

## Initial Teacher Licensure Graduate Certificate

### Admission Checklist

Application Deadline: March 1<sup>st</sup>

#### Transcript Evaluation

Before applying to the ITL program, a transcript evaluation must be completed to determine if leveling courses are needed. Please send copies of your transcripts to [itl@coloradomesa.edu](mailto:itl@coloradomesa.edu) and let us know which program you are interested in: Elementary; Secondary (*English, Math, Science, Social Studies, or Spanish*).

#### Required Admission Documents

##### Institutional Admission Documents

- \_\_\_\_\_ Complete CMU Application Online— <http://future.coloradomesa.edu/applications>
  - Choose your ITL Graduate Certificate Program: Elementary or Secondary (and content area)
    - The Grad Certificate for ITL must be obtained before the M.A, Education coursework.
  
- \_\_\_\_\_ \$50 Application Fee Payable to CMU
  - Paid online at [www.coloradomesa.edu/appfee](http://www.coloradomesa.edu/appfee)
  - Or by submitting a check to the Center for Teacher Education directly
  
- \_\_\_\_\_ Immunization Requirement (Submit to Registrar)
  - The immunization form/requirement is available online:  
<http://www.coloradomesa.edu/registrar/documents/Immunizations.pdf>
  
- \_\_\_\_\_ One Official Copy of All Transcripts
  - Sent directly to the Center for Teacher Education
    - Transcripts cannot be hand delivered by the student to CMU
    - Transcripts must be ordered by the student and sent directly from that institution to the graduate coordinator at CMU

##### Graduate Admission Documents

- \_\_\_\_\_ Three Letters of Recommendation
  - Must be sent directly to the CTE Graduate Coordinator
  - Letter of recommendation form is provided online:
    - [http://www.coloradomesa.edu/teacher-education/documents/ITL\\_LeterofRec.pdf](http://www.coloradomesa.edu/teacher-education/documents/ITL_LeterofRec.pdf)
  - Comments and recommendations should address:
    - Commitment to children and education
    - Leadership potential
    - Ability to work with others
    - Knowledge of your experience working with children—required in at least one letter
    - Academic abilities/scholarship
  - May not be from family or relatives
  
- \_\_\_\_\_ Background Check Authorization Form: <http://www.coloradomesa.edu/teacher-education/documents/BackgroundcheckAuthorizationforms.pdf>

## ITL Checklist Continued - 2

### ITL Field Placement Application Materials (Submitted in person or by email to Grad Coordinator)

#### ITL Graduate Field Placement Application

- This placement application, resume, and letter of interest are used by the CTE to obtain a classroom field placement for ITL candidates
- Application found online at: <http://www.coloradomesa.edu/teacher-education/documents/ITLApplication.pdf>

#### Resume—this should be a one-page document

- Include:
  - Personal Data: name, address, email, phone number
  - Classroom experiences, work experiences, background information about teaching-type jobs, volunteering, etc.
  - Education/Certificates obtained

#### One-Page Letter of Interest—approximately four paragraphs

- Please include the following:
  - Addressed to “School Administrator” — *submitted before placement is known*
  - Explain why you want to become a teacher
  - Describe your vision of an ideal school, mentor teacher, and classroom
  - Discuss your personal strengths and skills that will benefit the students and school
  - Format Appropriately—single spaced, professional, and signed

### Admission Decision Process

When all applicant documents have been received, the admission review will begin. Applicants will be informed of admission decision by email. Any necessary prerequisites must be met and all checklist items must be submitted for full acceptance to be granted. Provisional acceptance may be granted for completion of prerequisite coursework that must be completed by the end of the summer semester.

### ITL Emails

Upon acceptance, you will be assigned a CMU email, accessed through the MAVzone portal on the website. Please check this account frequently for ITL cohort messages:

- Textbooks, supplies, and technology system requirements
- How to use CMU online services
- How to register for classes
- How to get started in the online classroom
- How to obtain summer housing if needed
- Reminder/deadline information
- Interesting facts about the teaching profession, the local school districts and schools, and the unique characteristics that make up your ITL cohort

### Center for Teacher Education

#### Graduate Certificate Program in Initial Teacher Licensure

Contact: Dr. Cynthia Chovich, ITL Coordinator

[cchovich@coloradomesa.edu](mailto:cchovich@coloradomesa.edu) • 970-248-1462 or the  
Grad Coordinator: [itl@coloradomesa.edu](mailto:itl@coloradomesa.edu) • 970-248-1618