

Initial Teacher Licensure Graduate Certificate Admission Checklist

Application Priority Deadline: April 1st

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 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 1st-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

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
- 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 1st** - Application submission & review period starts for the 2023-2024 ITL Program.
- **March 15th** - Candidate notification of admission status begins.
- **April 1st** - Priority application deadline for field placement.
- **April 15th** - Placement interviews begin; interviews need to be completed by 3rd week of May.
- **May 15th** - Last day to submit application materials for consideration.
- **May 30th** - 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

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

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 • (970) 248-1462

ITL Field Placement Application



Please complete **ALL** sections

Candidate Information

Name: _____ Student ID: 700-_____ Today's Date: _____
(if previously admitted to CMU)

Address: _____ City/State/Zip: _____

Home Phone: _____ Cell Phone: _____

Personal Email: _____ ITL Program (May-May) Year: _____

Program: (circle one)

- Elementary
- Secondary English
- Secondary Social Studies
- Secondary Math
- Secondary Science
- Secondary Spanish
- K12 Kinesiology

ALREADY HAVE A DEGREE: _____ (list degree) Year: _____ College: _____

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Predominant Cultural/Ethnic Background: *information requested by state and federal reporting agencies*

- Hispanic
- African-American
- American Indian or Alaska Native
- Asian or Pacific Islander
- Caucasian

Field Placement

The placement process is complicated and not one that is taken lightly. One of the most important factors in making a placement is the quality of the mentor teacher. We consider several factors when making decisions about placements (past placements, letter of interest, placement interview, etc.). Sometimes due to availability of excellent mentor teachers, we may place you in a grade level and school you may not have selected for yourself. You are **NOT** to contact principals or teachers yourself—we work with the school district in making placements.

Based on availability of placements in your local district, some students may be placed in other districts.

Please indicate below which district (in our 14 county areas) you would like to be placed in

Preferred District: _____ (For example: Mesa County - D51)

Preferred
Level:

1. **Elementary** – (circle one) Primary: K - 2nd **or** Intermediate: 3rd – 5th Grade **or** Either
2. **Secondary** – (circle one) Middle School **or** High School **or** Either
 - High School Attended: _____

IMPORTANT:

Do you have a relative employed or attending an elementary/secondary school? Yes No

Are you employed or do you volunteer at a school? Yes No If yes, what school _____

You will **not** be placed in a building where a member of your immediate family attends or is employed. You may not be placed at a school where you work, volunteer, or have a relationship. Please indicate any school affiliations (information should be current with the semester/year you will be starting your pre-internship).

School: _____ Name of Relative: _____ Relationship: _____

School: _____ Name of Relative: _____ Relationship: _____

School: _____ Name of Relative: _____ Relationship: _____

School: _____ Name of Relative: _____ Relationship: _____

Agreement & Signature

All applicants are required to answer the following question, read and initial the following statements, and sign this application to verify the accuracy of their answers.

Have you ever been convicted of a felony or misdemeanor (excluding minor traffic violations)? No Yes

If you have answered YES, please attach, in a sealed envelope, a statement describing the circumstances and documentation of the final disposition of the conviction.

Please read and initial:

- _____ I have read the CTE Intern Handbook and the Master’s handbook that are available online at:
 - Graduate Handbook: http://www.coloradomesa.edu/teacher-education/documents/CMU_CTE_Graduate_Degree_Handbook.pdf
 - Teacher Internship Handbook: <https://www.coloradomesa.edu/teacher-education/documents/InternshipHandbook.pdf>
- _____ I must have a “B” or better in all EDUC classes and overall GPA of 3.0 or higher.
- _____ I must **pass Praxis Content exam/s before I can begin my final semester of student teaching.**
- _____ My student teaching must take place in the 14-county region served by Colorado Mesa University and that CMU pays the mentor and college supervisor stipends only within this 14-county region.
- _____ My pre-internship/internship begins on the first day that my mentor teacher begins and that I am **bound to my host school’s calendar, not the CMU calendar.**
- _____ I am expected to work through the last day of my internship, which follows the school district’s end date for semester.
- _____ Teacher candidates may only work as substitute teachers while completing their internship on a limited basis – see the [Student Teaching Internship Handbook](#) for more information.
- _____ I am not allowed to take personal days during my internship.
- _____ It is **mandatory** that I attend the orientation and colloquia set up by the Teacher Education Department.
- _____ The internship must be concentrated in my area of licensure. The mentor teacher must be professionally licensed and highly qualified in my area of licensure.
- _____ My university supervisor will evaluate me **at least twice during the pre-internship and four times during the internship.**
- _____ I must be present at all scheduled internship meetings. Dates will be provided by the Program Coordinator.
- _____ I must receive a passing score on the [edTPA](#) assessment to complete my student teaching requirement. Cost is \$300.
- _____ I must apply for licensure within five years of completing my requirements.
- _____ When applying to the Colorado Department of Education for my *Initial Teacher License*, I am responsible for submitting all paperwork, fees, and supporting documents (including the request of all official transcripts). For more information on the CDE application process, see <http://www.cde.state.co.us/cdeprof>

I attest that I have read and understood all of the application materials and that to the best of my knowledge, all information stated on this application is true and correct. I understand that any misrepresentation will result in my ineligibility for admission and/or suspension from the program. I also authorize the release of information contained in this application and/or in my Center for Teacher Education file to my mentor teacher(s), my principal(s), my college supervisor(s) and other active participants in my internship for all purposes of licensure and/or degree completion.

Student Name (printed): _____ Date: _____

Signature: _____

Return application to: **Center for Teacher Education • Dominguez Hall 109L**
 (970) 248-1618 • itl@coloradomesa.edu
 1100 North Avenue, Grand Junction, CO 81501
<http://www.coloradomesa.edu/teachered>

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

Initial Teacher Licensure Graduate Certificate Background Check Requirement: Acknowledgment & Completion Form

CDE Background Check Requirement

The Colorado legislature has enacted changes to procedures for fingerprint-based criminal history checks for field experience students who are enrolled in an [approved Colorado educator preparation program](#). These changes allow the results of criminal history checks obtained by the Colorado Bureau of Investigation (CBI) to be routed to the Colorado Department of Education (CDE) and for CDE to make the results available to authorized agencies. For field experience students, this means that when you submit fingerprints for this reason your criminal history result can be accessed by both:

1. The Colorado educator preparation program where you are enrolled, and
2. The school district(s) and/or charter school(s) where you will be placed for field-based learning.

Completion Options for ITL Students

Teacher candidates applying to the Initial Teacher Licensure (ITL) program at Colorado Mesa University (CMU) have 3 options for completing the CDE background check requirement.

- A. Former CMU students may complete the [CDE Field Experience Background Check](#) process prior to readmission to CMU. This requires that you have your University ID number or 700# to complete this process. Contact itl@coloradomesa.edu for assistance with you ID number.
- B. Submit background check results from CDE Substitute Authorization. ITL applicants who are not former CMU students but have been or are interested in substitute teaching, may apply for their [CDE 3-Year Substitute Authorization](#) and submit the background check results from the Profile section of their COOL account. Contact itl@coloradomesa.edu for more information.
- C. ITL applicants may elect to be considered for Provisional Admission to the ITL program before they complete the CDE background check process. This allows applicants to proceed with the admission process for CMU, become established as a CMU student, receive a University ID number, and then complete the CDE [Field Experience Background Check](#) process by July 1st.

Acknowledgment & Background Check Completion Selection

After reviewing the information above, complete and sign the acknowledgment, and make your selection regarding completion of the CDE background check requirement.

I, _____ (printed full name) understand that successfully completing a CDE background check is required for full admission to the ITL program. As such, I am choosing to proceed with applying to the ITL program under the following option: (select one option below)

- A. I am a former CMU student and will complete the [CDE Field Experience Background Check](#) process prior to readmission to CMU so that I may be considered for full admission.
- B. I have or am seeking a [CDE 3-Year Substitute Authorization](#) and will submit background results so that I may be considered for full admission.
- C. I wish to be considered for provisional admission to the ITL program and acknowledge that I cannot proceed with classes in the fall semester or be granted full admission until I have completed the [CDE Field Experience Background Check](#) process. I further acknowledge that failure to successfully complete the CDE Background Check by July 1st may result in my dismissal from the ITL program.

Student Signature

Date

Example Resume & Interest Letter Template

Jay Maverick

jnav@coloradomesa.edu
970-248-1404
1100 North Avenue
Grand Junction, CO 81501

Objective

To obtain a student teaching placement in biology, utilizing my skills and training to promote learning and student achievement.

Education

Colorado Mesa University, Grand Junction, CO 81501
Bachelor of Science, Biological Sciences - Teacher Education, May, 2019

Skills/Strengths

- Microsoft Office Proficient
- Collaboration
- Strong Work Ethic
- Planning and Teaching Lessons
- Customer Service
- Interpersonal Communication Skills

Relevant Experience

Mile High Student Corps 2351 Fenley Way, Denver, CO 29293
Student Intern Summers, 2016 - 2017

- Supervised 15 high school students in campground maintenance projects
- Taught outdoor safety workshops to high school students

Fruita Middle School Fruita, CO 83552
Teacher Shadowing January 2018 – May 2018

- Observed and assisted with general science classes, grade 8
- Prepared learning materials for students
- Assisted students with homework assignments

Additional Employment Experience

Pizza Hut 2500 Broadway, Grand Junction, CO 81507
Server January, 2016 – May, 2017

- Greeted and took orders from customers
- Served food to customers
- Handled money transactions
- Closed the restaurant nightly

Awards/Activities

- Volunteer, *Arby's Fun for Families*, Denver, CO, July, 2015
- Recipient, *Employee of the Month* award for outstanding customer service by Pizza Hut, May, 2016
- Volunteer Coach, *Little League Baseball*, Grand Junction, CO, April - June, 2015
- Member, *Dean's List*, Colorado Mesa University, 2015-2016

COVER LETTER to apply for student teaching One-page Letter of Interest - 4 paragraphs

Your Street Address City, State and Zip Code Phone
Number Email Address

Date

Mesa County School District 51
2115 Grand Ave.
Grand Junction, CO 81501

Dear School Administrator/Mentor:

First paragraph: I am writing to request a student teaching placement within your school/school district. My teacher licensure will be _____ (example: Elementary with a concentration in Mathematics). I look forward to my practicum experience.

Second paragraph: Use this paragraph to briefly explain what lead you to choose teaching for a career (an event, teacher, relative). Why you want to become a teacher and your experiences working with youth.

Third paragraph: What is your vision of an ideal school, mentor teacher, and classroom?

I would work best with a mentor teacher who is organized, innovative, and passionate about children. I believe that children learn best when teaching is done in a way that makes learning fun.

Fourth paragraph: How your personal strengths and skills will benefit the students and school, and list some of your professional learning goals.

Strengths I will bring to the classroom are my openness to new ideas, high energy, desire to learn and be cooperative, patience, and enthusiasm. I have a strong desire to succeed and do many self-evaluations, but would welcome the mentor teacher helping me to strive and develop classroom techniques in management and productivity. I would thrive in an environment that allows for mistakes and constructive correction so that I may learn and become a more effective teacher.

Thank you for your time and consideration. I look forward to being a part of your school and classroom.

Sincerely,

Name

PRAXIS Licensure Exam Registration Steps

- Go to <https://www.ets.org/praxis>.
 - Click on **Login/Register** in the top right corner.
 - Under **PRAXIS**, click **Sign In** or **Create Account**. You will either enter your background information, or if you already have an account, confirm your account and information.
 - In Praxis account, go to **Search and Select Tests** (see Fig. 1)
 - In the **State/Agency Required Tests** section, select the state (Colorado) OR the state agency (CDE) to locate required exam/s.
 - Click the **Search** button.
 - Select the appropriate test (*they are listed alphabetically; see list on reverse side of this form*).
 - You may then choose to **Test from Home** or you may **Select Test Center** (ex: CMU Testing & Prometric Center)
 - Select the date, location, and time that you want to test.
 - Follow the rest of the steps to pay for the test and confirm your registration.
 - Make sure you have your scores sent to Colorado Mesa University—recipient code **4484**.
 - After you receive your score report/s, make sure to download them and save your own copy for your records. You will need a copy of your score/s to submit with your licensure application after graduation.
- ❖ Practice materials can be found at www.ets.org/praxis/testprep

Login / Register

Fig. 1

ETS PRAXIS

For Test Takers

Schedule Tests | Score Recipients | Review | Payment | Order Complete

Search and Select Tests

- Search Tests

State / Agency Required Tests:
Select a state or agency to see which tests are required for teacher licensure. If you are not sure which tests are required for your specific license or certificate, check the [State Requirements](#).

Certifying State or National Agency
- Select - **Colorado**

State Agency:
- Select -

Search

College / University Required Tests
If your Educational Preparation Program (EPP) requires taking a Praxis test that your State Department of Education does not use for teacher licensure, please click on "EPP Test Requirements" below to search for the Praxis test you need.

EPP Test Requirements

This section is used to register for Praxis CORE test.

What Tests, When and Where to take them, & How to prepare?

To be eligible for student teaching, all teacher candidates must submit passing scores for state-approved content area licensure exams prior to the start of their internship semester. **Students are encouraged to take their Praxis Content Exams at the end of their junior year/summer before their student teaching placement.**



For more Licensure exam information, scan me!

Praxis Licensure Exam Registration

- Register through the [ETS website](#)
- Colorado State Department of Education code: 7040
- Recipient code for CMU: 4484
- The code for the test center located at Colorado Mesa University: 5307

Praxis Testing Offered at-Home, at CMU, or Offsite:

- To register to test at CMU see the Praxis Website at: <https://www.ets.org/praxis/co/requirements>
- ETS is offering **at-home testing options**.
 - You do have to create a proctored environment at home.
 - Learn more at <https://www.ets.org/praxis/site/test-takers/register/at-home-testing.html>
- To locate another testing center, see <https://www.ets.org/praxis/site/test-takers/where-to-test.html>

Prepare for the Praxis

- Practice materials can be found at www.ets.org/praxis/testprep
- Praxis study tools are also available at the CMU Library:
 - See <https://libguides.coloradomesa.edu/PraxisPrep>

Colorado Department of Education Licensure Information

- CDE Endorsement Exam Requirements: <http://www.cde.state.co.us/cdeprof/endorsementrequirements>
- CDE Initial Licensure Checklist: <http://www.cde.state.co.us/cdeprof/checklist-initialteacher>

Elementary Education Exams - 4	Secondary Content Exams	K-12 Content Exams
<p>Teaching Reading: Elementary (5205)* required score: 159</p> <p>Mathematics, code: 5003 or 5903 required score: 157</p> <p>Social Studies, code: 5004 or 5904 required score: 155</p> <p>Science, code: 5005 or 5905 required score: 159</p> <p>--Can take 3 as bundle under 5901 --Can take or retake exams separately --Must pass all 4 subject exams.</p>	<p>English Language Arts CK, code: 5038; required score: 167</p> <p>Mathematics, code: 5165; required score: 159</p> <p>General Science: Content Knowledge, code: 5436; required score: 141</p> <p>Social Studies: Content Knowledge, code: 5081; required score: 150</p> <p>Spanish World Language, code: 5195; required score: 163</p>	<p>Art: Content and Analysis K-12, code: 5135; required score: 158</p> <p>Music: Content Knowledge, code: 5113; required score: 161</p> <p>Physical Education: Content Knowledge, code: 5091; required score: 148</p>
<p>*Elem. & EC SPED take 5205 two months before the end of pre-internship</p> <p>Early Childhood Education Exams</p>	<p>Education of Young Children, test code 5024; required score 160 & Teaching Reading: Elementary (5205)* required score: 159 & Special Education: Preschool/Early Childhood (5691) required score: 159</p>	

Graduate Admissions

Colorado Mesa University offers opportunities to go beyond earning a bachelor's degree with a variety of graduate programs. At CMU, we provide exceptional educational experiences designed to deepen your knowledge and advance your career. Students learn from and work closely with dedicated professors who are experts in their field. Discover more about our diverse curriculum today.

Graduate Information Sessions

Attend a graduate information session offered via ZOOM. Please reach out to graduate@coloradomesa.edu to set up an appointment.

Graduate Application

Start your application online at <http://www.coloradomesa.edu/graduate/admissions.html>



Financial for Graduate Student

Unsubsidized Loan

The Federal Direct unsubsidized loan will accrue interest while the student continues to be enrolled at least half-time. The interest will begin to accrue with the initial disbursement. You can pay the interest while you are in school, during grace periods and deferment/forbearance periods, or you can allow it to accrue. Although, you must file a [FAFSA](#) to be eligible, you are not required to demonstrate financial need to receive the Direct Unsubsidized loan. The Direct Unsubsidized loan interest rate changes annually. The current rate can be found at studentaid.gov.

Graduate/Professional Student PLUS Loan

Graduate or professional students enrolled at least half-time (a minimum of 3 credits) may be eligible for a Federal Direct Grad PLUS loan. You don't have to start making payments until six months after you graduate, leave school, or drop below half-time enrollment. Interest accrues while you are enrolled. [Visit studentaid.ed.gov](http://studentaid.ed.gov) to learn more about this loan option.

Subsidized Loan & Pell Grants

As a graduate student you are not eligible for a Federal Direct Subsidized loan or for a Pell Grant.

Tuition & Fees

Graduate In-State Tuition & Fees

A Graduate student is defined as a student who is pursuing a master's or doctoral program. Although an individual may be considered a state resident for voting and other legal purposes after being in the state for a short time, the tuition law specifies additional requirements for classification as "in-state" for tuition purposes. Fully online classes are exempt from out-of-state classification. Learn more at <https://www.coloradomesa.edu/student-accounts/expenses.html>.

Be a Teacher





TEACH Colorado will give you a boost

- ✓ Explore teaching
- ✓ Become a teacher
- ✓ Lead a classroom





**90% of teachers
are satisfied in their jobs.**

-National Center for Education Statistics, 2016 study

Explore Teaching

-  **Build a career roadmap**
In 5 minutes, find out if the teaching profession is right for you.
-  **Learn about teacher compensation**
The average teaching salary in Colorado is \$57,745.
-  **Get the inside scoop**
Meet current teachers in Colorado and sign up for Talk to a Teacher to get free advice any time.
-  **Find events for future teachers**
Explore and register for events in Colorado that are for career-hunters like you.

Become a Teacher

-  **Understand Licensure**
Learn licensure areas and educator preparation program requirements.
-  **Choose a Program**
Discover educator preparation programs in Colorado and learn what to consider when selecting yours.
-  **Apply to a program**
Create an application checklist to keep track of steps, best practices and deadlines.
-  **Receive financial aid**
Understand options for funding your education, from scholarships and grants to loan repayment.




**LEARN
MORE**

[TEACHColorado.org](https://teachcolorado.org)

- 1-on-1 Coaching
- Application Checklists
- \$1,000 Scholarship
- Fee Reimbursements



Follow us on social for
more insider info:

-  @TEACHColorado
-  @TEACH.org
-  @TEACHColorado

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