The Future Bilingual Teaching Fellow Program
2-year Program Starting Summer 2018

The Future Bilingual Teacher Fellows program has been developed to increase the numbers of bilingual teachers and teachers with a focus on language learners in both the greater Seattle area and Skagit Valley. This alternative route teaching program leads to a Bachelor of Arts in Education and a Washington State Teaching Certificate; the program will be offered in conjunction with Highline Public Schools.

Program Highlights:
- Competency based program of study
- Curriculum will be offered in-person, online and hybrid
- $8000/year in a conditional loan/scholarship for two years to cover the majority of tuition costs
- Highline Public Schools will employ accepted candidates as Bilingual Teaching Fellows

Program of study leads to: Bachelor of Arts in Education
- Major in Language, Literacy and Cultural Studies
- Washington State Residency Certificate with endorsements in Elementary Education, English Language Learners (ELL) or Bilingual Education (BE) and Reading

REQUIRED EDUCATION AND EXPERIENCE:
Transfer AA degree or equivalent
Minimum GPA of 2.75

Program Test Requirements (include, but not limited to):
- Score of "Intermediate-High" or higher on the Writing Proficiency Test in the target language - ACTFL standards
- Score of Advanced Mid or higher on the Oral Proficiency Interview in the target language - ACTFL standards
- Passing West-B score by June 1, 2018

PREFERRED QUALIFICATIONS: Bilingual, background in second language acquisition, understanding of public school system, and demonstrated commitment to supporting bilingual learners

More about Highline Public Schools: http://jobs.highlineschools.org/
Application for the Highline position: https://jobs.highlineschools.org/bilingual-teaching-fellow/job/7451490

<table>
<thead>
<tr>
<th>Highline FBTP Director</th>
<th>Woodring FBTP Teacher Preparation Director</th>
<th>Woodring Program Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernard Koontz</td>
<td>Marsha Riddle Buly</td>
<td>Sarah Jerns</td>
</tr>
<tr>
<td><a href="mailto:Language.Learning@highlineschools.org">Language.Learning@highlineschools.org</a></td>
<td><a href="mailto:Marsha.RiddleBuly@wwu.edu">Marsha.RiddleBuly@wwu.edu</a></td>
<td><a href="mailto:Sarah.Jerns@wwu.edu">Sarah.Jerns@wwu.edu</a></td>
</tr>
<tr>
<td>Phone: (206) 631 3035</td>
<td>Phone: (360) 650-7348</td>
<td>Phone: (360) 650-7948</td>
</tr>
</tbody>
</table>
Expenses & Budgeting for the Future Bilingual Teacher Fellows

The 2018-20 Alternative Route Conditional Loan/Scholarship pays out at the start of the summer quarter - $8000 a year for each of two years for candidates that meet all requirements, including (1) formally admitted to Western; (2) have submitted a FAFSA; (3) have passed the WEST-B exams and (4) have registered for FBTF classes. Once funds are received, it’s essential that you set aside the balance in savings so that you are prepared to pay the $2901 tuition due at the start of each quarter – deadlines noted below are not flexible. Take time to plan out a budget for your anticipated expenses so that you are prepared for the next two years of the program.

Note: WWU’s Financial Aid Office will review your FAFSA (Free Application for Federal Student Aid) information so as to determine if you might be eligible for additional financial aid funding.

<table>
<thead>
<tr>
<th>2018-2019</th>
<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Due</td>
<td>June 26</td>
<td>September 26</td>
<td>January 8</td>
<td>April 2</td>
</tr>
<tr>
<td>Tuition Due</td>
<td>$2901</td>
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<td>$8000/year*</td>
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<td>Out of Pocket*</td>
<td>$901</td>
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</table>

Additional Expenses:

Books & Supplies
Housing & Meals
Transportation
Personal & Misc.

Total Expenses
Total Income
Woodring Highline Bilingual Teacher Fellow Program

Alternative Route to BAE plus Certification

Pre-Application Checklist for Program Eligibility

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<th>Last Name:</th>
<th>First Name:</th>
<th>DOB:</th>
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<th>Day Phone:</th>
<th>E-Mail:</th>
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Current Position:

**PROGRAM ENTRANCE REQUIREMENTS:**

- Direct Transfer Associate (DTA-AA) degree from a Washington State community college or satisfaction of Western’s General University Requirements (GURs)
- English composition course, completed with a B- or better
- Minimum college grade point average of 2.75 overall or for the most recent 45 credits
- Meet the West-B Basic Skills requirement. Candidates may substitute a passing score on one or more sections of the SAT or ACT for the equivalent passing scores on the WEST-B.
- Vetted by Highline School District (Bernard Koontz); confirmed: ____________________________
- Fingerprinted/Background-Check on file with school district
- Language proficiency: First priority to grant-funded for bilingual paraprofessionals

**Next Steps:**

- Submit FBTF - Woodring Program Application Materials to Sarah Jerns, Elementary Education, Miller Hall 301D, MS 9092, 516 High Street, Bellingham, WA 98225:
  1. Woodring Highline BTP Application
  2. Unofficial Transcripts
  3. Resume

- Submit WWU Application Materials to WWU Admissions, Old Main 200, MS 9009, 516 High Street, Bellingham, WA 98225:
  1. WWU Application for Admission for Alternative Route to Teacher Certification
  2. $60 Application Fee – Students with great financial need may be considered for a waiver if they have submitted their FAFSA
  3. Official transcripts* from all colleges and universities that you have ever attended

* If you’ve earned credit outside of the U.S. or Canada, then an official foreign credit evaluation may be required in addition to the official transcripts for WWU admission consideration - a list of acceptable organizations is available at [www.naces.org](http://www.naces.org).
○ All West-B tests must be completed by May 13, 2018 for Conditional Loan Scholarship ($8000/yr.) consideration. Results for tests taken after this date will not be received in time.

○ If applying for additional financial aid:
  1. Create a Federal Student Aid Identification (FSA ID)
  2. Complete the Free Application for Federal Student Aid (FAFSA).

*Please refer to the Financial Aid Checklist for more information.

Information for students who attended a Washington State Community College:
If a student has ever attended any Washington State community college then the most expedient route to completing our General University Requirements (GURs) is by finishing up the Direct Transfer Agreement - Associate Degree (DTA-AA). If a student has many credits from another college/university (e.g. 100+ credits) then we can look at their transcripts to ascertain if it would save any time to do our General University Requirements. Western’s GURs have some unique requirements not readily seen at most other institutions and thus 90% of the time the DTA-AA is a more expedient and less-expensive option for transfer students.

Students who have attended Washington State community colleges are encouraged to have their transcripts sent electronically. These electronic transcripts will enable Admissions to process the application more efficiently and expedite the awarding of transfer credit.

Information for students who attended international colleges/universities:
Admissions will require official transcripts from all colleges/universities attended – even if international. Unfortunately this can take time, so it’s important that students order official international transcripts right away, and have them sent directly to:

Western Washington University
Office of Admissions, MS-9009
516 High Street
Bellingham, WA 98225 - 9009

Note: If the student has had a name change since they attended the international institution, then it’s useful to reference that on the request form that is enclosed with the transcript.

If any courses/credits from an international university are to be applied toward a degree at Western (and by extension to the associate degree) then the student also needs to have the courses evaluated by an international evaluation service; a credential evaluation from any NACES member credential evaluation service will be accepted by Western (and probably by the community college).
The West-B is a test of basic knowledge and skills required to successfully enter a Washington teacher preparation program. The best preparation for this test is to have studied consistently throughout your preparation both before and in college. At the point when you are preparing to take the test, effective preparation requires systematic study. Remember that you are not only preparing for a test, but also reviewing content that will be an important part of your responsibilities as an educator.

Sign up for the test online and take it at a designated testing center. The requirement may be met by taking the West-B or by submitting SAT or ACT scores. This requirement can be met through a combination of West-B, SAT, or ACT scores.

Scores must be sent to WWU from the testing company to be considered official. Official passing score reports must be on file to be admitted into any teacher education program.

### Cost

**Single subtest: $75**  
**All 3 subtest: $155**

Register for the West-B: www.west.nesinc.com

Visit wce.wwu.edu/admissions/west-b-requirement for more information
The Woodring College vision charges faculty and staff with fostering community relationships and a culture of learning that advance knowledge, embrace diversity, and promote social justice. This statement establishes the educational values that guide the College and the Elementary Education Program. The Woodring Highline Bilingual Teacher Fellows Program – an Alternative Route to Certification – exemplifies this vision in its commitment to supporting paraprofessionals to become certified teachers.

We invite you, in responding to each section of this application, to show us the important aspects about who you are as a person and the commitments you will bring to teaching.

The Woodring Highline Bilingual Teacher Fellows Program begins summer of 2018 with classes scheduled evenings, weekends and summers. The curriculum integrates the bilingual fellows work experience in a competency based teacher education program. The program features a year long mentored internship. In a two-year program, you can earn your BAE in Education, with a major in Language, Literacy, & Cultural Studies while earning teaching endorsements in Elementary Education, Bilingual and/or English Language Learner, and Reading.

**Directions**

Use this checklist to assure submission of a complete application.

**Step 1 - Review to make sure you are or have:**

- a WWU student or WWU applicant
- been referred by Highline School District
- a Direct Transfer Agreement Associate Degree (DTA-AA) from a Washington State community college, bachelor’s degree, or satisfaction of Western Washington University’s General University Requirements (GURs) by June 1, 2018
- a minimum 2.75 GPA overall or for the last 45+ graded credits (Does not include: S/U graded credits or a repeated course. Does include failing grades. GPA is calculated using the WWU grade point system. Upon request, we will evaluate GPA prior to applying to the program.)
- met the English composition course requirement with a minimum grade of B-
- met the West-B Requirement by June 1, 2018
- enclosed copies of all UNOFFICIAL college transcripts
- signed the Student Conduct Requirements and Agreement & Application Review and Decision page

**Step 2 - Submit application by due date & review timeline**

Applications will be accepted until May 15th, 2018 for first consideration. Late applications will be considered, although space is limited.

Deliver or mail to -

Bernard Koontz
Executive Director of Language Learning & Teacher Development
Highline Schools
bernard.koontz@highlineschools.org

If you have specific academic or application questions, please contact:
Sarah Jerns
Sarah.Jerns@wwu.edu
Woodring College of Education

Dr. Marsha Riddle Buly
Marsha.RiddleBuly@wwu.edu
Literacy Professor
Project Director
Bilingual Education Advisor
Woodring College of Education
Applicant Information

WWU Student ID #_____________________________ Birthdate______________________________________________

Name__________________________________________________________________________________________

Last First Preferred First MI

Phone_______________________________________ Alternate Phone________________________________

WWU Email__________________________________ Personal Email_________________________________

Academic Level:  □ Undergraduate  □ Post-Baccalaureate

WWU Enrollment status:  □ Current WWU Student  □ Applying to WWU*

*If not currently a WWU student, you must apply directly to the university; that is a separate application.

College Information

List all colleges and submit UNOFFICIAL transcripts for all college credit received.

<table>
<thead>
<tr>
<th>College</th>
<th>Dates Attended</th>
<th>Degree Earned</th>
<th>Date Completed</th>
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Employment History

Include a resume that summarizes all experience working in education and/or with children and families.

Are you currently employed by a school district?

Current Position Title

School_________________________________________ District______________________________________

Dates of employment in district: _________________________________________________________________

West-B Requirement

Mark below (X) how you have passed each section of the West-B Requirement. Scores must be sent to WWU from the testing company to be considered official. We do not accept paper score reports for any exam. Official passing score reports must be on file by June 1st, 2018.

For more information visit: wce.wwu.edu/admissions/west-b-requirement

<table>
<thead>
<tr>
<th>Subject</th>
<th>Reading</th>
<th>Math</th>
<th>Writing</th>
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<tbody>
<tr>
<td>Test</td>
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<tr>
<td>West-B</td>
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<tr>
<td>SAT</td>
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<tr>
<td>ACT</td>
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☐ I have taken or will be taking one of the required exams. The official score report for the West-B, SAT, ACT (circle one) will be available on: ________________

Official scores can be sent to:
Woodring College of Education
ATTN: Pam Brock
Western Washington University
516 High St.
Bellingham, WA 98225-9088

Applicant - DO NOT COMPLETE - Woodring Admission Personnel Only

English Composition Requirement: ☐ Yes ☐ No

West-B Requirement: ☐ Yes ☐ No

Cumulative GPA__________ ________Last _________Credit GPA

Notes:
Students accepted into teacher certification programs at Western Washington University will have opportunities to work in public or private schools with students, teachers, administrators and parents. Our students are expected to conduct themselves in a professional manner in all interactions with all individuals. As a means of emphasizing the importance of appropriate behavior, the following policies apply to all Woodring College Teacher Certification students.

Teacher Certification students may be discharged, or required to withdraw from a course or practicum/field experience, the student teaching internship, or the certification program for any of the following reasons:

1. a guilty plea or conviction of any felony crime involving the physical neglect of or physical injury to a child;
2. the commission of a crime against the laws of the State of Washington;
3. exhibiting unprofessional or unethical conduct or behavior;
4. failure to maintain a 2.75 quarterly GPA.

I understand that information concerning students may be shared with school district personnel to determine if a placement can and should be made, or if a placement should continue; and that the Woodring College of Education cannot override the decisions of school districts. Practicum and Internship placements are dependent on school district approval.

I also understand that acceptance into the program and completion of the program does not guarantee granting of a Washington State teaching certificate.

I agree to abide by the above policies and certify, to the best of my knowledge, that all statements contained in this application are true and accurate.

 Applicant Signature

 Date

I understand and agree to these terms.

 Applicant Signature

 Date

Western Washington University (WWU), in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs.

Inquiries may be directed to the Vice Provost for Equal Opportunity & Employment Diversity, Equal Opportunity Office, Western Washington University, Old Main 345, MS 9021, 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); eoo@wwu.edu.

WWU is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request an accommodation, please contact disAbility Resources for Students, Old Main 120, 360.650.3083 (voice) or 360.650.7175 (VP), drs@wwu.edu. A one week advance notice is appreciated.

To request this document in an alternate format, please contact Woodring Admissions, 360.650.3310, TeacherEd.Admission@wwu.edu.
1. Application Information

For which quarter are you applying?  □ Summer (June) 2018

Are you applying as a:  □ Transfer  □ Post-baccalaureate

□ Yes  □ No  Are you applying to the Woodring Highline Future Bilingual Teacher Fellows program in Burien?  Before submitting an application, students should contact the program for advising and program-specific application requirements. See the Application Instructions on the last page for details.

□ Yes  □ No  Have you previously applied for admission to Western?  If yes:  Quarter/Year

□ Yes  □ No  Have you previously attended Western?  If yes:  Last Quarter/Year at Western

2. Personal Information

By law, providing your Social Security Number is optional, but it speeds up the processing of your financial aid application. It may also be used for educational research purposes. Releasing student information will be in accordance with all appropriate state and federal laws. Western does not use social security numbers as student identification numbers.

Social Security Number  -  -  -  -  -  -  -  -  -

Legal Name:  Your legal name will be used for official University communications – including admissions communications, transcripts and degrees.

Former Name(s) or other name(s):  If your first or last name has changed, indicate your former name(s). Also list any other names that may appear on transcripts.

Date of Birth  Month/Day/Year  Birthplace City  State  Country (if other than US)

Citizenship:  If you have questions related to citizenship status, please communicate directly with program director, Maria Timmons Flores.

□ U.S. citizen
□ U.S. permanent resident  A
□ Political asylee or refugee
□ Other

Residency:

□ Yes  □ No  Are you a resident of Washington State?  Note: Residency status does not effect eligibility or tuition for this program.

If yes, dates of most recent continuous residence in WA:  from  Month/Year  to  Month/Year

□ Yes  □ No  Do you have a parent or guardian who currently resides in Washington and has lived here twelve (12) months or more?

Military background:

□ Yes  □ No  Are you the dependent or spouse of an active duty military, State Department, or Foreign Service employee who is a permanent resident of Washington State?

□ Yes  □ No  Are you on active duty or a U.S. military veteran?

□ Yes  □ No  Do you plan to use military educational benefits?
## 3. Family Information

Students age 24 or younger must provide information about at least one parent or legal guardian. This information is required to determine residency classification. Omission of parent/guardian information may result in classification as a non-resident.

<table>
<thead>
<tr>
<th>Name</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Relationship to you</th>
<th>☐ Mother</th>
<th>☐ Father</th>
<th>☐ Guardian</th>
<th>☐ Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is parent/guardian living?</td>
<td>☐ Yes</td>
<td>☐ No (If no, skip to formal education)</td>
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<tr>
<td>Telephone ( )</td>
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<td>Address</td>
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<td>Email</td>
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<thead>
<tr>
<th>Highest level of formal education completed:</th>
<th>☐ Some high school or less</th>
<th>☐ Some college</th>
<th>☐ Bachelor’s degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attended WWU?</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td></td>
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<tr>
<td>Earned a degree from WWU?</td>
<td>☐ Yes</td>
<td>☐ No</td>
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<tr>
<td>Other colleges/universities attended</td>
<td></td>
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| Are you the dependent or spouse of a deceased or 100% disabled veteran, firefighter, or law enforcement officer? | ☐ Yes | ☐ No |

## 4. Demographic Data

In accordance with Washington State law, Western Washington University does not use race, sex, color, ethnicity, or national origin in admission decisions.

Western Washington University is required by law to report aggregate demographic data to the U.S. Department of Education and other federal and state agencies. In addition, this information may assist in the awarding of privately funded scholarships.

<table>
<thead>
<tr>
<th>Are you of Hispanic or Latino origin?</th>
<th>☐ Yes, Cuban</th>
<th>☐ Yes, Mexican, Mexican American/Chicano</th>
<th>☐ Yes, Puerto Rican</th>
<th>☐ Yes, other Hispanic or Latino</th>
<th>☐ No</th>
</tr>
</thead>
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<tr>
<th>What race/ethnicity do you consider yourself?</th>
<th>☐ American Indian or Alaska Native</th>
<th>☐ Asian Indian</th>
<th>☐ Black or African American</th>
<th>☐ Black or African American (includes persons of European [e.g., French, Italian], Middle Eastern [e.g., Iranian, Saudi Arabian], or North African [e.g., Egyptian, Libyan] heritage)</th>
<th>☐ Native Hawaiian or other Pacific Islander</th>
<th>☐ Other</th>
</tr>
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<tr>
<th>Tribal affiliation</th>
<th>☐ Asian Indian</th>
<th>☐ Cambodian</th>
<th>☐ Chinese</th>
<th>☐ Filipino</th>
<th>☐ Japanese</th>
<th>☐ Korean</th>
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<tr>
<td>☐ Laotian</td>
<td>☐ Thai</td>
<td>☐ Vietnamese</td>
<td>☐ Other</td>
<td>☐ Black or African American</td>
<td>☐ African</td>
<td>☐ Caribbean</td>
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[Note: Enrolled tribal members may elect to provide verification of tribal affiliation for purposes of determining resident tuition rates and/or consideration for certain scholarships. For details please visit admissions.wwu.edu/residency.]

Western recognizes that people may identify their gender in non-binary ways. Currently, our student information system only provides two binary gender fields. We are aware of this limitation and are working to expand the possible ways for individuals to identify their gender in Western's records. Enrolled students have the ability to change their gender marker through the Registrar's Office. For purposes of housing, please contact University Residences at housing@wwu.edu if you have questions.
5. Pre-College Academic History

Check one and indicate dates, actual or proposed:

- High School Graduation
- GED test
- Other

High school from which you graduated:

<table>
<thead>
<tr>
<th>High School</th>
<th>City</th>
<th>State</th>
<th>Dates of attendance (Month/Year)</th>
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Other than English, what language(s) do you speak fluently?
- First language(s)
- Language(s) spoken in your home
- Language(s) learned through coursework

6. College Academic History

- Beginning with your current/most recently attended institution, list all colleges and universities you have ever attended (including in high school). Include an additional page if necessary.
- DO NOT OMIT or exclude any institution, even if you do not expect to transfer credit.
- An official transcript from each college and/or university is required for your application to be complete. Please note that transcripts printed more than one year ago cannot be accepted. Students who have attended Washington State community or technical colleges are encouraged to have their official transcripts sent electronically. If you have earned credit outside of the U.S. or Canada, an official foreign credit evaluation must be sent directly to Western. International transcripts require may require an English translation. If we are unable to interpret your academic credentials, we will notify you that it is necessary for you to provide a course-by-course evaluation of college credit from AACRAO or a NACES member credential evaluation service.

<table>
<thead>
<tr>
<th>College/University</th>
<th>City</th>
<th>State</th>
<th>Dates of Attendance (Mo/Year)</th>
<th># of credits earned</th>
<th>term type: qtr or sem</th>
<th>degree? Y or N</th>
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7. College Degrees

Indicate which college degree you have earned or will earn prior to enrollment at Western:

☐ No degree
☐ Washington State community or technical college associate’s degree
☐ Direct Transfer Agreement (DTA) associate’s degree [often called Associate in Arts and Sciences or Associate in Arts]
☐ Associate in Science (AS-T) transfer degree
☐ Other associate’s degree [e.g. Associate in Technical Arts (ATA), Associate in Applied Science (AAS)]
☐ Associate’s degree from outside Washington State
☐ Bachelor’s degree
☐ Other degree

Degree                    College/University                                                                         Date Earned (Month/Year)

8. Current and Future College Courses

☐ Yes  ☐ No   Will you be taking classes any time between now and when you plan to enroll at Western?

If yes, list college/university: ________________________________

List all courses you are currently taking or plan to take between now and when you enroll at Western. (Include an additional page if necessary.)

Note: You will need to send updated official transcripts prior to enrollment at Western.

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<th>Courses in Progress</th>
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<td>Term:</td>
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<td>Course Name</td>
<td>Credits</td>
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</table>
9. Academic Interests: Alternative Route to Teacher Certification

Note: Consult with the program advisor before submitting your application.

Degree Program Option:

☐ Elementary Education Teacher Certification with a Major in Language, Literacy & Cultural Studies (BAE) EA30/XBAE-ELED

Location: ☐ Burien (BN)

10. Criminal History

☐ Yes ☐ No Have you ever been convicted of a violent, weapons-related, drug-related or kidnapping offense; required to register as a sex offender by any legal authority within the U.S.; or are there any felony charges pending against you at this time?

If you answered yes, include an explanation with your application for admission. Answering yes does not disqualify you from consideration for admission, although additional information may be required to complete your application. If circumstances arise in the future that render your answers to the above question inaccurate, misleading, or incomplete, you must provide the Office of Admissions with updated information.

11. Certification of Accuracy

Your signature certifies that all information included in and with the application for admission is accurate and complete. By signing below, you acknowledge that failure to disclose complete and accurate information, knowingly providing falsified information, or misrepresentation may result in denial of admission or subsequent dismissal from Western Washington University and that information included in your application may be verified with an official source.

Signature of Applicant (required) ___________________________ Date ______________

APPLICATION INSTRUCTIONS

All students should contact the appropriate academic program/site for pre-admissions advising and to determine program-specific application requirements before submitting the application.

APPLICATION CHECKLIST

☐ Completed application, signed and dated
☐ Non-refundable $60 application fee
☐ Official transcripts, in sealed envelopes, from all colleges and universities attended sent to the Office of Admissions. Official electronic transcripts can also be sent to admissions@wwu.edu.

Send main application materials to: Western Washington University, Office of Admissions, 516 High Street, Bellingham, WA 98225-9009

APPLICATION PRIORITY DEADLINE

Summer Quarter -- March 1

All application materials postmarked after the deadline will be considered on a space available basis.

FINANCIAL AID

For priority consideration, financial aid applicants must submit the Free Application for Federal Student Aid (FAFSA) prior to January 31. The FAFSA is available online at fafsa.gov. For more information, refer to www.finaid.wwu.edu or contact the Financial Aid Office at (360) 650-3470. Western’s Title IV code is 003802.

PROGRAM CONTACTS

Marsha Riddle-Buly
Literacy Professor
Program Director: Future Bilingual Teacher Fellows (FBTF)
Alternative Route to Certification
Marsha.RiddleBuly@wwu.edu

Sarah Jerns
Elementary Education Administrative Services Manager
Sarah.Jerns@wwu.edu

Western Washington University (WWU), in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs. Inquiries may be directed to the Vice Provost for Equal Opportunity & Employment Diversity, Title IX Coordinator, Equal Opportunity Office, Western Washington University, Old Main 345, MS 9021, 516 High Street, Bellingham, WA 98225, 360.650.3307 (voice) or 711 (Washington Relay), eco@wwu.edu.

WWU is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request an accommodation in the application process, please contact disAbility Resources for Students, Old Main 120, 360.650.3083 (voice) or 360.650.7175 (VP), dsr@wwu.edu. One week advance notice appreciated. To request this document in an alternate format, please contact the Associate Director, Office of Admissions, 360.650.3440, admissions@wwu.edu.
Woodring - Highline Future Bilingual Teacher Fellow (FBTF) Program
Western Washington University Extended Education Financial Aid Checklist

You should be prepared to pay for your initial college expenses, including the tuition not covered by the FBTF grant by the first day of classes. If you plan to apply for additional financial aid, then it’s essential that you take care of the following requirements immediately – even before you hear back re: Admissions to your degree program.

Steps to take NOW even before you are admitted to Western Washington University:

☐ Create a FSA ID (Federal Student Aid Identification), you don’t already have one: fsaid.ed.gov.

☐ The Free Application for Federal Student Aid (FAFSA) must be filed for each year; follow WWU’s Financial Aid Checklist: http://www.finaid.wwu.edu/
  - Financial Aid Services
  - General Info
  - Financial Aid Checklist

File the 2017-18 Free Application for Federal Student Aid - FAFSA at http://www.fafsa.ed.gov and indicate that you plan to start classes at Western in Summer 2018.

File the 2018-19 Free Application for Federal Student Aid - FAFSA at http://www.fafsa.ed.gov and indicate that you plan to continue classes at Western Fall 2018 through Summer 2019.

Submit your FAFSA as soon as possible to assure timely processing for eligibility. Before submitting the FAFSA be sure you included the WWU federal school code on the FAFSA: 003802. View our FAFSA Tips page on our website other helpful information. You can apply for aid after the priority deadline, but applying before offers the best level of priority consideration for financial aid opportunities.

☐ Review Your Student Aid Report (SAR)

View SAR (Student Aid Report) at http://www.fafsa.ed.gov; respond to any messages re: your application.

☐ Begin Your Scholarship Search Early

- You may be eligible for aid/grants/scholarships beyond that offered by the FBTF Program.
- Search Private Scholarships for WWU students at http://www.finaid.wwu.edu/scholarships
- Search local organizations and businesses (including banks and credit unions) for scholarships.
- Be aware of scholarship application deadlines.
- Note: You should never have to pay to apply for a legitimate scholarship.
Check Your Application Status online

After you have submitted all your WWU Application Materials and your FAFSA then you will be able to view your current aid application status at Western's Web4U online access by logging in at Web4U.

After you are admitted to Western Washington University:

If Your FAFSA is Selected for Verification

You will be provided with instructions and documents to complete and return to Western. Provide your documents promptly as FAFSA verification must be completed before financial aid can be awarded.

Complete an Electronic Promissory Note Online (first time student loan borrowers only)

If you have not borrowed through the Federal Direct Student Loan Program before, complete an electronic master promissory note at https://www.studentloans.gov. You can take this step now even if you have not yet received a financial aid award notice indicating you are eligible for a federal student loan. Parents using the Parent Loan for Undergraduate Students (PLUS) must also complete a master promissory note.

Complete Loan Entrance Counseling Online (first time student loan borrowers only)

Students who are considering taking out their first federal direct student loan must complete an Entrance Loan Counseling session. A quick and easy interactive loan counseling tool is available from the federal student aid website at https://www.studentloans.gov. You can take this step now even if you have not yet received a financial aid award notice indicating that you are eligible for a federal student loan. Parents borrowing through the PLUS program are not required to receive entrance loan counseling. Be sure to include Western Washington University when prompted to include a school this is to receive notification that you completed the counseling session.

Manage Your Western Student Account

- Check your billing statement at Western to ensure that your financial aid is properly credited, or to make a payment on your student account. More details are available on the web at www.wwu.edu/sbo
- Your financial aid should disburse onto your Western student account if you are registered for full-time credits and all financial aid requirements are satisfied.
- Students are responsible for paying their student account by the posted deadlines regardless of financial aid.
- Details about managing your student account are available at: www.wwu.edu/sbo

Keep Your Contact Information Current

Make sure you receive important messages from Western by notifying us of address changes promptly at https://admin.wwu.edu/pls/wwis/twbkwbis.P_WWWLogin

Monitor Your Western Student Email Account
Request for Preliminary GUR Evaluation
for Prospective Candidates for Woodring Highline Future Bilingual Teacher Fellow (FBTF) Program

1. Personal Information

Name __________________________________________________________

                                      Last                      First                      Middle

Date of Birth___/___/_______  Former Name(s) ________________________________________________

                                      Last                      First

Address __________________________________________________________

                                      Number and Street (include apartment number)

                                      City                      State                      Zip

                                      (                     )

Phone ________________________________  E-Mail ________________________________

2. Educational Information

Have you ever attended Western? ☐ No  ☐ Yes  If yes, WWU# ________________________________

Are you currently attending a college? ☐ No  ☐ Yes , I am attending: ________________________________

Have you spoken with an advisor at a Washington community college to determine what would be required to complete a Direct Transfer Agreement (DTA) associate degree, in lieu of WWU’s GUR?

☐ No  (If no, please consult the Western GUR worksheet at http://admissions.wwu.edu/print/t_worksheet.pdf)  ☐ Yes

Please list all colleges (2-year/4-year) previously attended:

________________________________________________________________________________________

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Please list all in-progress courses:

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<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Subject</th>
<th>Course Number</th>
<th>Course Title</th>
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International Transcripts: Obtaining official international transcripts can take a considerable amount of time and then review of these materials also takes time. If you have attended any international college/university, then please promptly order official transcripts be sent to the address in Option 1 below. Western may require that Foreign credentials be evaluated by the Foundation for International Services, Inc. · 21540 30th Drive SE, Suite 320 · Bothell · WA · 98021 · or another NACES member credential evaluation service.

Option 1

Return form + sealed official transcripts to:
Maggie Barklind
WWU Extended Education – MS 9102
516 High Street
Bellingham, WA 98225-9102

Option 2

Return form + all unofficial* transcripts to: address left or Maggie.Barklind@wwu.edu
Note: Admissions will still require official* transcripts be sent before a student can be reviewed for admission to the university.

This GUR evaluation can take approximately one week. We will contact you if there will be a delay.

*Note: Unofficial transcripts maybe used for a preliminary (i.e. unofficial) evaluation, but we are unable to process a preliminary evaluation without copies of transcripts from all colleges attended. Official transcripts (sealed in institutional envelopes) allow for a more accurate and detailed evaluation and are retained for up to one year and can then be used in the admission review process.
Fellows Testing Guide
For Tests to be Taken During Second Year of Program, 2019-2020

Teacher Performance Assessment (edTPA) Requirement:

<table>
<thead>
<tr>
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<th>Cost</th>
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<tr>
<td>edTPA</td>
<td>$300; The fee must be paid at the time you open your edTPA account. Once opened, your account is good for 18 months.</td>
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</tbody>
</table>

Endorsements
Washington State Requirement: All teacher certification candidates and teachers adding endorsements must pass specific content knowledge test(s) for each endorsement they will earn.

<table>
<thead>
<tr>
<th>Required Content Tests for Elementary Education Endorsement:</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>NES: Elementary Education Subtest 1: Reading, English Language Arts, Social Studies (102)</td>
<td>90 min.</td>
<td>$50 for one Elementary Education Subtest; $95 for both</td>
</tr>
</tbody>
</table>

Required Content Test for Bilingual Endorsement:

| WEST-E: Bilingual Education (050) must also pass the **ACTFL tests at the Advanced-Mid Level or higher | 135 min.| $155 (includes $120 test fee and $35 registration fee) |

Required Content Test for English Language Learners Endorsement (only if not earning the bilingual endorsement):

| WEST-E: English Language Learners (051) | 135 min.| $155 (includes $120 test fee and $35 registration fee) |

Required Content Test for Reading Endorsement:

| NES: Essential Components of Elementary Reading Instruction (104) | 180 min.| $95 |

The Content Knowledge Test website is [http://www.west.nesinc.com](http://www.west.nesinc.com) (WEST-E and/or NES Tests)

Test Preparation: Preparation materials are available on the test vendor’s website. Take time to review all of the free preparation materials ([www.west.nesinc.com](http://www.west.nesinc.com) – “Prepare”).

Test administration: All tests are multiple-choice, computer-based and offered year round. You must wait 30-45 calendar days after taking a test before retaking the same test. There are many test sites throughout Washington. Most test sites are open Monday – Friday; a few locations are open on Saturdays.
Registration is a two-step process:
1. Set up your account with the test vendor, indicate the test(s) you need to take and pay. Payment is valid for any test date in the testing year.
2. The test vendor emails you an ‘authorization to test.’ Using this, you sign back in and select the site, date and time you want. Seat availability is first come/first serve.

WEST-E Vouchers: A very limited number of financial aid vouchers are available to cover the cost of one test. Go to https://wce.wwu.edu/cert/content-test-resource-site to apply.

NES Fee Waivers: Apply directly to the test vendor: www.nestest.com/Content/Docs/NES_FeeWaiverRequestForm.pdf.

Score reporting: You will receive unofficial results at the conclusion of your test. Official test results will be posted on the test vendor’s website 2 to 4 weeks later. Keep your official test results with your important documents for future reference.

Bilingual Endorsement: Candidates must take the Bilingual Education WEST-E test and pass the ACTFL Oral Proficiency Interview and ACTFL Writing Proficiency Test at the Advance Mid-Level or higher.

When do I need to take the tests? The NES Elementary Education must be attempted at least once prior to the full-time internship experience. The Elementary NES subtest 1 & 2 does need to be passed prior to graduation. The additional endorsement tests need to be passed before those are added to your credential.

What ACTFL tests do I take? One Oral Test, detailed below, and the Written test.

** We highly recommend that you choose the “Bilingual Teachers“ option for Registration *

<table>
<thead>
<tr>
<th>Choose one:</th>
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<tr>
<td>Oral Proficiency (OPI):</td>
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<tr>
<td>A 30+ minute telephone interview. The OPI is used to assess speaking skills.</td>
</tr>
<tr>
<td>Oral Proficiency by computer (OPic):</td>
</tr>
<tr>
<td>A test of speaking skills recorded via computer lasting about 40 minutes. Must be done at a testing center.</td>
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<tr>
<td>Cost: “to Superior” $70 + proctor fee.</td>
</tr>
<tr>
<td>ProFluent+:</td>
</tr>
<tr>
<td>A 30+ minute computer or telephone conversation. The ProFluent+ is used to assess speaking skills.</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>Writing Proficiency Test (WPT): A test of writing ability; 80 to 90 minutes. Cost is $70 + proctor fee.</td>
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</tbody>
</table>

What are “proctor fees”? This is the fee that you pay to the testing center or person who oversees your testing experience. At the WWU Testing Center the fee is $20 per test for Western students.

When and where are the tests offered? You need to find a testing center or proctor and coordinate the date and location. The Language Testing International (LTI), has specific requirements regarding who can be a proctor. Read up on these when you create your account with the test vendor. When you register you will LTI who will be your proctor and specify two possible dates & times.

How do I find out the results of my test? Once the scoring of your test is complete, you can view the test result and print an Official ACTFL Proficiency Certificate from the LTI Candidate website. Then email a copy to the Woodring Certification Office.