

## Initial Teacher Licensure Graduate Certificate Admission Checklist

Application Priority Deadline: March 15<sup>th</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*).

\_\_\_\_\_ Retain copy of evaluation to be uploaded with your CMU Online Graduate Application

### Required Admission Documents

#### Institutional Admission Documents (Submitted online or via upload)

\_\_\_\_\_ Complete CMU Application Online—<https://www.coloradomesa.edu/graduate/admissions.html>

- 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.
- Returning CMU baccalaureate alumni must still complete a 1<sup>st</sup>-time CMU Graduate Application

\_\_\_\_\_ \$50 Application Fee Payable to CMU

- Paid online at [www.coloradomesa.edu/appfee](http://www.coloradomesa.edu/appfee)

\_\_\_\_\_ Immunization Requirement (Submit to Registrar)

- May be waived for former CMU students—check with [itl@coloradomesa.edu](mailto:itl@coloradomesa.edu)
- The immunization form/requirement is available online:  
<http://www.coloradomesa.edu/registrar/documents/Immunizations.pdf>

\_\_\_\_\_ One Official Copy of All Transcripts (Submitted by institution)

- Sent directly to CMU Graduate Admissions
  - Transcripts cannot be hand delivered by the student to CMU
  - Transcripts must be ordered by the student and sent directly from that institution to CMU Graduate Admissions
- CMU alumni may request CMU transcripts at <https://www.coloradomesa.edu/registrar/transcripts.html>

#### Graduate Admission Documents (Submitted via upload, email or mail)

\_\_\_\_\_ Three Letters of Recommendation

- Must be sent directly to CMU Graduate Admissions via the link sent from your online application or references may use the letter of recommendation form provided online at:
  - <https://www.coloradomesa.edu/teacher-education/documents/itl-letter-of-rec.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
- References may not be family or relatives

\_\_\_\_\_ CDE eLicensing Background Check: cost is about \$50.00

<https://www.coloradomesa.edu/teacher-education/documents/cde-fingerprint-instructions.pdf>

- This should be a **last application step**—for ID# assistance contact [graduate@coloradomesa.edu](mailto:graduate@coloradomesa.edu)

## ITL Checklist Continued - 2

### ITL Field Placement Application Materials (Submitted via upload, email or mail)

#### 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/itl-field-application.pdf>
- Uploaded via online application

#### 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 - [itl@coloradomesa.edu](mailto:itl@coloradomesa.edu)

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

#### Contact Information: **Center for Teacher Education • Dominguez Hall 109L**

(970) 248-1618 • [itl@coloradomesa.edu](mailto:itl@coloradomesa.edu) or [graduate@coloradomesa.edu](mailto:graduate@coloradomesa.edu)

1100 North Avenue, Grand Junction, CO 81501

<https://www.coloradomesa.edu/teacher-education/degrees/initial-teacher-licensure.html>

ITL Program Coordinator: Dr. Cynthia Chovich • [cchovich@coloradomesa.edu](mailto:cchovich@coloradomesa.edu) • (970) 248-1462 • DH 101E