

Post-Baccalaureate Teacher Licensure Program

SCHOOL OF EDUCATION • UNIVERSITY OF COLORADO BOULDER

Application Checklist & Instructions

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

This document will walk you through the application process for the Post-Baccalaureate teacher licensure program and address common application questions. Please review each of the following sections to ensure you have selected the appropriate program, satisfied the admission requirements, and determined if it is realistic to complete an application by the published deadline. Although we will accept online applications through the date of the deadline, this assumes you have already submitted the supplemental application materials or that they will be arriving by the deadline. For more information about the Post-Baccalaureate program, please review the [Prospective Student Guide](#).

Current CU Boulder graduate students or students who are also applying to a graduate program at CU Boulder in addition to the licensure program

If you are also applying to or are currently in a graduate program at CU Boulder, you should follow the application instructions [here](#).

International Applicants

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 a higher rate. Requirements specific to your country may apply, refer to the [International Students website](#) for more information.

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 \(payable to CBI\)](#)



Admissions Criteria

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 Literacy 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/writing 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

Praxis I PPST: 175 in Mathematics; 174 in Writing

Official test scores must be submitted to the Graduate Admissions Office if you would like them to be used for this requirement.

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

Applicants can begin the program in either the fall or spring semester.

Applications to the teacher education program are considered on a rolling admissions basis.

Fall Term:

- February 1st - Early Priority Deadline. (Applications completed by this date will receive a response by March 15th.)
- July 31st – Deadline to complete application for admission consideration. (Please note that the application portal may be closed for maintenance April-June.)

Spring Term:

- September 15th - Early Priority Deadline. (Applications completed by this date will receive a response by October 15th .)
- November 30th – Deadline to complete application for admission consideration.

Application materials must be submitted by 5 p.m. on the deadline date in order to be considered. **After the Early Priority Deadline, applications are considered on a space-available basis.**

Term	Early Priority Deadline
Fall	February 1
Spring	September 15

Required Application Materials

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.

2 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.

Continued on next page →

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 6.

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.
- 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.

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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](#).

See FAQs on next page →

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

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 also submit a **cashier's check or money order for \$39.50 exactly, payable to Colorado Bureau of Investigation**, to the school of Education. A cashier's check can be obtained from your personal bank and money orders can be obtained from most grocery stores.

Where to get fingerprints in Boulder, Colorado

CU Boulder Police Station at 1050 Regent Drive (303) 492-7311

All applicants to the licensure program

3:00 p.m. to 4:00 p.m. Tuesday through Friday

\$8 per card, cash or check only. They do not accept credit or debit cards for payment.

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City of Boulder Police Department at 1805 33rd Street (303) 441-3300
Current CU Boulder Students or Boulder City Residents Only
8:00 a.m. to 6:00 p.m. Tuesdays and Thursdays
\$11 per card, cash or check only. They do not accept credit or debit cards for payment.

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

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.

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

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:

Mailing Address 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

You can 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. Keep in mind that mail typically requires 10 days to be received and additional time to be processed through the application office.

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.

Admissions Decisions

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 you 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