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Professional Music Teacher Education Application Instructions

(revised 10/28/19)

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. In order to submit this correctly, please select the following options when completing the OSU Graduate School Application:**

Degree certificate seeking: Yes

Citizenship: (select as applicable)

Campus: Corvallis

Degree Level: Masters

Major: Teaching

Degree Code: MAT

Degree Required: Music

Graduate Program Start Term: Summer (correct year)

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 Subject Matter test. **Please note that as of 2020 the ORELA Protecting Student and Civil Rights exam is no longer required.**

See [www.orela.nesinc.com/](http://www.orela.nesinc.com/) for test registration information. See the TSPC site for further clarification of requirements: <http://www.oregon.gov/tspc/Pages/Testing.aspx>.

**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

*(continued on next page)*

**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 cumulative grade-point average of 3.0** for 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, Music Subject Matter 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, 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. **Test Scores:**
   1. Electronic copiy of your passing test score on the NES Music Subject Matter test. See [www.orela.nesinc.com](http://www.orela.nesinc.com) for more information.
   2. A report from one of the national standardized tests including ACT, SAT, Praxis Core, or GRE. As of 2020 the ORELA Protecting Student and Civil Rights is no longer required.
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.
   4. Please make an effort to limit yourself to one letter from a current OSU faculty member.
6. **Fingerprints:** A receipt, email, or screenshot from College of Education or from TSPC, attesting to the fact that you completed the fingerprinting process, with date and time of completion.

Please see the TSPC website below:

https://www.oregon.gov/tspc/LIC/Pages/Fingerprinting.aspx

*In eLicensing, the license category to select for fingerprinting is:*

*"Clinical Practices," NOT "Teacher."*

1. **Begin at Step 1b** on the TSPC Fingerprint Instructions page (linked above). You will create an [eLicensing account (Links to an external site.)](https://apps.oregon.gov/TSPC/eLicense) and pay a $61 fee. Only answer the questions with a red asterisk (\*).  Leave all licensing sections blank, as they do not apply to you.
2. Within 5-7 business days, TSPC will email you required codes and instructions for setting up a fingerprinting appointment through Fieldprint (there is a $12.50 fee per appointment). **Check your junk and spam folders** for an email from TSPC.
3. Within 24 hours after fingerprints have been taken, TSPC will email you confirmation that you completed electronic fingerprints. **Attach a copy of this TSPC confirmation email to this Canvas assignment.**This email is proof that you started this process by the application deadline.
4. Approximately two weeks after completing electronic fingerprints, check for the full Clearance Email from TSPC. **It is the applicant's responsibility**to monitor their email account for notice that the background check is complete. Please email a copy (a screen shot of the email will suffice) of your Clearance Email to [Carma.Ganta@oregonstate.edu](mailto:Carma.Ganta@oregonstate.edu). Also, upload the full Clearance Email to this Canvas assignment site.

**Please allow up to two months for prints to process and clear with OSP and FBI.** Check your email regularly. Note that **TSPC does not notify you or the College of Education** about clearance status.  Students must track their clearance status. No student is allowed to proceed with student teaching without a clearance form in their file. This fingerprint clearance is valid for three years.