APPLICATION FOR ADMISSION CHECKLIST  
TEACHER EDUCATION PROGRAM, COLORADO MESA UNIVERSITY

The completed application form with all attachments (follow checklist below) must be submitted to the Center for Teacher Education to apply for admission into the program. Applications should be submitted by October 15 for spring admittance and March 15 for fall admittance. Applications are kept on file for one year from these dates. Students must reapply if not accepted during the one year application period.

It is the student’s responsibility to submit the completed application packet. Incomplete packets will not be considered as application for admission. It is also the responsibility of the applicant to check on the status of recommendation forms. Complete applications will be reviewed for admission. Notification of admission decisions will be by mail. Once admitted, students may enroll in upper level education courses.

Print all information. Distribute requests for recommendation forms as soon as possible!

Applicant’s Name ________________________________Student ID#____________

___1. Application (Form A)

___2. Statement of philosophy and your beliefs about education

___3. Transcripts of course work from all institutions attended (unofficial copies are accepted)

___4. DegreeWorks Report for declared major (not Pre- -- Use “What If” button if needed)

___5. Completed Course Planning Sheet or DegreeWorks Student Planner signed by content and education faculty advisors

___6. CDE eLicensing Background Check results (Be sure to follow fingerprinting instructions here: https://www.coloradomesa.edu/teacher-education/documents/cde-fingerprint-instructions.pdf)

___7. Proof of Basic Skills
   • Completed Basic Skills Form
   • Printed copy of official score report for PRAXIS CORE Writing exam (Test 5723 or Test 5722) with passing score of 162

___8. Signed Teacher Candidate Expectations Form

___9. Recommendation Forms (3) See Application Packet Details

Questions? Call Mary Kienietz at 970-248-1786
APPLICATION PACKET: DETAILS OF SUBMISSION MATERIALS

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 coursework, 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 submit a Field Experience Background Form to CDE. **(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://apps.colorado.gov/cde/licensing/Login.aspx)

   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

Revised Summer 2020
# COURSE PLANNING SHEET - Center for Teacher Education

Student’s Name: ____________________________
Education Advisor’s Signature: ____________________________
Date: ____________________________

Licensure Program: ____________________________
Content Advisor’s Signature: ____________________________
Date: ____________________________

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<tr>
<th>Fall _______</th>
<th>Spring _______</th>
<th>Summer _______</th>
<th>Notes:</th>
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BASIC SKILLS FORM

Please complete the following form and submit it with your application and PRAXIS CORE Writing test score. A hard copy of your score must be submitted to the CTE office.

Name___________________________
Address_________________________

Today’s Date_____________________
Student#________________________

Phone___________________________
Email___________________________

PRAXIS CORE Writing (Test 5723 or 5722)
Score: __________
Date Taken: _________________

Req. Score: 162

ADDITIONAL REQUIREMENTS

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<tr>
<th>Elementary, Secondary, K-12:</th>
<th>Year Taken &amp; Grade</th>
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<tr>
<td><strong>Courses grade B or better in each:</strong></td>
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<tr>
<td>ENGL 111</td>
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<td>ENGL 112</td>
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<td>PSYC 233</td>
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<td>EDUC 115</td>
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<td>EDUC 215</td>
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**Elementary:** MATH 105 and MATH 205 with grades B or better

**Secondary & K-12:** MATH 110 or above with grade C or better

**Early Childhood Special Education:**

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<tr>
<th>Courses grade B or better in each:</th>
<th>Year Taken &amp; Grade</th>
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<tr>
<td>ENGL 111</td>
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<td>ENGL 112</td>
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<td>PSYC 150</td>
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<tr>
<td>MATH 205</td>
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**Minimum 2.8 cumulative GPA for these courses:**

MATH 105

Early Childhood Foundation Courses (27 cr.) – minimum 2.8 GPA – See DegreeWorks Report
TEACHER CANDIDATE EXPECTATIONS

Colorado Mesa University Teacher Education Program supports the belief that teacher candidates must exemplify a professional disposition towards teaching as demonstrated through attitudes, behaviors, and relationships with others.

As a teacher candidate of the Colorado Mesa University Teacher Education Program, I agree to meet the following expectations:

**Academic Expectations of Teacher Candidates**

1. Attend classes regularly and be prompt and prepared for all classes.
2. Complete readings and assignments accurately, thoroughly, and on time.
3. Actively participate in classroom discussions.
4. Share your own ideas and listen to the ideas of others with an open mind while respectfully questioning for understanding and clarification.
5. Attend and participate in extracurricular academic activities such as symposia and conferences.
6. Begin a personal library of professional references. Read beyond the required texts of each course.
7. Demonstrate academic integrity and honesty.
8. Take responsibility for your own educational program by regularly meeting with your content and educational faculty advisors, following instructions and program procedures, and paying attention to details and deadlines.
9. Be willing to participate in and work with groups of diverse individuals.
10. Maintain a professional and positive attitude toward the faculty, support personnel, administration, and Colorado Mesa University.
11. Learn and understand the academic and pedagogical standards that guide the Colorado Mesa University Teacher Education Program. Reflect on how these standards are addressed and applied in each of your courses.
12. Begin and maintain a professional portfolio documenting your academic and pedagogical knowledge and achievements.

**School and Community Expectations of Teacher Candidates**

1. Dress professionally and appropriately.
2. Arrive at your assigned site on time (10 minutes prior to your assigned time) and check in at the front office every time you visit.
3. Wear your official Colorado Mesa University name tag.
4. Conduct yourself in a courteous, professional manner.
5. Accept the field placement sites you have been assigned.
6. Reflect on the connections between theories discussed in your coursework and the application of theory in the classroom.
7. Actively participate in the classroom environment.
8. Demonstrate a positive and enthusiastic disposition towards each field experience.
9. Become a part of the school community by introducing yourself to school administration, faculty, support staff, and students.
School and Community Expectations of Teacher Candidates (continued)

10. Become familiar with school policies and practices and work in a manner consistent with them.

11. Become thoroughly acquainted with classroom facilities and learn the procedures used by the cooperating or mentor teacher.

12. Become acquainted with instructional materials available in the school and school district.

13. Become familiar with the community and its relationship to the educational program.

14. Plan and prepare for each field visit and communicate with cooperating or mentor teachers about all field activities and assignments.

15. Inform the school in advance of anticipated absences, or as early as possible on the days that an emergency arises. Realize the importance of each visit. Your rapport with students and faculty are dependent on your consistency and reliability.

16. Make time available for conferences with the cooperating teacher and college supervisor to evaluate your personal progress.

17. Notify your college professor of potential issues that may hinder a successful field experience.

18. Attend and volunteer at school functions such as school assemblies, club activities, sporting events, faculty meetings, etc.

19. Maintain a professional and positive attitude towards students, faculty, support personnel, administration, parents, and the community.

20. Practice and apply the academic and pedagogical standards learned through the Colorado Mesa University Teacher Education Program to each of your field experiences. Reflect on how these standards are addressed and applied by you and the cooperating or mentor teachers.

TEACHER CANDIDATE EXPECTATIONS

Acknowledgement and Agreement

I have read and understand the Academic and School and Community Expectations of Teacher Candidates. I understand failure to meet these expectations may result in remediation and/or removal from the Teacher Education Program.

_______________________________  ______________________________
Teacher Candidate Name (Print legibly)  Student ID Number (Print legibly)

_______________________________  ______________________________
Teacher Candidate Signature  Date

A copy of the Teacher Candidate Expectations should be retained by the teacher candidate and placed in her/his portfolio. The original will be placed in the permanent record of the teacher candidate.
Applicant Statement to Writer:

I request that you, ____________________________, complete in the space provided a statement of recommendation to supplement my application for admission to the Teacher Education Program at Colorado Mesa University and send it directly to the address above. Your candid evaluation of my strengths and weaknesses for admission to the Teacher Education Program is requested.

Under the provisions of Part 99 of Title 34 of the Code of Federal Regulations on the confidentiality of the completed statement, I have selected one of the following two options (a) or (b) by initialing below in one of the appropriate spaces.

______(a) I understand the completed statement will be held in confidence from me by the Teacher Education Office.

______(b) I understand that I have the right to inspect and review the completed statement at the Teacher Education Office.

Applicant Signature _________________________________________ Date ____________________

Printed Name _____________________ Student ID #___________________________

The above to be completed by the applicant

Writer’s Statement of Recommendation:

How long have you known this applicant? __________ In what capacity? ______ Faculty _____ Supervisor

<table>
<thead>
<tr>
<th>Please rate the applicant for his/her potential as a teacher:</th>
<th>Outstanding (4)</th>
<th>Above Average (3)</th>
<th>Average (2)</th>
<th>Below Average (1)</th>
<th>No Knowledge</th>
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<tbody>
<tr>
<td>Speaker – uses effective language and style to communicate</td>
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<td>Writer – effectively demonstrates standard writing conventions</td>
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<td>Motivator – enthusiastic, has a capacity to inspire and motivate others</td>
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<td>Achiever – goal oriented, consistently produces quality work</td>
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<td>Facilitator – helpful, desires to assist others, patient, empathetic, reflective</td>
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<td>Leader – self-confident, can actively engage others, is a good listener</td>
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<td>Collaborator – works cooperatively with others in pursuit of a task or goal, responds to others’ feelings and needs</td>
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<td>Overall potential as a teacher – exhibits attributes essential to effective teaching</td>
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Comments and Recommendations: In lieu of a letter, on the back of this form, please include comments on your personal knowledge of the applicant’s professional experiences, aptitude for working with children, and/or achievements that suggest success as a teacher. Describe any opportunities where you observed the applicant working with children and/or youth.

Writer Signature: _____________________________ Date: _____________________________

Printed Name: _____________________________ Position: _____________________________

Organization: _____________________________ Phone Number: _____________________________

Address: _____________________________ Email: _____________________________

Revised Fall 2019
Instead of a letter, please include comments on your personal knowledge of the applicant’s professional experiences, aptitude for working with children, and/or achievements that suggest success as a teacher. Describe any opportunities where you observed the applicant working with children and/or youth.
Instructions for CDE Fingerprinting

Based on CDE Fingerprinting Site for Field Experience Educators (Student Teachers): [http://www.cde.state.co.us/cdeprof/studentteaching](http://www.cde.state.co.us/cdeprof/studentteaching)

To successfully complete the CDE background check process, you must complete all of the following steps in order.

### 1. Create your lifetime Colorado Department of Education (CDE) eLicensing account

**Step 1**

- **CDE Account Tips:**
  - If you do not setup your CDE eLicensing account 1st, CDE will not have an account to attach your fingerprints to and may require that you repeat the fingerprinting process. **Create your CDE account 1st.**
  - Make sure to enter your correct Social Security Number. Failure to do so may result in having to repeat the entire process.
  - **If you think you have already created a CDE account, ensure that you are able to log in to your existing account & check the Alerts section, if background information is present in your CDE account, skip to steps 3 & 4.**

**Step 2**

- **CDE Fingerprinting Tips:**
  - There are two different vendors in the state of Colorado authorized to do fingerprinting for CDE. Use the [CDE website to register](https://apps.colorado.gov/cde/licensing/Login.aspx) for your appointment and to make sure you are signed up for the right kind of fingerprinting.
    - **Note:** candidates no longer obtain fingerprints through the Sheriff’s Office.
    - **You must have created your lifetime eLicensing account PRIOR to the submission of your fingerprints**
  - Before the fingerprinting appointment gather:
    - Valid college/university student ID card
    - Your 9-digit CMU ID#: use your 700# as the school ID#/university ID code for fingerprinting & on the Field Experience Form
      - **The 700# can be viewed in MAVzone under My Account → Student**
    - Name of the school district(s) or charter school(s) where you will be or have been placed in for your field experience
    - A valid (non-expired) government-issued ID, such as a driver’s license and your Social Security Number!
    - Payment – approx. $49.50 - $52.00 - see confirmation. Payment is collected from the applicant via credit/debit, money order, or cashiers check at the time of the appointment. Cash or personal checks are not accepted.
    - **Correct Service Code Number:** take a copy of the service code number with you. At your appointment, check to make sure they have the right code assigned to your prints—CDE has several codes for different workers and incoming teachers.
      - Field Experience Service Code/CBI Unique ID for [IdentoGO](https://app.smartsheet.com/b/form/2c86864ad2a7400cba778beb503c822d): 25YQZV
      - Field Experience Service Code/CBI Unique ID for Colorado Fingerprinting: 1134ETPI

### 2. Schedule & attend your fingerprinting appointment

- **With one of CBI’s approved fingerprinting vendors at [http://www.cde.state.co.us/cdeprof/fieldexperience](http://www.cde.state.co.us/cdeprof/fieldexperience)**

**Step 3**

- **CDE Field Exp. Form Tips:**
  - This form should then be **submitted within 5 business days** from the date your prints were taken—and not before prints!
  - Use your 9-digit CMU 700# as the school ID#/university ID code on the Field Experience Form
    - **The 700# can be viewed in MAVzone under My Account → Student → Student ID**
  - Make sure to enter the name of the school district(s) or charter school(s) where you will be placed for field experiences, like Mesa County School District #51.
  - Select to have a copy of the FEB form sent to you and CMU at the bottom of the form.

### 3. Submit the required Field Experience Background Information Form after appointment

- **on the CDE website at [https://app.smartsheet.com/b/form/2c86864ad2a7400cba778beb503c822d](https://app.smartsheet.com/b/form/2c86864ad2a7400cba778beb503c822d)**

**Step 4**

- **Submit Results to Teacher Ed/Alerts Tips:**
  - **Send your results to Teacher Ed**
    - To print your results, use Ctrl-P and turn in the printout of the CDE eLicensing Background Check results with your application to Teacher Education.
    - You may also take a screen capture or PDF of your results and email it to Mary Kienietz or April Chandler.
    - For information on circumstances that shall result in denial, suspension, revocation, or annulment of a Colorado Educational Credential, see [http://www.cde.state.co.us/cdeprof/enforcement](http://www.cde.state.co.us/cdeprof/enforcement)
    - **NOTE:** if you have been previously fingerprinted for DS1 (or any district) for another purpose (for After Hours, for coaching, etc.), results may show in your CDE account, but cannot be used for licensure. After you complete your Field Experience Form, background results for non-field experience fingerprinting may be purged from your CDE account. If this is the case, CDE will email you to alert you of this and you will need to get new fingerprints taken—**see step 2.**
PRAXIS CORE Online Registration Steps

   - Get test preparation materials here as well!
   - The Register button is very easy to locate on this page in the top right corner.

2. When you click the “Register Now” button, the ETS site will prompt you to create an account.

3. After you enter your information to create an account, click on “Select a Test.” This will take you to a screen like the figure to the right.

4. Under 1. Find Your Test (Fig. 1):
   - Skip the state selection section and go down to the bottom where it discusses Educational Preparation Program, EPP Test Requirements
   - You will use the top, state-selection section near the end of your program, when you register for Praxis II

5. Click on “EPP Test Requirements”—see the section circled in red in Fig. 1.

6. Select the appropriate test: Core Academic Skills for Educators: Writing (5723 or 5722).

7. Select Schedule Computer Test(s).

8. Locate your desired Test Center by the state or zip code—CMU Testing Center zip code: 81501.

9. Select the date and time that you want to test.

10. Make sure you have your scores sent to CMU (formerly MSC)—recipient code 4484.

11. Follow the rest of the steps to pay for the test and confirm your registration.

○ Make sure you have your scores sent to CMU—recipient code 4484
○ Passing score is 162
○ Probationary admission score: 151-161. Students scoring in this range may retest for full admission, or work with their program coordinator/advisor to determine remediation steps for probationary admission to the CMU Teacher Education Program.
○ Students who score a 150 or below must retest and are recommended to contact their advisor regarding retesting steps and resources.
Praxis CORE Writing Exam

Writing Exam Online Study Tools

ETS Official Study Guides:

Help with Mechanics (Grammar, spelling, etc.) FREE online review of writing concepts
- If you are struggling with mechanics, there is a grammar diagnostic you can use to test yourself and build your skills at [http://www.world-english.org/diagnostic_grammar_1.htm](http://www.world-english.org/diagnostic_grammar_1.htm)
- For a review of sentence structure see [http://www.cccc.edu/studentservices/placementtesting/studyguides/pdfs/sentence-placement.pdf](http://www.cccc.edu/studentservices/placementtesting/studyguides/pdfs/sentence-placement.pdf)
- Exercises in writing mechanics: spelling, grammar, sentence structure, etc.: [https://owl.english.purdue.edu/exercises/](https://owl.english.purdue.edu/exercises/)

Help with the Writing Process—getting started, grammar mechanics, revision—the whole enchilada!
- BYU Writing Center handouts: [http://writingcenter.byu.edu/services/handouts](http://writingcenter.byu.edu/services/handouts)
- Purdue Owl’s site on the writing process: [https://owl.english.purdue.edu/owl/resource/587/01/](https://owl.english.purdue.edu/owl/resource/587/01/)

Praxis CORE Writing Exam Study Tools Available at the CMU Library

Access Praxis preparation materials at [http://libguides.coloradomesa.edu/education](http://libguides.coloradomesa.edu/education)

Steps for Accessing CMU Library Resources

1. Under the CMU Library menu select **Research Guides** (under the **Research Resources** menu on the Library home page)
2. Select **Teacher Education**
3. Select **Education Resources**
4. Select **Praxis Study Guides**
5. Find the **Praxis Core study guides** at the bottom
   - a. One is an online guide
   - b. The other two are hard copies you can get in the CMU Library

Kahn Academy Praxis – Core Test Preparation

Practice materials are available through Kahn Academy at [https://www.khanacademy.org/prep/praxis-core](https://www.khanacademy.org/prep/praxis-core).