

# Application Checklist & Instructions

## Post-Baccalaureate Teacher Licensure Program

SCHOOL OF EDUCATION • UNIVERSITY OF COLORADO BOULDER

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**Thank you** for your interest in the School of Education at the University of Colorado Boulder!

This document will walk you through the process of applying to the Post-Baccalaureate teacher licensure program as well as answer common application questions. Please review each section 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. Also, satisfying the minimum application criteria does not guarantee admission. Please plan accordingly.

Looking for more information about the Post-BA teacher licensure program?

Check out our [Prospective Student Guide](#)

**International Applicants:** In addition to what follows, please review the [Office of Admissions' website](#) for additional requirements, including: English proficiency, Visa information, and funding requirements.

### 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. \_\_\_ [Two \(2\) Official Transcripts From EVERY Institution Attended](#)
7. \_\_\_ [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 at the discretion of the School of Education. The best way to ensure your application is complete by the deadline is to **plan ahead** and **submit it early!**

**We do not accept applications after the deadline.** If you have missed the application deadline but would like to begin completing some of the education courses, please review your options in the [Prospective Student Guide](#).

# Required Application Materials

## 1 CU Undergraduate Application for Admission

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The [CU Undergraduate Application for Admission](#) must be submitted online. Please follow the instructions below carefully. Selecting the wrong *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 log-in page. The username and password you create will be e-mailed to you. **It can take up to 2-3 business days to receive these e-mails.**

**STEP 2:** Log in and make the following selections when prompted for your program:

|                                 |  |
|---------------------------------|--|
| Please select a career:         | <b>Undergraduate</b>                                 |
| Please select a program:        | <b>School of Education UGRD</b>                      |
| Please select a field of study: | <i>Select the licensure area 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:      | <b>Transfer</b>                                      |

**STEP 3:** Complete the remainder of the application according to the instructions and submit it by the deadline. Be sure to complete and upload the *Tuition Classification Form* if you are applying for in-state tuition. Also, if you answer “yes” to the criminal history question you *must* upload the *Criminal History Form* before submitting your application.

### 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 pursuing a certificate. Accordingly, you receive the undergraduate tuition rate.

## 2 Two (2) Letters of Recommendation

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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. **Electronic submissions are preferred over paper copies.**

One letter of recommendation 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, the letters should be from someone who can provide anecdotal evidence of how you interact with youth and your suitability to the teaching profession, or from someone (e.g. an employer) who can provide some anecdotal evidence about the following skills: written and oral communication, analytical reasoning, and/or the ability to read complex material. Letters may not be from a neighbor, friend, or relative. Letters that are not submitted electronically should be mailed directly to the Office of Student Services in the School of Education.

### When will my recommender(s) be contacted to submit my letter?

*After submitting your application* your recommender(s) will receive an automated e-mail asking them to submit their recommendation. **You must submit your application *prior to the deadline to allow your recommenders time to write and upload their letter.*** These e-mails cannot be resent. If your recommender does not receive the e-mail they should mail a hard copy to the School of Education.

### 3 Personal Statement

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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 a maximum of 1000 words 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.

### 4 University Application Fee \$50

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The application fee is waived for CU alumna, as well as applicants that are enrolled in courses through CU Boulder 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. To waive the application fee, select “Application fee waiver request” on the *Submit Application* screen.

The application fee may be paid online by credit card, debit card, or electronic check when you submit your application. **Do not select to submit your application unless you are absolutely ready to pay the application fee.** If you select to submit the application but do not pay the application 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. You may also pay the application fee by check. Please make checks payable to *University of Colorado* and mail them to the Office of Student Services in the School of Education.

### 5 Youth Experience

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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 requirement may be fulfilled by experiences completed up to five (5) years prior to the term of enrollment. Experiences may be paid or completed on a volunteer basis. All hours must be documented on the [Youth Experience Verification Form](#). Multiple forms may be submitted if hours are completed with various programs or supervisors.

#### 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. Activities should be participatory, *not* observational. **We do not accept** any form of peer counseling performed in high school, babysitting or nannying, any experience supervised by a relative or friend, any experience involving your own children, child relatives, or a friend’s children.

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

We recommend contacting local schools or community organizations to learn about available opportunities. Activities may be paid or completed on a volunteer basis.

## 6 Transcripts

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You must submit two (2) official transcripts from *EVERY* institution that you have attended regardless of the length of attendance or the number of credits earned/not earned. *Even if all of your credits reflect as transferred coursework on another institution's transcript, you must still send two official copies from every institution.* Transcripts must be issued directly to the School of Education from the issuing institution.

**International transcripts** must be converted into the United States system. [World Education Services, Inc.](#) is the agency we recommend for this service. If you choose to use 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 transcript?

No. The School of Education can pull your CU academic record internally (from any campus attended). You will be contacted if there is an issue obtaining your CU transcript.

### 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.

## 7 Fingerprints

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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 complete the card correctly.

**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 with your application. 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. Please print this page and submit it with your application.

**Out-of-state applicants:** please contact the Office of Students Services 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.

### Will I be declined admission if I have a criminal record?

A Colorado Department of Education (CDE) Investigator will report to the School of Education on any applicant whose background check exposes a criminal record. If the offense would preclude you from being a licensed teacher, or interacting with youth, the School of Education reserves the right to decline admission. If you have concerns about this requirement, please contact the CDE at (303) 866-6569 to discuss how your background may impact your ability to become a licensed teacher.

## Submitting Your Application

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The CU Undergraduate Application for Admission and Personal Statement **must** be submitted electronically. Electronic submissions of recommendation letters and the application fee are preferred. Remember, if you are having recommendation letters completed electronically, you need to submit your application earlier than the deadline. We recommend two weeks in advance. Any materials not submitted electronically (i.e. Youth Experience Hours, Transcripts, Fingerprints) should be sent directly to the Office of Student Services in the School of Education. There are two ways to turn in these items:

### 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

Application materials may be submitted separately. Any materials that arrive prior to the submission of the online undergraduate application will be kept on file for a maximum of one (1) calendar year. You are encouraged to submit your application materials early.

## Admission Decisions

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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. 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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