Post-Baccalaureate Teacher Licensure Program

Application Instructions
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 Post-Baccalaureate (Post-BA) teacher licensure program. 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. Also, satisfying the minimum application criteria does not guarantee admission. Please plan accordingly.

International Applicants
International applicants must have a United States Social Security Number before they are eligible to apply. The Colorado Department of Education requires a Social Security Number in order to be licensed to teach in the state of Colorado.

Application Deadlines
All application materials must be submitted by 5 p.m. (mountain time) on the final deadline date in order to be considered for admission.

Spring start (all programs except social studies and English) – September 15th
Fall start (all programs) – February 1st

Admission 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.

- Hold a bachelor’s degree from an accredited institution of higher education, or will by the first day of classes for the term applied.
- 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.
- A minimum of 25 clock hours of satisfactory, age-appropriate youth experience.
- (K-12 Music Only) Recommendation of the Music Education Chair: applicants must have the recommendation of Dr. Margaret Berg, the Music Education Chair in the College of Music. Contact Dr. Berg at Margaret.Berg@colorado.edu to schedule an audition.
Application Materials
Complete the Post-Baccalaureate Application

Please apply with this link: https://ugrad.apply.colorado.edu/apply/?sr=3146cbe2-bfe2-49c7-9dc9-46695502fa05

Choose First-Time User
Choose Post-Baccalaureate Application for 2018.

Please follow the instructions within the application and upload required documentation.

Submit Official Transcripts to CU Boulder
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

For international transcripts, you must provide the CU Boulder School of Education a printed course-by-course transcript equivalency report provided by a member of the National Association of Credential Evaluation Services (NACES). You may find a NACES member by visiting http://naces.org/. You may have the copies sent to yourself and submit one copy to the School of Education. Please contact the School of Education at 303-492-6555 or edadvise@colorado.edu if you have questions about this requirement.

Submit two (2) letters of Recommendation
The Post-BA 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 application.

- We will accept letters from various sources:
  - If possible letters should come from college-level instructors who can speak to your academic competencies.
  - 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.
- Letters of recommendation may not count towards the youth experience requirement. Youth Experience Verifications must be submitted as an additional application item.
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.

Personal statement
The personal statement must be uploaded with your application when you apply. 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.

Youth Experience Verification
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. Hours may be documented on the Youth Experience Form and may not count at a letter of recommendation.

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.

Submitting Materials
The CU Post-Baccalaureate Application for Admission and Personal Statement must be submitted electronically. Electronic submissions of recommendations are preferred. Remember, if you are having letters of recommendation submitted electronically, you need to submit your application earlier than the deadline.

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:

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