

Application Instructions

Post-Baccalaureate Teacher Licensure Program

Thank you for your interest in the School of Education at the University of Colorado Boulder! We are pleased that you have decided to pursue a career in education and understand that this represents an exciting personal and professional endeavor. We look forward to evaluating you for our program!

Before you begin an application, please review each of the following sections to ensure you have selected the appropriate program, satisfy the admission requirements, and to determine if it is realistic to complete an application by the published deadline. Although we will accept applications online through the date of the deadline, this assumes you have already submitted the supplemental application materials or that they will be arriving within a few days. For more information about the Post-Baccalaureate program, please review the [Prospective Student Guide](#).

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Application Checklist

- 1 ___ CU Undergraduate Application for Admission - Online
- 2 ___ Two (2) Letters of Recommendation
- 3 ___ Personal Statement
- 4 ___ University Application Fee \$50 (waived in some cases)
- 5 ___ Youth Experience Verification Form
- 6 ___ One (1) Official Transcript from Every Institution
- 7 ___ CDE Authorized Fingerprint Card and Fee for \$39.50 (payable to CBI)



Admission Criteria

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To be eligible to apply for admission to the Post-BA program, applicants must meet all of the requirements below. Please note, satisfying the minimum criteria does not guarantee acceptance.

- 1. Hold a bachelor's degree from an accredited institution of higher education**, or will by the first day of classes for the term applied.
- 2. Minimum of 2.75 GPA (on 4.0 scale) cumulatively** among all institutions attended. Applicants to a Secondary (7-12) program must also have a 2.75 GPA in all content area coursework. Applicants to the K-12 Music program must have a 3.0 GPA in all content area coursework.

Applicants that do not satisfy the minimum GPA requirement but who have demonstrated improvement in their academic performance may request to be evaluated based upon their most recent 60 semester hours of college-level coursework. The [Request for Consideration Based Upon Recent Coursework](#) form must be submitted with the application.

- 3. A minimum of 25 clock hours of satisfactory, age-appropriate youth experience.**
- 4. Demonstration of Math and Verbal Basic Skills.** This may be demonstrated by completing a college-level mathematics and writing course with a grade of 'B-' or higher (on 4.0 scale), or with acceptable standardized test scores. *Test scores are based upon the respective Quantitative or Verbal component of the exam.*

SAT: 500 or higher in Quantitative and Verbal
 ACT: 20 or higher in Quantitative and Verbal
 GRE (*before 8/1/2011*): 500 or higher in Quantitative and Verbal
 GRE (*after 8/1/2011*): 144 in Quantitative; 153 in Verbal

The School of Education will verify that you have satisfied this requirement at the time of application, nothing is required on the part of the applicant.

- 5. (K-12 Music Only) Recommendation of the Music Education Chair:** applicants must have the recommendation of Dr. Martina Miranda, the Music Education Chair in the College of Music. [Contact Dr. Miranda](#) to schedule an audition.

Application Deadlines

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The School of Education accepts applications for the Spring and Fall terms. **Application deadlines apply to all required materials.** *Applications that are in progress but not submitted after the deadline will be automatically deleted.*

Term	Deadline
Fall	February 1
Spring	September 15

International Applicants

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In addition to the requirements below, you must submit official TOEFL or IELTS scores, a statement of Financial Support, F-1 Immigration Transfer Form (if applicable) and a scan of your passport. Additionally, the application fee will be assessed at \$70. Requirements specific to your country may apply, refer to the [International Students website](#) for more information.

Required Application Materials

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1

CU Undergraduate Application for Admission

The [CU Undergraduate Application for Admission](#) must be submitted online. Please follow the instructions below *carefully*. *Selecting the incorrect Career, Program, or a Term whose deadline has already passed, for example, may disqualify your application.*

STEP 1 Register for an account through the link above if you have not already created one. To register, click the “Register Here” button on the login page. The username and password you create will be e-mailed to you. **Allow up to 2-3 business days to receive these e-mails.**

STEP 2 Once you have received your username and password, login and make the following selections:

Please select a career:	Undergraduate
Please select a program:	School of Education UGRD
Please select a field of study:	<i>Select the area of licensure you want to pursue</i>
Please select an admit term:	<i>Select the term you want to begin the program</i>
I am a: please select one:	Transfer

STEP 3 Complete the remainder of the application according to the instructions and submit it no later than the deadline. Be sure to upload the completed *Tuition Classification* form if you are applying for the in-state tuition status. Also, if you answer “yes” to the criminal history question you must upload the *Criminal History* form before submitting your application.

“School of Education UGRD” isn’t an option when I login to the application portal...

The application is not yet available for your intended term of admission. The online application usually launches in July for the Spring and Fall terms of the following year.

Why am I completing the *undergraduate* application?

The Post-BA program leads to a Colorado initial teaching license, but not to an additional degree. As a Post-BA student you will be classified as an undergraduate student pursuing a certificate. Accordingly, you will receive the undergraduate tuition rate.

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Two (2) Letters of Recommendation

The CU Undergraduate Application for Admission allows you to have letters of recommendation submitted electronically. To do so, provide the name and e-mail address of your recommenders in the *Background Information* section of the application.

We will accept letters from various sources:

- One letter should come from a college-level instructor who can speak to your academic competencies. Two academic letters are preferred.
- If you cannot acquire an academic letter, recommendations may come from professional sources who can provide anecdotal evidence of how you interact with youth and your suitability to the teaching profession.
- As a final option, letters may be written by an employer who can provide anecdotal evidence regarding: your written and oral communication skills, analytical reasoning, and/or the ability to read complex material. You should only obtain letters from an employer as a last option.

We will **not** accept letters from a neighbor, friend, or relative.

IMPORTANT: If you choose to have recommendations submitted electronically, your recommenders will receive an automated e-mail requesting their letter *after you have submitted the online application*. **You must submit the application *prior to the deadline to allow your recommenders time to write and upload their letter.***

Is it possible to submit letters of recommendation on paper?

Yes. Although electronic submissions are preferred, your recommender may mail their letter to the address on [page 7](#).

My recommender did not receive the automated e-mail – what can they do?

Not a problem. Instruct your recommender to e-mail their letter to gradprocessing@colorado.edu as a .doc (Word) or PDF attachment.

Is there a form for the letter of recommendation?

No. Letters should speak in support of the applicant's pursuit of a teacher licensure program specifically, but there is no prescribed format.

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Personal Statement

The personal statement must be uploaded prior to submitting the CU Undergraduate Application for Admission. You will be asked to upload your statement in the *Upload Documents* section. Your statement should be 1000 words and should address each of the following:

- Why do you want to become a (level/subject) teacher and why now?
- Description of a powerful learning experience in your life and how it might inform your own teaching in the future.

Continued on next page →

- Reflection on personal strengths (e.g. intellectual passion, academic abilities, disposition to work with youth and professional colleagues) and lived experiences that you will build upon to reach and teach all learners.

Writer's block?

We provide some application advice and writing guidance in the *Admission* section of the [Prospective Student Guide](#).

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University Application Fee \$50

The application fee is waived for CU alumna, as well as applicants that are enrolled in courses on the CU-Boulder campus at the time of the deadline. Please note, if you pay the application fee in error, refunds are processed by the Office of Admissions and typically require 6-8 weeks for processing.

To waive the application fee, select the "Application fee waiver request" on the *Submit Applications* screen. You do not need to complete or attach the waiver.

If you do not qualify for the waiver, the application fee may be paid by credit card, debit card, or electronic check when you submit the application. *Do not select to submit the application unless you are absolutely ready to pay the application fee.* If you submit the application but do not pay the fee, your application will go into an inactive status. You will need to contact the Office of Admissions at (303) 492-6301 to have this resolved.

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Youth Experience Verification Form

All applicants must submit documentation of 25 clock hours of age-appropriate youth interaction (*Elementary: ages 5-12, Secondary: ages 11-18, Music: ages 5-18*). The experience may be completed up to five (5) years prior to the term of enrollment. Experiences may be completed on a paid or volunteer basis. All hours must be documented on the [Youth Experience Verification Form](#).

What is an acceptable experience?

There are a number of ways to satisfy the youth experience requirement from tutoring, working with after school programs, summer camps, to coaching (and many others). Activities should be participatory, *not observational*. **We do not accept** any form of peer counseling performed in high school, any experiences supervised by a friend or relative, any experience involving your own children, child relatives, or a friend's children. For more information, please review the Admission section of the [Prospective Student Guide](#).

Where can I go to fulfill my hours?

We recommend contacting local schools or community organizations to learn about available opportunities. The School of Education cannot place you for this requirement.

Is it acceptable to submit multiple Youth Experience Verification Forms?

Yes. If you complete youth experience hours at multiple places or under different supervisors, please submit as many forms as necessary to verify your experiences.

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Transcripts

Submit one (1) official transcript from *EVERY* institution of higher education that you have attended regardless of the length of attendance, the number of credits earned/not earned, overall academic performance, or perceived coursework relevance. *Even if all of your credits reflect as transferred work on another institution's record, you must still submit an official transcript from the institution where the coursework was completed.*

Electronic Transcripts (Official) may be submitted to gradprocessing@colorado.edu

International Transcripts *must* be evaluated for equivalency in the United States. We recommend [World Education Services, Inc.](#) for obtaining these evaluations. If you choose a different equivalency agency, contact the School of Education in advance to verify that their report will be acceptable. **A course-by-course report** must be submitted along with an original, official, copy of your transcript.

Do I need to submit my University of Colorado transcripts?

No. Your University of Colorado transcript can be accessed internally (from any campus attended). You will be contacted if there is an issue obtaining your CU record.

Why do I need to submit all of my transcripts?

The School of Education evaluates cumulative GPA based upon an applicant's entire academic record (undergraduate, graduate, non-degree, etc...) Additionally, we will accept previous college-level coursework towards the Content Requirements on the *Requirement Checklists*. As evidence of your proficiency in a particular requirement, official documentation is required.

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Fingerprints

Refer to the School of Education [Fingerprinting Policy & Instructions](#) for details on completing this requirement. The instructions will tell you how to be fingerprinted and how to fill in the fingerprinting card.

If you have previously submitted fingerprints for the Colorado Department of Education (CDE), you *do not* need to be fingerprinted again. However, you must submit verification that this requirement has been fulfilled. To do so, search the [CDE Licensure Database](#) by providing your SSN and Date of Birth. If your fingerprints are on file the screen will list your name and "Fingerprint Requirement: Met" at the top of the page. Print this page and submit it with your application.

Out-of-state applicants should contact the School of Education at (303) 492-6555 for special fingerprinting instructions.

What are the fingerprints used for?

Fingerprints are submitted to the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI) for a state and national criminal background check. This is a state mandated requirement for Colorado teachers. If you fail the criminal background screening, you will not be admissible to the teacher licensure program. If you have concerns about this requirement, please contact CDE at (303) 866-6569 to discuss how your background may impact your ability to become a licensed teacher.

Submitting Materials

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The CU Undergraduate Application for Admission and Personal Statement must be submitted electronically. Electronic submissions of recommendations and application fees are preferred. Remember, if you are having letters of recommendation submitted electronically, you need to submit your application earlier than the deadline. **MAKE SURE YOUR NAME IS ON ALL MATERIALS.**

Submitting Materials Other Than Fingerprints

Any materials not submitted electronically (i.e. transcripts, Youth Experience Verification Forms, application fees paid by check, or recommendations submitted on paper) must be mailed to:

Standard Mail

Graduate Admissions
University of Colorado Boulder
3100 Marine St Suite A122
553 UCB
Boulder, CO 80309-0553 USA

Overnight or Express Mail (DHL, FEDEX, UPS)

Graduate Admissions
University of Colorado Boulder
3100 Marine Street - 553 UCB
Bldg RL3 Suite A122
Boulder, CO 80303-1058 USA

Please, **DO NOT mail these materials to the School of Education** as this causes delays in processing and increases the chance that your materials may be lost.

Submitting Fingerprints

Your Fingerprint Card and Fee for \$39.50 must be submitted directly to the School of Education. ***This is the ONLY item that should be submitted to the School of Education.*** Remember, your fingerprint card and fee must be submitted together, we will not accept them separately. Additionally, the fee of \$39.50 must be payable to the *Colorado Bureau of Investigation* and must be a cashier's check or money order – no cash or personal checks.

By Mail

Office of Student Services
School of Education
University of Colorado
Education 151
249 UCB
Boulder, CO 80309-0249

In Person

You may drop off your fingerprint card and fee at the front desk in the [Education building](#), room 151. Office hours are 8am-5pm, Monday through Friday during the academic year.

Tracking Your Materials

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You may track the status of your application by logging in to the [MyCUBoulder](#) portal. Click the "APPLY" tab to view your application checklist. Your checklist will be updated to reflect the materials we have received. If you submit your application on the date of the deadline please be aware that your application will not reflect as "Complete" until well after the deadline. Typically, this does not prevent your application from being reviewed.

See FAQs on next page →

How do I login to MyCUBoulder?

Use the username and password from the online application. If you are having difficulty logging in to the portal, click their [“Getting Help”](#) link.

How long does it take to update the checklist?

Allow up to **10 business days** for items to be marked as “Complete” on your checklist from the time they are received. This may take longer during periods of higher volume (i.e. deadlines). If you apply on the date of the deadline, your application will not reflect as “Complete” until after the deadline. Typically, this does not prevent your application from being reviewed.

What does “initiated” mean?

Initiated means the university has not received the corresponding requirement.

Admission Decisions

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Admission decisions are typically distributed eight weeks after the application deadline. The School of Education will send your official admission decision via e-mail. Please continue to check the e-mail account your provided on your application. We ask that you do not contact the School of Education for updates on your admission status as this information is not available until the applications are reviewed. If we anticipate any delays in reviewing applications, we will contact you via e-mail.

Will I be contacted by the School of Education even if I am declined admission?

Yes. All applicants that submit a *complete* application by the deadline will be considered for the program. You will be notified of your decision via e-mail.

If my application is declined, will you tell me why?

We attempt to provide feedback to any applicant that is declined admission in our official letter. This feedback is intended to help applicants improve their application if they wish to reapply. Keep in mind that applications are considered as part of an applicant pool. In competitive licensure areas, or application cycles, applicants that satisfy the admission criteria may be declined. See the Admission section of the [Prospective Student Guide](#) for more information.

Questions

If you have questions about any of the instructions above, please contact the Office of Student Services in the School of Education.

E-Mail: edadvise@colorado.edu
 Phone: (303) 492-6555
 Fax: (303) 492-5839