
These application directions and supplemental materials must be used for application the following program:

• **Teacher Education Certificate Program (TEP):**

A nine-month, 40 quarter-credit hour certificate program that prepares individuals for a career in elementary or secondary education.

Licensures are offered in elementary (K-6); secondary (7-12: english, math, science, and social studies); K-12 (art, foreign language, or music).

For more information about this program, please visit our website at www.du.edu/education

The following materials can be found in this supplemental application packet:

- An overall application checklist
- Directions on how to apply (which includes detailed information on the different application components and the essay prompts).
- Required Documentation Forms

Applicants must have the following ***minimum qualifications*** to be considered for admission:

- Undergraduate degree in liberal arts or equivalent course work/degree.
- Minimum 2.75 GPA for all undergraduate course work.
- 100 hours of supervised experience with groups of children or adolescents in the age range you wish to teach.
- Graduate Record Exam (GRE) General Test **or** Miller Analogies Test (MAT).
- A passing PLACE **or** Praxis II licensure exam in your licensure area.

***The priority application deadline is April 1, 2010
(applications will be accepted until July 1, 2010 on a space-availability basis)***

APPLICATION REQUIREMENTS

All items listed below must be completed and included as part of your application for full consideration. *The admissions committee will not review incomplete applications.*

You may submit your application once you have taken the required exams and requested that your scores be sent to the University of Denver; you do not need to wait until you have received your scores to mail in the supplemental application materials.

All items listed in BOLD are to be uploaded online by the applicant for submission unless otherwise noted. Please refer to the detailed directions in this packet for submitting this information.

- Transcript Evaluation
- On-line Application for Graduate Admission
- Graduate Record Exam (GRE) or Millers Analogy Test (MAT) official score report (taken within the last five years)
- Official, passing Praxis II **or** PLACE score report
- 100 Hours Documentation Form mailed by the supervisor directly to the Office of Graduate (in a sealed and signed envelope).
- 3 Letters of Recommendation** (*uploaded online by recommenders*)
 - One from Supervisor of your interaction with children/youth
 - One from Academic/Professional
 - One from Direct Supervisor
- Statement of Professional Goals & Essays (3)**
- Current Professional Resume**
 - Current resume should reflect applicant's experience with children as well as academic and professional accomplishments.
- One*** Official Transcript from **all** colleges and universities attended for one or more semester hour, including study abroad programs (in a sealed and signed envelope) mailed to the following address:

University of Denver, Office of Graduate Admissions
Mary Reed Building, Room 5
2199 S. University Blvd.
Denver, CO 80208-4802
- ****If admitted to the program, you will need to turn in an additional official copy of all transcripts for student teaching placement purposes and may want to plan ahead and order an extra set.***
- \$60 Application Fee**
 - The application fee may be paid with a credit card, but only at time of submission. You cannot pay the fee on-line once you have submitted your application. The application fee may also be paid on a bank draft or personal check drawn on a U.S. bank.

TRANSCRIPT EVALUATION

The first step in the application process for all students is to have their transcripts evaluated by the Enrollment Services Coordinator at the Morgridge College of Education in order to determine their eligibility for the program.

****Once it is determined whether or not a prospective student is eligible for the program, he/she may proceed with their online application.***

Detailed instructions about the evaluation as well as all of the required forms can be found at <http://www.du.edu/education/calls/admission.html> under "Application Directions & Supplemental Requirements".

We strongly recommend that you make a transcript evaluation appointment as soon as possible, please call the Office of Admissions & Enrollment Services directly at the Morgridge College of Education: 303-871-2509 or (toll free) 800-853-1607.

Prospective students living outside of Colorado can fax (303.871.6582) all required materials for the evaluation and will receive the results via email within 2-3 weeks.

ON-LINE APPLICATION FOR GRADUATION ADMISSION

The University of Denver (DU) Graduate Studies Application is submitted electronically.

- The on-line application is available at <http://www.du.edu/grad/admissions/index.html>
- In the left-hand column under "Graduate Admissions" click on "apply to DU".
- **NOTE: The program-specific instructions listed in this packet supersede the general instructions available on the DU admissions web page.**

Please use the following information for the on-line DU application:

- **College:** *Education*
- **Degree:** *Select CERT*
- **Major:** *Curriculum & Instruction*
- **Concentration:** *Teacher Educ Prog- **Elementary** (For K-6)
Teacher Educ Prog- **K-12** (For Art, Music, or Foreign Language)
Teacher Educ Prog- **Secondary** (For English, Math, Science, or Social Studies)*
- **Admission Term:** *Autumn Quarter*
- **"Additional Info"** section, be sure to indicate your attendance status to be: *Full-Time*

International Students:

All international applicants must concurrently apply through the DU Office of International Student Admissions. Please note additional fees may incur. Applicants should call 303.871.3119 or email intladm@du.edu for more information and further assistance in this process.

International applicants, or applicants who do not hold a degree from an institution where English was the primary language of instruction, must take the TOEFL (Test of English as a Foreign Language) exam in addition to the GRE or MAT. For more information on taking the TOEFL, visit www.ets.org/toefl.

All applicants are required to take one of the following:

- **Graduate Record Exam (GRE) General Test**

OR

- **Miller Analogies Test (MAT)**

Graduate Records Exam*

The Graduate Record Examinations (GRE) General Test measures verbal reasoning, quantitative reasoning, and critical thinking and analytical writing skills that have been acquired over a long period of time and that are not related to any specific field of study.

For information on GRE and testing site locations, contact the Educational Testing Service (ETS) at 866.473.4373 or visit the GRE website at www.gre.org. The GRE is offered in computer format and is available at testing sites on a daily basis.

When registering for the GRE, the institution code for the University of Denver is **R4842**. *You must request that ETS forward your results directly to the University of Denver for admissions purposes.*

Miller Analogies Test*

The MAT is a high-level analytic ability test requiring the solution of problems stated as analogies. The 60-minute test consists of 120 analogies covering the liberal arts.

The MAT is administered at Controlled Testing Centers located throughout the U.S. Each testing center establishes its own testing schedule, application process, and fees.

The University of Denver offers the MAT through the Center for Academic and Career Development. To schedule a test at DU, call 303.871.2150.

The MAT Candidate Information Booklet can be downloaded for free off the website at www.milleranalogies.com.

****Allow three to four weeks after you take the test for your scores to be received by the University. You may report your unofficial scores on your application, however a complete application requires an official score report.***

STATE LICENSURE EXAMS – PLACE & PRAXIS II

All applicants are required to take and pass the appropriate state licensure exam (either the Praxis II or PLACE) before beginning the program.

Elementary candidates and secondary English, math, science, and social studies candidates have the option of taking either the PLACE or the Praxis II exam.

Art, music, and foreign language candidates must take the PLACE exam.

PLACE Exam*

The PLACE tests are criterion referenced and objective based. Criterion-referenced tests are designed to measure a candidate's knowledge in relation to an established standard of performance (a criterion) rather than in comparison to the performance of other candidates. The tests are designed to identify those candidates who have the level of knowledge and skills judged important for educators in Colorado schools.

For testing dates and registration for the **PLACE exam**, please go to www.place.nesinc.com

Study guides can be viewed or downloaded (at no charge) on the PLACE website, by selecting "[Study Guides](#)" and following the instructions. Each study guide includes test objectives, practice questions, and test preparation suggestions.

Praxis II Exam*

These subject assessment exams measure knowledge of specific subjects that K-12 educators will teach. Individuals entering the teaching profession take these tests as part of the teacher licensing and certification process required by many states.

For test dates and registration for the **Praxis II exam**, go to www.ets.org/praxis or call 800.772.9476.

We strongly recommend that you buy the Praxis II study guide for your test available on the website.

Listed below are the numbers of the required tests for Colorado. Choose the one for your licensure area.

Elementary	0014	Elementary Education: Content Knowledge
English	0041	English Language: Content Knowledge
Mathematics	0061	Mathematics
Science	0435	Science: Content Knowledge
Social Studies	0081	Social Studies: Content Knowledge

***You must report the proper Institution and Agency codes to Praxis in order for University of Denver and the Colorado Department of Education (CDE) to receive your scores.**

Item 12: Institution Code for University of Denver 4842

Item 13: Agency Code for Colorado Dept. of Education 7040

100 HOURS DOCUMENTATION

Each applicant must give the 100 hours documentation verification form(s) to their supervisor (the form can be found at the end of this document). The supervisor should fill out the form and mail it in a signed and sealed envelope to the following address:

University of Denver
Office of Graduate Admissions
Mary Reed Building, Room 5
2199 S. University Blvd.
Denver, CO 80208-4802

For teacher candidates seeking an elementary endorsement, the work must be done with youth between the ages of 5-12.

For those seeking a secondary endorsement, the work must be done with youth between the ages of 13-18.

It is possible to use a combination of hours from elementary and secondary, however, the majority of the 100 hours (60 or more), must be completed with the age group you wish to teach.

You may use volunteer experience, a paid position, or an experience as a result of a recent course requirement. Applicants fulfill these hours in a variety of ways including substitute teaching, coaching, working with religious organizations, summer camps, working with after school programs, and volunteering in classrooms.

All 100 hours have to be with a group that consists of three or more children/youth.

You may combine hours from multiple sites that total 100 hours. For example:

10 hours of Sunday school teaching
+ 80 hours coaching
+10 hours substitute teaching
= 100 hours

LETTERS OF RECOMMENDATION

Each applicant will be asked to provide the names and email addresses of 3 recommenders upon submitting their online application*.

**Please note that requests for letters will not be sent to recommenders until the applicant clicks 'submit' on their online application (only possible once all required materials are submitted). It is important not to wait until the application deadline to submit all required materials as you want to give your recommenders time to submit their recommendations.*

- **Recommender 1** must be someone who has supervised your interaction with children in the age group that you would like to teach.
- **Recommender 2** must be someone who can attest to your academic abilities and/or your propensity for learning (e.g. faculty members, previous instructors, advisors, professional trainers, etc.)
- **Recommender 3** must be a direct supervisor, preferably from a current or former employer.

STATEMENT OF PROFESSIONAL GOALS & ESSAYS

All applicants are required to submit a statement of professional goals & 3 essay responses in *one document*. These responses should be uploaded online under “Supplemental Documents”.

Your statement should be approximately **one typed page, single-spaced**. Include your name and a title on the page.

Please address the following questions in your statement. You may also use this statement to address unusual strengths or possible weaknesses in your application. Please do not simply reiterate the education/employment information previously provided in this application. We recommend that you focus on how those experiences have contributed to your understanding of teaching and/or your desire to teach.

- How have your life experiences led you to consider teaching as a career?
 - Why have you decided to enter this profession at this point in your life?
 - Why are you specifically interested the licensure program offered at the Morgridge College of Education at the University of Denver?
-

Please answer each essay prompt individually. Each answer should be approximately **one typed page, single-spaced**. *Include your name and the number of the prompt on each page.*

1. Discuss one of the most critical issues you believe classroom teachers face today. What makes this issue so important? How do you think it will affect your own teaching?
2. In considering your own educational experiences as a student, describe a powerful learning experience (this can be either a positive or negative, or both). Please be specific.
3. In your work/experiences with children/youth (preferably occurring during your 100 hours), describe and reflect upon one event or experience that you felt was particularly significant or memorable. In your reflection, assess your potential to teach children/youth.

100 HOURS DOCUMENTATION FORM

One of the requirements for acceptance to the University of Denver's Teacher Education Certificate Program is 100 hours of supervised time spent by applicants with groups (3 or more) of children (ages 5-12) or youth (ages 13-18).

Please complete all parts of this form and return it in a signed and sealed envelope to the following address:

University of Denver
Office of Graduate Admissions
Mary Reed Building, Room 5
2199 S. University Blvd.
Denver, CO 80208-4802

Because the 100 hours may be a composite of different experiences at different locations, we ask that you only document the portion of time that the applicant spent under your supervision. The information provided by you on these documents will be used as verification that this applicant has completed this requirement.

Applicant's Name: _____

Age of children/youth: _____ **Total number of hours spent with this age group:** _____

Name of activity: _____ **Approximate dates:** _____

(mm/dd/yy – mm/dd/yy)

Below, please give a description of the activities in which the applicant participated with this group.

Signature

Date

Title