

# Application Checklist & Instructions

## Undergraduate Teacher Licensure Program

SCHOOL OF EDUCATION ▪ UNIVERSITY OF COLORADO BOULDER

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We are excited that you are ready to pursue a career in education! This document will walk you through the process of applying to the Undergraduate teacher licensure program as well as answer common application questions. Please review each of the sections carefully to ensure your application is complete and submitted by the deadline. Keep in mind that some requirements will take longer than others to fulfill. Please plan accordingly. Also, satisfying the minimum application criteria does not guarantee admission.

### Application Checklist

1. \_\_\_\_\_ [Application to the Undergraduate Teacher Education Program](#)
2. \_\_\_\_\_ [Personal Statement](#)
3. \_\_\_\_\_ [One \(1\) Letter of Recommendation from a College-Level Instructor](#)
4. \_\_\_\_\_ [Youth Experience Verification Form](#)
5. \_\_\_\_\_ [CDE Authorized Fingerprint Card and Fee for \\$39.50 Exactly \(payable to CBI\)](#)

### Application Deadlines

Applications to the teacher education program are only reviewed at the designated deadlines. Although we do not accept applications on a “rolling” basis, it is possible to begin the program in either the Fall or Spring semester:

| <u>Term</u> | <u>Deadline</u> |
|-------------|-----------------|
| Fall        | February 1      |
| Spring      | September 15    |

The application deadline applies to all materials. We understand that some of your materials will be submitted by a third party and their timeliness may be out of your control. Within reason, supplemental application materials may be accepted late at the discretion of the School of Education. However, you should plan ahead to allow your recommenders ample time to write and submit letters of recommendation. Applications that are incomplete at the time of review will not be considered for admission.

### Save your money on printing and binding!

All applications are stored in a standard sized file. Special folders or binding are too bulky to be filed and will be removed and discarded. Please submit all materials on standard size, white, copy paper and use a standard black font (Arial, Times New Roman). The best way to strengthen your application is in the content that you write!

# Required Application Materials

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## 1 Application to the Undergraduate Teacher Education Program

The [Undergraduate Application](#) is only available online through the School of Education website. Complete the application by typing in the fields and then clicking the *Print Form* button. For best results, open the application with the most current version of Adobe Acrobat Reader. A [free download](#) is accessible through the Adobe website.

## 2 Personal Statement

Your statement should be a maximum of one-thousand (1000) words in length, typed, double-spaced, and in standard size typeface, and should address each of the following:

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

## 3 One (1) Letter of Recommendation from a College-Level Instructor

Your letter of recommendation must come from a college-level instructor who can speak to your academic competencies. It may come from a professor, graduate student instructor, lab instructor, or a teaching assistant. The recommender *does not* need to be an instructor at CU-Boulder. Recommendations should be on letterhead, in a sealed envelope, and submitted directly to the Office of Student Services in the School of Education by the writer.

**Applicants who have taken a CU Teach course:** To receive a letter of recommendation from the CU Teach program you must have completed at least one (1) of the “Step” courses *prior* to applying (EDUC 2020, or 2040). Current enrollment in a Step course does not qualify. To request your letter, please contact your Step instructor and indicate that you will be applying for admission at the upcoming deadline.

**Is there a form for the letter of recommendation?**

No, only the letter is required.

**Can I turn in the letter of recommendation?**

If your recommender gives you their letter in a sealed envelope, you may submit it with your application. It is preferred that letters be submitted by their writers.

## 4 Youth Experience Verification Form

All applicants must submit documentation of twenty-five (25) clock hours of age-appropriate youth interaction on the School of Education's [Youth Experience Verification Form](#). Acceptable age ranges are as follows:

- Elementary: ages 5-12 years old
- Secondary: ages 11-18 years old
- Music: ages 5-18 years old

The requirement may be fulfilled by experiences completed up to five (5) years prior to the term of enrollment. Experiences can be either paid or unpaid. Applicants that complete a minimum of 15 hours may be offered provisional admission pending the fulfillment of the remaining hours. Completed verification forms should be mailed directly to the Office of Student Services in the School of Education.

**Applicants who have taken a CU Teach course:** To receive credit for the youth experience requirement you must have completed at least one (1) of the "Step" courses *prior* to applying (EDUC 2020, or 2040). Current enrollment in a Step course does not qualify. You are not required to submit the *Youth Experience Verification Form*; we will verify that you have met this requirement based upon your transcript.

### What is an acceptable experience?

There are many ways to satisfy the youth experience requirement from volunteering in classrooms, working with after school programs, tutoring, coaching, or working at summer camps. **We do not accept** any form of peer counseling performed in high school, babysitting, nannying, experiences supervised by a relative or friend, any experience involving your own children, child relatives, or a friend's children.

Experiences completed in diverse environments (cultural, linguistic, socio-economic, etc...), or with at-risk youth, reflect the most strongly in an applicant.

### Where can I go to fulfill my hours?

We recommend contacting public schools or community organizations to learn about available opportunities. The Office of Students Services also maintains a binder of youth experience opportunities that are sent to us.

### Can I submit multiple Youth Experience Forms?

Yes. If you have completed experiences under multiple supervisors or with various programs, it is acceptable to submit multiple forms.

### What if I am unable to complete any hours (even 15) by the deadline?

Please apply at the next application deadline. The youth experience requirement exists to ensure that applicants understand what they are committing to prior to enrolling in the teacher licensure program. This is also your opportunity to solidify your teaching interests (age group and/or subject area). There are no exceptions to this requirement.

## 5 Fingerprints

Step-by-step instructions for completing this requirement are explained in the School of Education [Fingerprinting Policy & Instructions](#). You are encouraged to take a copy of the instructions with you when you are printed to ensure that you complete the fingerprint card correctly. In addition to the fingerprint card, you must submit a **cashier's check or money order for \$39.50 exactly, payable to Colorado Bureau of Investigation**, to the Office of Student Services. NO PERSONAL CHECKS.

WE CANNOT ACCEPT: any payment that is not a cashier's check or money order, or any payment that is not in the amount of the \$39.50 exactly.

### I submitted fingerprints for the CU Teach program, do I need to do this again?

No. If you submitted fingerprints for a CU Teach course it is *not* necessary to do this again. Please indicate that you have previously submitted fingerprints when you drop off your application.

### What are the fingerprints used for?

Fingerprints are submitted to the Colorado Bureau of Investigation and the Federal Bureau of Investigation for a state and national criminal background check.

## Submitting Your Application

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Application materials may be submitted separately. Any materials received prior to your *Application to the Undergraduate Teacher Education Program* will be kept on file for a maximum of one (1) calendar year. You are encouraged to submit your application materials early. There are two ways to submit your application:

### 1. In-person:

You may submit application materials at the front desk in the Office of Student Services, located in the Education building, room 151. Office hours are 8am-5pm, Monday-Friday during the academic year. Check out the interactive [Campus Map](#) for assistance locating us.

### 2. By Mail:

Application materials may be mailed to the address below:

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

It is *your* responsibility to ensure that you have submitted all of the required documents. Be proactive and turn things in early. "I didn't know" is not an acceptable reason for not fulfilling a requirement.

## After You Apply

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After submitting your application, **continue to check the e-mail account you provided on your application**. Within two weeks of the deadline you will receive an e-mail from the School of Education that will confirm we have received your application and whether it is complete or incomplete. If you do not receive a confirmation e-mail from the School of Education within two weeks of the deadline, please contact the Office of Student Services to confirm that your application was received.

**Admission decisions are typically mailed six to eight weeks after the application deadline.** You will receive written notification of your admission decision as soon as it is available. We request that you do not contact the School of Education for an update on your admission status as this information is not available until the announcements are mailed. **We notify all undergraduate students of their admission decision before registration for the upcoming term begins.** However, this may only be a few days in advance. If there are any delays expected in the mailing of the admission decisions, you will be notified via e-mail at the account specified on your application.

## Questions

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Office of Student Services

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



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