDF Format**

1. **Transcripts:** Electronic copies of official transcripts from each college/university attended including OSU.
2. **Resume:** An electronic version of a current resume that highlights your teaching experiences, and experience with children and youth, especially in public school settings.
3. **Professional Statement:** An electronic version of an essay describing your professional goals and motivation for participating in the program. If admitted, this essay is sent to potential student teaching placement sites. The essay should be no more than 500 words in length and should represent your best writing.
4. **NES Test Scores:** Electronic copies of your passing Orela NES test scores. There are three required tests to pass: (1) NES Music, (2) NES Essential Academic Skills, and (3) NES Protecting Student and Civil Rights. See [www.orela.nesinc.com](http://www.orela.nesinc.com) for more information.
5. **Three Letters of Recommendation:**
   1. Download the **Recommendation Form** from the PMTE website. Complete the contact information and sign the form as applicable. Provide each of your references with a completed form. **The evaluator will submit the completed form directly to the coordinator of music education along with his or her letter**.
   2. One of the three letters must come from a professional who has observed you in a formal setting, attesting to your competence in working with children and youth.
   3. One of the three letters must attest to your academic abilities and your potential to successfully complete graduate-level work.
6. **Fingerprints:** A receipt from College of Education, attesting to the fact that you completed the fingerprinting process, with date and time of completion.

Please see the website below for more detailed instructions:

<http://education.oregonstate.edu/information-students>

Please contact Summer Lowery at [summer.lowery@oregonstate.edu](mailto:summer.lowery@oregonstate.edu) or 541-737-4661 if you have questions about the fingerprinting or background check processes.