Undergraduate Teacher Licensure Application for current CU Students

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 undergraduate teacher licensure program for current CU students. 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.

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.

For course planning purposes, it is recommended that applications are submitted by the priority deadline.

Fall Term Start:
- February 1: Priority deadline for admission.
- April 15: Final Deadline to submit materials for admission

Spring Term Start:
- September 15: Priority deadline for admission
- November 1: Final deadline to submit application materials for admission

Admission Criteria
To be eligible to apply for admission to undergraduate program, applicants must meet all of the requirements below. Please note, satisfying the minimum criteria does not guarantee acceptance.

- **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 26 semester hours of college level course work completed or in progress.** Transfer students must have at least one semester of grades at CU-Boulder before applying

- **A minimum of 25 clock hours of satisfactory, age-appropriate youth experience.** *Elementary: ages 5-12, Secondary: ages 11-18, Music: ages 5-18*
(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](mailto:) to schedule an audition.

### Required Application Materials
- Application
- One (1) letter of recommendation
- Personal Statement
- 25 hours of verified Youth Experience in addition to the one (1) letter of recommendation

### Complete Undergraduate Application
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.

### Submit One (1) letter of Recommendation
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.

We prefer that writers submit recommendation letters by email to [edadvise@colorado.edu](mailto:edadvise@colorado.edu). Writers may also submit recommendations directly to the Office of Student Services in the School of Education.

**Music Education Applicants:** The College of Music will submit a recommendation on your behalf after you have passed your sophomore proficiency.

**Applicants who are taking a Step course:** Students may use their EDUC 2020, 2030, or 2050 course as a letter of recommendation and youth experience form. Current EDUC 2020, 2030, or 2050 students may apply without the letter of recommendation and youth experience form. If admitted, the students will be provisional pending completion of the EDUC 2020, 2030, or 2050. To request your letter, please contact your Step instructor and indicate that you will be applying for admission at the upcoming deadline.

### Personal statement
The personal statement must be submitted 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.

Applicants who are taking a Step course: Students may use their EDUC 2020, 2030, or 2050 course as a letter of recommendation and youth experience form. Current EDUC 2020, 2030, or 2050 students may apply without the letter of recommendation and youth experience form. If admitted, the students will be provisional pending completion of the EDUC 2020, 2030, or 2050. To request your letter, please contact your Step instructor and indicate that you will be applying for admission at the upcoming deadline.

Submitting Materials
All materials must be submitted to the School of Education in-person, by email, or mail

Email – edadvise@colorado.edu

University of Colorado Boulder
School of Education Building Room 151
UCB 249
Boulder, Colorado 80309

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.

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