

## Initial Teacher Licensure Graduate Certificate Admission Checklist

Application Priority Deadline: April 1<sup>st</sup>

### Transcript Evaluation

Before applying to the ITL program, a transcript evaluation must be completed to determine if leveling courses or licensure testing is needed prior to admission. Please send copies of your transcripts to [itl@coloradomesa.edu](mailto:itl@coloradomesa.edu) and let us know which program/s you are interested in: Elementary; K12 Physical Education; or Secondary Education (*English, Math, Science, Social Studies, or Spanish*).

\_\_\_\_\_ Retain a copy of your evaluation

### Required Admission Documents

#### Institutional Admission Documents (Submitted online or via upload to CMU Graduate Admissions)

\_\_\_\_\_ 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 Graduate Application Fee

\_\_\_\_\_ 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 Program 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

\_\_\_\_\_ One-Page Letter of Interest/Intent—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

Letter serves as written expression for graduate admission & letter of introduction for school placement.

## ITL Checklist Continued - 2

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

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

### 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
- Field Application is online at: <http://www.coloradomesa.edu/teacher-education/documents/itl-field-application.pdf>
- Uploaded via the application portal or submit via email to [itl@coloradomesa.edu](mailto:itl@coloradomesa.edu)

### CDE Background Check Requirement Form:

- Form online at: <https://www.coloradomesa.edu/teacher-education/documents/itl-background-check-requirement-form.pdf>
- Admission to CMU is required to complete the [CDE Field Experience Background check](#). Former CMU students may request ID# assistance by contacting: [itl@coloradomesa.edu](mailto:itl@coloradomesa.edu)
- Completing and submitting evidence of the **Colorado 3-year Substitute Teaching Authorization** is an option for ITL students to meet the background check requirement, if the authorization does not expire before the end of internship. (*The 1-year authorization is not an option as it will not last throughout student teaching.*) More information on this option is available on the CDE website at <https://www.cde.state.co.us/cdeprof/checklist-substituteauths>.
- The option to be considered for **provisional admission** is available to applicants who are not able to complete the CDE background check prior to admission to CMU. See the [ITL Background Check Requirement Form](#) for more information.

## 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 prerequisites that must be completed by August.

### Application & Placement Timeline

- **January 1<sup>st</sup>** - Application submission & review period starts for the 2023-2024 ITL Program.
- **March 15<sup>th</sup>** - Candidate notification of admission status begins.
- **April 1<sup>st</sup>** - Priority application deadline for field placement.
- **April 15<sup>th</sup>** - Placement interviews begin; interviews need to be completed by 3rd week of May.
- **May 15<sup>th</sup>** - Last day to submit application materials for consideration.
- **May 30<sup>th</sup>** - Enrollment for ITL Grad Cert for the 2023-2024 year ends. ITL Classes start.
- Outstanding prerequisites must be addressed before start of courses.

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

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

- Placement assignment, information, and next steps
- How to register for classes and get started in the online classroom
- Reminders/deadline information/program update and requirements

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

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