

## Updating Your Teacher Education Application:

Go to [murraystate.edu/tes](http://murraystate.edu/tes)

Scroll down to and click **Teacher Education Program**

Then scroll to **Application for Admission to Teacher Education** (close to the bottom of the page)

Click **Teacher Education Application**

Click the 2<sup>nd</sup> link to log back into your existing application

### Teacher Education Application

Applications should be started while attending an Admission to Teacher Education Orientation. You should not start an application on your own.

- [Start an application for the first time.](#)
- [Return to an already started application to update information or to submit your application.](#) Log back into your account and select "Complete an Application" at the bottom of your "My Account" page.

If you are on an application that requires a fee, it is the wrong application. Our applications do not require payment. Please contact Susan at [skrieb@murraystate.edu](mailto:skrieb@murraystate.edu) for further assistance.

If you do not remember your password or get locked out, please contact Susan in TES at 270.809.2118

Once logged in, scroll down to the bottom of your **My Account** page, click on the tab for your Teacher Education Application, then click **3. Complete an Application**. You can tell your Teacher Education Application from your Student Teaching Application by looking at the small text on each tab. It will end with Teacher Education Program Applicant or Student Teaching Applicant.

Application	Status	Created/Started On
Fall 2019 - Middle School Education (2 Concentrations), Bachelor of Science/Murray State - Main Campus/Student Teaching Applicant	Completed	10/22/2015
Spring 2019 - Middle School Education (2 Concentrations), Bachelor of Science/Murray State - Main Campus/Teacher Education Program Applicant	In Progress	6/20/2018

1. Create a Profile
2. Start an Application
3. Complete an Application

\*If you have multiple tabs for Teacher Education Applications, you have created multiple applications - please email Susan, [skrieb@murraystate.edu](mailto:skrieb@murraystate.edu) to remove extra applications

On the application page, make sure it shows **Admission to Teacher Ed.**

Online Application

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

**Admission to Teacher Ed.**

**Name**

First Name \*  Middle Name

Last Name \*  Alternate Last/Maiden Name

Education

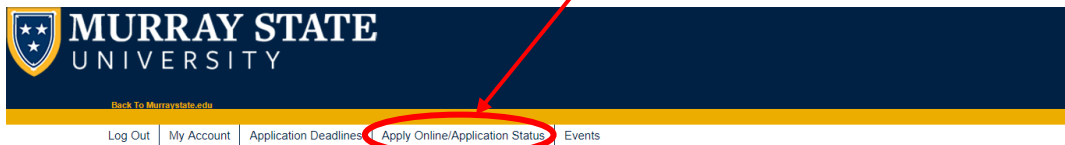
Student

Complete your application and if you have met all of the requirements, click

**Submit Application**

The supplemental items will be uploaded by Teacher Education Services while reviewing your **SUBMITTED** application. The items will show as 'Not Received' until you have submitted your application and TES has begun the review process. You are not admitted to Teacher Education until you receive official notification via email from Carol Allen in Teacher Education.

Submitted applications usually take 24-48 hours to process. If you have not heard from TES after 2 business days, log back into your account and click **Apply Online/Application Status**.



The **Application Listing** page will show if you have submitted your application:

## Application Listing

My Applications

Application	Status	Supplemental Items	Print Application
Spring 2019 - Middle School Education (2 Concentrations), Bachelor of Science/Murray State - Main Campus/Teacher Education Program Applicant	Submitted	View	
Fall 2019 - Middle School Education (2 Concentrations), Bachelor of Science/Murray State - Main Campus/Student Teaching Applicant	In Progress	View	

Then click **View** under **Supplemental Items**.

The **Supplemental Items** page will show what items have been received by TES. If the **Submission Status** shows **Not Received**, check the item **Description** as it will show you what requirement is missing. If you think there is a discrepancy with an item, please contact TES at [msu.teachereducationservices@murraystate.edu](mailto:msu.teachereducationservices@murraystate.edu)

*Examples of missing requirements may include:*

### Supplemental Items

Item	Description	Submission Status	Attachment
Admission to Teacher Education Orientation *	You must attend an admission to Teacher Education Orientation. Your attendance will be verified by the Teacher Education Services Staff. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	
CASE Math Test (5732) Scores (or GRE Quantitative) *	Missing passing CASE Math score	Not Received	
CASE Reading Test (5712) Scores (or GRE Verbal) *	CASE 156 GRE 150 Must use MSU Code R1494. Use ESPB Code R 7283 if test is taken outside KY. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	
CASE Writing Test (5722) Scores (or GRE Analytical Writing) *	CASE 162 GRE 400 Must use MSU Code R1494. Use ESPB Code R 7283 if test is taken outside KY. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	
Declaration of Eligibility (TES) *	Dr. Walker needs signed letter of explanation.	Not Received	<input type="button" value="Choose File"/>
Interview with Academic Advisor *	Advisor interview has not been submitted.	Not Received	
Minimum 2.75 GPA *	You must have a minimum 2.75 GPA in order to be admitted to Teacher Education Services. This GPA will be verified by the TES Staff. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	
Verified Minimum of 24 Credit Hours Earned *	Transcript required if not MSU student or graduate; Grade in courses must be a "B" or higher in COM 161, ENG 105, EDU 180 (or its equivalent), and MAT 117 or higher. Courses and grades will be verified by the Teacher Education Services Staff. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	