Master's Plus 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 Master's Plus teacher licensure program and address common application questions. 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. Additionally, satisfying the minimum application criteria does not guarantee admission. Please plan accordingly.

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 Graduate Application for Admission
2. ___ Three (3) Letters of Recommendation
3. ___ Personal Statement
4. ___ University Application Fee $50.00
5. ___ Youth Experience Verification Form
6. ___ One Official Transcript from EVERY Institution Attended
7. ___ CDE Authorized Fingerprint Card and Fee for $39.50 (payable to CBI)

Admission Criteria

To be eligible to apply for admission to the MA+ 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 3.0 GPA (on 4.0 scale) cumulatively** among all institutions attended. Applicants must also have a 3.0 GPA in all content area coursework (e.g. all mathematics coursework for the mathematics licensure)

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.

Application Deadline

Applications to the Master's Plus program are only considered for fall admission.

There are a number of reasons that an applicant may be denied admission, such as number of spaces available in a cohort and the overall strength of the applicant pool. Students whose applications are rejected are encouraged to improve their application and reapply for a future term.

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.)

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

Required Application Materials

1 CU Graduate Application for Admission

The CU Graduate 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 log-in page. The username and password you create will be e-mailed to you. **Please allow 2-3 business days tor received these e-mails.**

STEP 2 Log in and make the following selections

Please select a career:	**GRAD - Graduate**
Please select a program:	**EDUCG - School of Education GRAD**
Please select a field of study:	**Curriculum and Instruction - MA**
Please select an admit term:	*Select a FALL term only. Selecting a Spring or Summer term for admission may disqualify your application.*
Please select a subplan:	*Select the area of licensure you want to pursue*
I am a:	**Master's Applicant**

STEP 3 Complete the remainder of the application according to the instructions and submit it by the deadline. Be sure to upload the *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 you application.

Is the GRE required?

No. If you previously sent GRE (or other test scores) to the University of Colorado they may appear in the *Standardized Tests* section of the application. However, we do not consider these in our evaluation for admission.

Am I required to attach supplemental documents?

No. In the *Upload Documents* section you have the option to upload supplemental documents. This is not required for the MA Plus application.

2 Three (3) Letters of Recommendation

The CU Graduate 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**. Letters that are not submitted electronically should be mailed to the Graduate Admissions office at the address provided on page 5. We will accept letters from various sources:

- Two letters 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 may be from someone who can provide anecdotal evidence of how you interact with youth and your suitability to the teacher profession.

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- As a last option, your letters may be written by an employer who can provide anecdotal evidence of about the following skills: written and oral communication, analytical reasoning, and/or the ability to read complex material. Employer letters are often considered "weaker" than the alternatives above.
- Letters may not be 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 5.
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.

3 Personal Statement

The personal statement must be uploaded prior to submitting the CU Graduate 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 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, 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

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 Graduate Admissions office at the address provided on page 5.

5 Youth Experience

All applicants must submit documentation of 25 clock hours of age-appropriate youth interaction (*Elementary: ages 5-12, Secondary: ages 11-18, Music: ages 5-12*). 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. Multiple forms may be submitted if hours are completed with various programs or supervisors.

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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 youth experience hours?

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

6 Transcripts

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

Electronic Transcripts may be submitted to gradprocessing@colorado.edu.

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 a different equivalency agency, contact the School of Education in advance at (303) 492-6555 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. 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 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.

7 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.

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.

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Out-of-state applicants should contact the School of Education at (303) 492-6555 for special fingerprints 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. Please 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 Your Materials

The CU Graduate Application for Admission and Personal Statement *must* be submitted electronically. Electronic submissions of the letters of recommendation and application fee 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
553 UCB
Boulder, CO 80309-0553

Overnight or express mail (DHL, FEDEX, UPS)

Graduate Admissions
University of Colorado Boulder
3100 Marine St Bldg RL3
Ste A122
Boulder, CO 80303-1058

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 log in to MyCUBoulder?

Use the username and password you created when you began your online application. If you are having difficulty logging in to the portal, click on 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.

Admission 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 an update 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 our decision by e-mail.

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

We attempt to provide feedback to any applicant that is declined admission in our official letter. This feedback is designed to help applicants to improve their application if they wish to reapply. Keep in mind that applications are considered as part of an applicant pool. In more competitive licensure areas, applicants that meet all of the admission criteria may be declined admission.

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

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