



## SUPPLEMENTAL APPLICATION DIRECTIONS

### Graduate Certificate and MA concentration in Educational Administration The Buell Early Childhood Leadership Program

*A joint project between Morgridge College of Education  
at the University of Denver and Clayton Early Learning*

*Made possible by the generous contributions of  
The Temple Hoyne Buell Foundation*

**APPLICATION DEADLINE:** The following documents and an online application (found at [https://myweb.du.edu/pls/mdb/twbkwbis.P\\_GenMenu?name=homepage](https://myweb.du.edu/pls/mdb/twbkwbis.P_GenMenu?name=homepage)) must be received by the Admissions Office no later than **January 5<sup>th</sup>, 2009** to be considered for admission.

**ONLINE APPLICATION:** You will be required to establish a user login and password at the link given above. Record and save this information! The online portion requires that you enter information about previous schools attended and will take between 30-45 minutes to complete. Save the application periodically so that if you must leave it for a period of time, your data will not be lost. When you've completed the login process, select the following prompts:

- Select "Education"
- Select "Master of Arts" if you intend to complete both the certificate and the Masters degree, or choose 'graduate certificate' if you are interested in earning only the certificate in ECE
- Choose "Educational Administration and Policy Studies"
- Choose "Early Care & Educ Leadership"
- Select "Summer 2009" as term of enrollment
- Complete the application
- Pay the \$60 application fee by credit card, or include with your supplemental materials
- Note: In order for your application to move forward, you must select "Submit" when finished.

**CONSIDERATIONS:** Applicants' academic ability, motivation to complete the program, leadership ability, interpersonal skills, career performance, and potential are critical elements of the evaluation process. **Applicants must have earned a Bachelor's degree** and have at least 3 years of experience in the field of early care and education.

**TIME COMMITMENT:** Applicants who are accepted must have the ability to secure release time to attend the Mid-July summer retreat (five full days and nights) and 10 Friday evening/Saturday all day sessions between September and May.

### SUPPLEMENTAL DOCUMENTS:

**1. RESUME:** Submit a current resume. Include professional certificates, educational degrees and professional experiences as well as all relevant awards, publications, presentations, or other achievements.

**2. LETTERS OF REFERENCE:** Submit three letters of reference using the forms in this packet. One letter must be from a peer and/or supervisor in your current or recent organization, and the remaining two come from individuals of your choice. Please refer to the **Reference Form** for questions and format.

A University of Denver Morgridge College of Education and Clayton Early Childhood Resource Institute Partnership



**3. FERPA:** This is a release form (page 3) which must be submitted with your application to The Buell Early Childhood Leadership Program, LL in ECE, and must remain in effect for the duration of the student's participation in the program.

**4. TRANSCRIPTS:** *Two* official transcripts are required from every college and/or university you are attending or have attended even if coursework from multiple schools is summarized on one. These transcripts must be in sealed envelopes, signed across the back by the registrar. **DO NOT OPEN THE ENVELOPES.** Opened transcripts are considered unofficial transcripts and are unacceptable. If you have attended DU, be sure to indicate this fact in your online application so that the Graduate Admissions Office can request them on your behalf.

**5. OPTIONAL LETTER OF ORGANIZATIONAL SUPPORT:** Applicants currently employed full-time are strongly encouraged to submit a letter of organizational support demonstrating an understanding of the time commitments, access to organizational data for course activities, and financial support when possible. Questions regarding this optional criterion should be directed to the contact person below.

**6. PERSONAL STATEMENT:** Submit a three-to-four page personal statement that addresses both of the following questions:

- Briefly describe what you think are the most critical issues facing children today. In light of these issues, please share your experience with creating change that has resulted in positive outcomes for children and families of diverse populations.
- If you could do one thing that would create the highest value in your current role, what would it be? Describe the barriers and contextual issues that are impeding your progress, as well as the resources and strategies that you could employ to achieve this goal.

**7. APPLICATION FEE:** Submit the non-refundable required \$60.00 application fee by credit card at the time of applying online, or by check and mailed with your supplemental materials. Make checks payable to University of Denver.

**APPLICATION DEADLINE:** The online application must be completed AND these supplemental documents must be received by the university no later than **January 5<sup>th</sup>, 2009** to be considered. Mail all of the following in one envelope to the **University of Denver Office of Graduate Admissions, 2197 S. University Blvd., Room 216, Denver, CO 80208-2706**

**CHECKLIST:**

- Current resume
- Three completed reference letters (pgs 5-6) in separate and sealed envelopes
- Completed FERPA form
- Official transcripts (2 official, signed, sealed copies from each institution)
- Letter of organizational support (optional)
- Personal statement (four-page maximum)
- Non-refundable application fee of \$60.00

**HAVE QUESTIONS?** Contact

Wendy Bickford, M.A., Program Coordinator ([wbickfor@du.edu](mailto:wbickfor@du.edu)) 303-871-2379  
Carolyn Elverenli, Ed.D., Lead Faculty ([celveren@du.edu](mailto:celveren@du.edu)) 303-871-4592



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**The Buell Early Childhood Leadership Program**  
**LEADING LEARNING IN EARLY CARE AND EDUCATION**  
**RELEASE OF CONFIDENTIAL STUDENT RECORD INFORMATION (FERPA)**

In accordance with the Family Education Rights and Privacy Act of 1974 (as amended), the University of Denver does not release students' educational record information without the written consent of the student, except to certain categories of persons or organizations specifically exempt by the law. **The Buell Early Childhood Leadership Program** is jointly administered by the University of Denver, Clayton Early Learning, and the Temple Hoyne Buell Foundation. Officials from these organizations are involved in all phases of **The Buell Early Childhood Leadership Program** and in this capacity require access to educational records for students in this program.

This release must be submitted with applications to **The Buell Early Childhood Leadership Program** and must remain in effect for the duration of the student's participation in the program.

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I authorize the University of Denver to release the educational records specified below.

Name of Recipient: Officials of Clayton Early Learning, the Temple Hoyne Buell Foundation, & Community Members  
Record(s) to Release Application and other application materials, admissions file, grades, courses taken, academic progress, advising information, financial or financial aid information, probation, suspension or dismissal status.  
Duration/Frequency to Release: During the application and admission process and for the duration of my enrollment at the University of Denver.  
Purpose of Release: To permit the partners involved in **The Buell Early Childhood Leadership Program** in the Morgridge College of Education to evaluate me as a candidate for the Program, and then track my academic progress through the Program.

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form may not be submitted electronically. Return completed form in your packet to the University of Denver Office of Graduate Admission, University Hall, Room 216, 2197 S. University Blvd., Denver, CO 80208. **Questions about this policy and procedure may be directed to the Office of the Registrar at 303.871.3897.**

**Office Use Only:**

Action taken \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_



***Buell Early Childhood Leadership Program***  
***Leading Learning in Early Care and Education***  
**Transcript Request Form**

**APPLICANT:**

Duplicate this form as needed. Complete all information in the box below and mail to the Registrar's Office at your previous colleges/universities. Include all transcripts in your application packet.

**REGISTRAR:** The person sending you this form is applying for admission to one of the graduate programs in the University of Denver, Morgridge College of Education. Please send two official transcripts in separate, sealed envelopes, with the signature of the registrar across the back of the envelope, to the applicant at the following address:

<p><b>(To be completed by Applicant)</b></p> <p>Your Name: _____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>Your Phone: _____</p> <p>Applicant Signature: _____</p>
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**Thank you for your assistance.**



***The Buell Early Childhood Leadership Program  
Leading Learning in Early Care and Education***

**Reference Letter Directions**

**APPLICANT:**

Print pages 5 and 6 for each of your references. Submit all completed forms in sealed, signed envelopes with the other materials referred to in this document.

**REFERENCE:**

The Morgridge College of Education requests a brief statement assessing and evaluating this prospective student's ability to complete a graduate certificate or a concentration for a Master's degree. Please answer the following questions (on your office letterhead, if appropriate) and include your daytime telephone number. **Please sign and date the attached reference form, include it with your letter, seal it, sign your name on the seal, and return it to the applicant.** Thank you for taking the time to write a recommendation for this Buell Early Childhood Leadership applicant.

When writing your letter, please consider the following questions:

1. How long and in what capacity have you known the applicant?
2. What are the applicant's major strengths?
3. What impact has the applicant had on his or her professional field?
4. What impact has this individual had in the community, outside his or her professional realm?
5. How would you describe this candidate's speaking and writing abilities?
6. How would you describe this candidate's leadership skills?
7. What would you expect this candidate to gain from a graduate certificate in leadership in the field of early care and education?
8. What would you expect this candidate to be doing in five years?

*The Buell Early Childhood Leadership Program*, a graduate certificate and MA concentration in Educational Administration seeks to provide leadership development to experienced and emerging administrators in early care and education settings and to instill a sense of personal commitment to making significant and meaningful differences in the lives of young children and families.



***The Buell Early Childhood Leadership Program***  
***Leading Learning in Early Care and Education***  
**Reference Form**

Please sign and date this reference form and attach it to your reference letter. Return to the applicant at the address given below in a sealed envelope, with your signature across the seal. Thank you for taking the time to refer this applicant.

**(To be completed by Applicant)**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Federal Law gives the applicant the right to waive access to this letter of reference.

I waive\_\_\_\_\_ I do not waive\_\_\_\_\_ any right to access that I may have to this letter of reference.

Signature of Applicant:\_\_\_\_\_ Date:\_\_\_\_\_

\_\_\_\_\_  
Reference Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date