

**CHECKLIST FOR ADDING A CONTIGUOUS AUTHORIZATION  
TO AN EXISTING LICENSE  
Southern Oregon University  
Department of Education**

**Early Childhood, Elementary, and Middle Authorizations**

Please note: Special Education cannot be added through this program. Contact Dr. GREG GASSMAN, Special Education Coordinator, for further details regarding the Special Education program.

**Prior to gaining admission into the program:**

- \_\_\_ Review the enclosed **Prerequisite Coursework** form for the early childhood, elementary, or middle authorization. Meet with the appropriate advisor to determine what courses you may still need in order to be commensurate with Initial Licensure endorsement requirements. (Bring a copy of your transcripts and any documentation showing equivalent experience to the meeting.)
  
- \_\_\_ Complete any necessary prerequisite coursework as outlined by your advisor. Have your advisor sign the **Prerequisite Coursework** to verify completion of prerequisite coursework.
  
- \_\_\_ Pass the Multiple Subject Assessment for Teachers (MSAT) exams and request that scores be sent to Southern Oregon University.

**Admissions requirements for adding authorization:**

Once you have completed the above items, you need to meet the following requirements in order to gain admission into SOU Graduate Studies and the Adding Authorization program (SOU MAT graduates need only submit items 2, 6, 7, 8, and 9 and file a returning student form with Admissions):

- \_\_\_ 1. Possess a baccalaureate degree from an accredited college or university.
  
- \_\_\_ 2. Have completed an approved teacher education program enabling you to be eligible for an Oregon Basic or Initial Teaching License. Please include a copy of your present Oregon or out of state teaching license.
  
- \_\_\_ 3. Complete and submit the University's Application for Graduate Admission form and pay the \$50 admission fee. Persons who have previously been officially admitted and attended as SOU post-baccalaureate or graduate master's students do not have to pay the \$50 fee. Please note that this form, the \$50 fee and all official transcripts should be sent to the Admissions Office, not the Education Department.
  
- \_\_\_ 4. For entry into the endorsement only program, the cumulative GPA for the last 90 undergraduate quarter credits (60 semester credits) must be at least 2.5.
  
- \_\_\_ 5. Demonstrate basic skills in reading, writing and mathematics. The requirement is met by having passed one of the tests listed below at stated performance levels.

- A. California Basic Educational Skills Test (CBEST). Applicant must have obtained a total score of at least 123 with no score less than 37 on each of the three content areas of the test.
- B. National Teacher's Exam Core Battery Test (NTE). The applicant must have obtained a score of at least 659 on Communication Skills (#10510) and a score of at least 654 on the General Knowledge (#20500) sections of the test.
- C. Praxis I Pre-Professional Skills Test (PPST) (#'s 10710, 10730, and 20720). The applicant must have obtained a score of at least 174 on the Reading, 171 on the Writing, and 175 on the Math sections of the test.
- D. Praxis Computer-Based Academic Skills Assessment (CBT). The applicant must have obtained a score of at least 321 on Reading, 317 on Writing, and 320 on Math.

**NOTE: The above tests are not required of candidates who can document five (5) years of successful, full-time employment in a licensed position in public schools in Oregon or other states.**

- \_\_\_ 6. Fill out the Application for Admission to Candidacy form and complete and sign the "Character Question" form on the back of the application.
- \_\_\_ 7. Submit two favorable recommendations from immediate supervisors attesting to your competence to work with school-aged children or youth at the authorization level you are seeking to add. (See attached forms.)
- \_\_\_ 8. Submit **Prerequisite Coursework** form signed by advisor verifying completion of all prerequisite coursework.
- \_\_\_ 9. Submit passing scores on MSAT exams.

**After gaining admission:**

- \_\_\_ Fill out the **Adding an Authorization Level Program** and submit to advisor for approval.

**To complete the program:**

- \_\_\_ Complete required coursework successfully.
- \_\_\_ Register for Ed 533, Advanced Curriculum Worksample, and complete a curriculum unit for the authorization level to be supervised by university faculty during implementation in the classroom.
- \_\_\_ Submit a letter of Waiver for Practicum **OR** find a setting in which to implement a 90-hour practicum in a classroom at the authorization level and register for ED 509, Practicum: Classroom Practice, in order to have the requisite university supervision and verification of proficiency as needed for C-2 form. *SOU does not arrange for practica associated with adding endorsements.*

**CHECKLIST FOR ADDING A CONTIGUOUS AUTHORIZATION  
TO AN EXISTING LICENSE  
Southern Oregon University  
Department of Education**

**High School Authorization**

**PLEASE NOTE: When adding high school authorization, you must also possess a subject area endorsement.**

Also: Special Education cannot be added through this program. Contact Dr. Bill Danley, Special Education Coordinator, for further details regarding the Special Education program.

**Prior to gaining admission into the program:**

\_\_\_ If you are not currently endorsed in your desired subject, you first need to obtain the checklist for adding endorsements and complete any necessary prerequisite coursework and Praxis exams.

**Admissions requirements for adding authorization:**

Once you have completed the above items, you need to meet the following requirements in order to gain admission into SOU Graduate Studies and the Adding Authorization program (SOU MAT graduates need only submit items 2, 6, and 7 and file a returning student form with Admissions):

- \_\_\_ 1. Possess a baccalaureate degree from an accredited college or university.
- \_\_\_ 2. Have completed an approved teacher education program enabling you to be eligible for an Oregon Basic or Initial Teaching License. Please include a copy of your present Oregon or out of state teaching license.
- \_\_\_ 3. Complete and submit the University's Application for Graduate Admission form and pay the \$50 admission fee. Persons who have previously been officially admitted and attended as SOU post-baccalaureate or graduate master's students do not have to pay the \$50 fee. Please note that this form, the \$50 fee and all official transcripts should be sent to the Admissions Office, not the Education Department.
- \_\_\_ 4. For entry into the endorsement only program, the cumulative GPA for the last 90 undergraduate quarter credits (60 semester credits) must be at least 2.5.
- \_\_\_ 5. Demonstrate basic skills in reading, writing and mathematics. The requirement is met by having passed one of the tests listed below at stated performance levels.
  - A. California Basic Educational Skills Test (CBEST). Applicant must have obtained a total score of at least 123 with no score less than 37 on each of the three content areas of the test.
  - B. National Teacher's Exam Core Battery Test (NTE). The applicant must have obtained a score of at least 659 on Communication Skills (#10510) and a score of

- at least 654 on the General Knowledge (#20500) sections of the test.
- C. Praxis I Pre-Professional Skills Test (PPST) (#'s 10710, 10730, and 20720). The applicant must have obtained a score of at least 174 on the Reading, 171 on the Writing, and 175 on the Math sections of the test.
- D. Praxis Computer-Based Academic Skills Assessment (CBT). The applicant must have obtained a score of at least 321 on Reading, 317 on Writing, and 320 on Math.

**NOTE: The above tests are not required of candidates who can document five (5) years of successful, full-time employment in a licensed position in public schools in Oregon or other states.**

- \_\_\_ 6. Fill out the Application for Admission to Candidacy form and complete and sign the "Character Question" form on the back of the application.
- \_\_\_ 7. Submit two favorable recommendations from immediate supervisors attesting to your competence to work with school-aged youth at the authorization level you are seeking to add. (See attached forms.)

**After gaining admission:**

- \_\_\_ Fill out the **Adding an Authorization Level Program** and submit to advisor for approval.

**To complete the program:**

- \_\_\_ Complete required coursework successfully.
- \_\_\_ Register for Ed 533, Advanced Curriculum Worksample, and complete a curriculum unit for the authorization level to be supervised by university faculty during implementation in the classroom.
- \_\_\_ Submit a letter of Waiver for Practicum **OR** find a setting in which to implement a 90-hour practicum in a classroom at the authorization level and register for ED 509, Practicum: Classroom Practice, in order to have the requisite university supervision and verification of proficiency as needed for C-2 form. *SOU does not arrange for practica associated with adding endorsements.*

**PLEASE NOTE: If you are completing both the Adding Authorization and Adding Endorsement programs, you only need to register for one Ed 533 course and fulfill one practicum requirement combining the two programs' expectations appropriately.**



# AUTHORIZATION LEVEL COMPETENCY AREAS

## HUMAN DEVELOPMENT

### Diversity in Human Development Courses

- Ed 507 Seminar: Topics in Human Dev /Growth
- Ed 548 Culture, Fam, Community Involvement
- Ed 561 Advanced Ed Psychology
- Ed 572 Learning Styles
- Ed 585 Assess/Plan in Early Intervention
- Ed 570 Exceptional Child
- Ed 581 From At Risk to Resiliency
- Ed 582 Counseling Techniques
- Ed 583 Comparative Education
- Ed 587 Fam/School/Community Relations/ECE
- Ed 590 Complex Instruction
- Ed 592 Humanizing Instruction
- Psy 599 Adolescent Identity, Thinking and Family (special permission required)

## PEDAGOGY COURSES

### Foundations of Teaching and Learning

- Ed 513 Eval. & Mgmt. of Classroom Instruction
- Ed 514 Education in Sociological Perspectives
- Ed 535 Education in Historical Perspectives
- Ed 540 Reading Programs: Curric/Instruc. K-12
- Ed 543 Foundations in Second Lang Education
- Ed 580 Foundations of Early Childhood
- Ed 522 Curriculum Design & Educational Change
- Ed 544 Strat & Mats for Second Lang Learners
- Ed 572 Learning Styles
- Ed 584 Curriculum Design in Early Childhood Ed
- Ed 586 Curriculum Content in Early Childhood Ed
- Ed 588 Early Language and Literacy Development
- Ed 590 Complex Instruction
- Ed 592 Humanizing Instruction
- Ed 597 Creativity in the Classroom
- Ed 507 Sem: Topics in Devel Appropriate Practice
- Econ 596 Economics for Teachers
- Geog 580 Geography for Teachers
- Math 507 Math for Teachers
- Other Graduate level course, transcribed for credit, approved by Graduate Coordinator

## AUTHORIZATION LEVEL ADVISORS

**Early Childhood** Younghee Kim 552-8247  
Amy Belcastro 552-8245

**Elementary** KAY SAGMILLER 552-6919

**Middle Level** William Greene 552-6921  
Jo-Ann Lau-Smith 552-6925

**High School** Steve Thorpe 552-6923  
Zinn 552-6917