



School of Education

UNIVERSITY OF COLORADO **BOULDER**

**Post-Baccalaureate** Teacher Licensure Program

## Application Checklist & Instructions for CU Graduate Students

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

**This document is for current CU Boulder graduate students or students who are applying to a graduate program at CU Boulder in addition to the licensure program**

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. For more information about the Post-Baccalaureate program, please review the [Prospective Student Guide](#).

### **International Applicants**

International applicants must have a United States Social Security Number before they are eligible to apply. Our program requires that applicants to the licensure program be fingerprinted and have a background check completed as part of the application process. A Social Security Number is required to complete the fingerprint and background check requirement of the Colorado Department of Education and the Colorado Bureau of Investigation.

## Application Checklist

- 1 \_\_\_\_ [Admissions Application](#)
- 2 \_\_\_\_ [Two \(2\) Letters of Recommendation](#)
- 3 \_\_\_\_ [Personal Statement](#)
- 4 \_\_\_\_ [Youth Experience Verification Form](#)

# 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. (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](#) to schedule an audition.

## Application Deadlines

After the Early Priority Deadline, applications are reviewed monthly. All application materials must be submitted by 5 p.m. on the final deadline date in order to be considered for admission.

### **Fall Admission for All Licensure Areas**

**February 1st** - Early Priority Deadline. (Applications complete by this date will receive a response by the middle of March.)

**April 15th** – Final Deadline to submit all application materials for admission consideration. (Applications complete by this date will receive a response by July.)

### **Spring Admission for Elementary, Math, Science, and Music Licensure ONLY**

**September 15th** - Early Priority Deadline. (Applications complete by this date will receive a response by the middle of October.)

**November 1st** – Final Deadline to submit all application materials for admission consideration. (Applications completed by this date will receive a response by the middle of December.)

# Required Application Materials

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## Admissions Application for CU graduate students applying to the post-baccalaureate teacher licensure program

The [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.

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## Two (2) Letters of Recommendation

**Letters can be submitted by writers by mail or in-person to the Office of Students in the School of Education or be submitted electronically by their writers to [edadvise@colorado.edu](mailto:edadvise@colorado.edu)**

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.

### 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

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.

4

## 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](#).

*Continued 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.

## Submitting Materials

### Submitting Application Materials

#### 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 materials and fingerprints at the front desk in the [Education building](#), room 151. Office hours are 8am-5pm, Monday through Friday during the academic year.

## 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: [edadvice@colorado.edu](mailto:edadvice@colorado.edu)

Phone: (303) 492-6555

Fax: (303) 492-5839



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