

Undergraduate Teacher Licensure Program

SCHOOL OF EDUCATION • UNIVERSITY OF COLORADO BOULDER

Application Checklist & 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 Undergraduate teacher licensure program as well as answer common application questions. 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 Checklist

1. _____ [Application to the Undergraduate Teacher Education Program](#)
2. _____ [Personal Statement](#)
3. _____ [One \(1\) Letter of Recommendation from a College-Level Instructor](#)
4. _____ [Youth Experience Verification Form](#)
5. _____ [CDE Authorized Fingerprint Card and Fee for \\$39.50 Exactly \(payable to CBI\)](#)

Application Deadlines

Students may begin the program in either the Fall or Spring semester.

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

Priority is given to applications received by **February 1st** for fall semester admission and **September 15th** for spring semester admission; after these dates, applications are considered on a space-available basis.

<u>Term</u>	<u>Priority Deadline</u>
Fall	February 1
Spring	September 15

We understand that some of your materials will be submitted by a third party and their timeliness may be out of your control. However, you should plan ahead to allow your recommenders ample time to write and submit letters of recommendation.

Save your money on printing and binding!

All applications are stored in a standard sized file. Special folders or binding are too bulky to be filed and will be removed and discarded. Please submit all materials on standard size, white, copy paper and use a standard black font (Arial, Times New Roman). The best way to strengthen your application is in the content that you write!



Admissions 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.

- 1. 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.
- 2. 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.
- 3. A minimum of 25 clock hours of satisfactory, age-appropriate youth experience.**
Elementary: ages 5-12, Secondary: ages 11-18, Music: ages 5-18
- 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

The School of Education will verify that you have satisfied this requirement at the time of application, nothing is required on the part of the applicant.

- 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.

Required Application Materials

1 Application to the Undergraduate Teacher Education Program

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.

2 Personal Statement

Your statement should be a maximum of one-thousand (1000) words in length, typed, double-spaced, and in standard size typeface, 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.

3 One (1) Letter of Recommendation from a College-Level Instructor

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. Writers may also submit recommendations directly to the Office of Student Services in the School of Education.

Applicants who have taken a CU Teach course: To receive a letter of recommendation from the CU Teach program you must have completed at least one (1) of the “Step” courses prior to applying (EDUC 2020, or 2040). Current enrollment in a Step course does not qualify. To request your letter, please contact your Step instructor and indicate that you will be applying for admission at the upcoming deadline.

Is there a form for the letter of recommendation?

No, only the letter is required.

Can I turn in the letter of recommendation?

If your recommender gives you their letter in a sealed envelope, you may submit it with your application. It is preferred that letters be submitted by their writers by email or in-person.

4 Youth Experience Verification Form

All applicants must submit documentation of twenty-five (25) clock hours of age-appropriate youth interaction on the School of Education’s [Youth Experience Verification Form](#). Acceptable age ranges are as follows:

- Elementary: ages 5-12 years old
- Secondary: ages 11-18 years old
- Music: ages 5-18 years old

The requirement may be fulfilled by experiences completed up to five (5) years prior to the term of enrollment. Experiences can be either paid or unpaid. Applicants that complete a minimum of 15 hours may be offered provisional admission pending the fulfillment of the remaining hours. Completed verification forms should be mailed directly to the Office of Student Services in the School of Education.

Applicants who have taken a CU Teach course: To receive credit for the youth experience requirement you must have completed at least one (1) of the “Step” courses prior to applying (EDUC 2020, or 2040). Current enrollment in a Step course does not qualify. You are not required to submit the *Youth Experience Verification Form*; we will verify that you have met this requirement based upon your transcript.

What is an acceptable experience?

There are many ways to satisfy the youth experience requirement from volunteering in classrooms, working with after school programs, tutoring, coaching, or working at summer camps. **We do not accept** any form of peer counseling performed in high school, babysitting, nannying, experiences supervised by a relative or friend, any experience involving your own children, child relatives, or a friend’s children.

Experiences completed in diverse environments (cultural, linguistic, socio-economic, etc...), or with at-risk youth, reflect the most strongly in an applicant.

See more FAQs on next page →

Where can I go to fulfill my hours?

We recommend contacting local schools or community organizations to learn about available opportunities. The Office of Students Services also maintains a binder of youth experience opportunities that are sent to us.

Can I submit multiple Youth Experience Forms?

Yes. If you have completed experiences under multiple supervisors or with various programs, it is acceptable to submit multiple forms.

What if I am unable to complete any hours (even 15) by the deadline?

Consider applying at the next application deadline. The youth experience requirement exists to ensure that applicants understand what they are committing to prior to enrolling in the teacher licensure program. This is also your opportunity to solidify your teaching interests (age group and/or subject area). There are no exceptions to this requirement.

5 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.

I submitted fingerprints for the CU Teach program, do I need to do this again?

No. If you submitted fingerprints for a CU Teach course it is *not* necessary to do this 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 Your Materials

Application materials may be submitted separately. Any materials received prior to your *Application to the Undergraduate Teacher Education Program* will be kept on file for a maximum of one (1) calendar year. You are encouraged to submit your application materials early. There are two ways to submit your application.

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

After You Apply

Continue to check the e-mail account you provided on your application. If your application is incomplete you will receive an e-mail from the School of Education.

Admission decisions are typically emailed and 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. **We notify all undergraduate students of their admission decision before registration for the upcoming term begins.** However, this may only be a few days in advance. 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

Office of Student Services

E-Mail: edadvise@colorado.edu
Phone: (303) 492-6555
Fax: (303) 492-5839