



# School of Education

UNIVERSITY OF COLORADO **BOULDER**

## Undergraduate Teacher Licensure Program

### 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. \_\_\_\_\_ [One \(1\) Letter of Recommendation from a College-Level Instructor](#)
3. \_\_\_\_\_ [Personal Statement](#)
4. \_\_\_\_\_ [Youth Experience Verification Form](#)

### 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.)

## 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. (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.

## 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

### 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](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 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

### May 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.

## 3

### 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.

## 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 music department will submit documentation of youth experience for all applicants. Music students do not need to turn in this form)

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.

### Where can I go to fulfill my hours?

We recommend contacting local schools or community organizations to learn about available opportunities

### May 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 application 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).

## 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

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](mailto:edadvise@colorado.edu) Phone: (303) 492-6555