

APPLICATION PACKET: DETAILS OF SUBMISSION MATERIALS

PLEASE NOTE: Completed application pieces may be emailed to mkieniet@coloradomesa.edu

1. **APPLICATION FORM** - Complete all sections of Application Form A. **Application dates are October 15th for spring admittance and March 15th for fall admittance.**
2. **WRITTEN EXPRESSION** – One to two page essay describing your educational philosophy.
3. **TRANSCRIPTS** - Provide a copy of transcripts for all coursework completed from all institutions attended (may be unofficial transcripts). Overall GPA must be 2.8 or above for admittance and continuance in the program. A grade of C is the minimally-accepted grade for general education and major course work, unless otherwise specified. Students must have a B or better in all Education courses.
4. **DEGREE WORKS REPORT** - Provide a copy of a DegreeWorks Report for your declared major. (**not Pre-** --use “What If” button if needed)
5. **COURSE PLANNING SHEET** - Completed Course Planning Sheet or DegreeWorks Student Planner signed by both your content and education faculty advisors.
6. **CDE eLICENSING BACKGROUND CHECK RESULTS** – Students are required to create a lifetime account in the CDE eLicensing system, submit fingerprints to CDE through an approved fingerprinting vendor, and complete “Programs” section in your COOL CDE account. (**YOU MUST USE STEP-BY-STEP PROCESS** on CMU website: <https://www.coloradomesa.edu/teacher-education/documents/cde-fingerprint-instructions.pdf>. See attached copy)

YOU MUST PROVIDE US WITH A COPY OF YOUR FINGERPRINT STATUS CHECK FROM YOUR CDE ONLINE ACCOUNT SHOWING A CLEARED BACKGROUND. (See CDE website: <https://cool.randasolutions.com>)

Applicants who have been convicted of a felony or misdemeanor (other than minor traffic violations) must offer a written explanation and substantiate it with documents showing the final disposition of the conviction. These applicants should schedule a meeting with the CTE Department Head to discuss the situation and review options. Misrepresentation or falsification of statements on the Application Form will result in immediate and final expulsion from the Teacher Education Program.

7. **PROOF OF BASIC SKILLS** –A copy of the official score report for the PRAXIS CORE Writing exam is required. Writing Exam Code: 5723 or 5722. Passing score is 162. A score of 152-161 on the exam may allow for provisional admittance. Notify the program coordinator/advisor and submit a letter requesting provisional acceptance based on your 152-161 score. Within the letter, outline possible steps for improving your writing. Testing is available on the CMU campus; students must register online. Test scores are not mailed, they are available only on the PRAXIS website. Check the website for current costs and to register for the test: <https://www.ets.org/praxis/prepare/materials/5723>. Test review materials are available through the PRAXIS website. Contact the CMU testing center at 970.248.1260 for more information. You must submit a copy of the test score to CTE when you can access it online.
8. **TEACHER CANDIDATE EXPECTATIONS FORM** - Read, sign, and date the Teacher Candidate Expectations statement. By signing this statement, you are agreeing to meet the expectations of a professional program. Keep a copy of your signed agreement for inclusion in your professional portfolio.
9. **RECOMMENDATION FORMS** - Three recommendation forms from individuals who can recommend you on the following: your commitment to children and education; academic promise; leadership potential; ability to work with others. No relatives or faculty in the Center for Teacher Education may give you a reference.
Elementary, Secondary, K-12 Recommendations:
Two recommendations must be from instructors in your academic area and one must be from someone with supervisory knowledge of your experience working with children in a structured setting.
Early Childhood Special Education Recommendations:
One recommendation from an Essential Learning course instructor
One recommendation from an EDEC course instructor
One recommendation from someone with supervisory knowledge of your experience working with children in a structured setting