

Teacher Certification Program Application

Post-Baccalaureate Non-Degree and Master's Degree Initial Certification Programs

PLEASE READ THE INFORMATION ON THE FRONT AND BACK OF THIS SHEET CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.

NOTICE: DO NOT FILL OUT THIS APPLICATION IF:

- **You are a fully certified teacher** who holds one of the following State of Illinois Teacher Certificates: Early Childhood (Pre K-3), Elementary (K-9), High School (6-12), or Special (K-12). Teachers holding one of these Teacher Certificates should exchange this packet for the pink application for certified teachers. This does not include applicants holding only a substitute, transitional bilingual, provisional, vocational, administrative, or school service personnel certificates.

- **You have been dropped from a teacher education program at Chicago State University.** Students who have been dropped from a teacher education program at CSU are not eligible to pursue initial teacher certification in any undergraduate, graduate, or non-degree program at Chicago State University.

To enter the teacher certification program and begin enrolling in courses, submit the completed Program Application to ED 208, along with:

- **A \$40.00 non-refundable evaluation/processing fee;**
- **Proof of a bachelor's degree** (in the form of a transcript with degree posted, diploma, substitute teacher certificate or ISBE letter of deficiency).

TRANSCRIPTS: Two official transcripts from **each** college and university attended, even if the courses from one institution are listed on the transcript from another institution, must be received in ED 208 according to the following deadlines:

<u>Students submitting Program Application to enroll for</u>	<u>Must submit two official transcripts to ED 208 by</u>
Summer or Fall.....	October 1
Spring.....	March 1

FAILURE TO SUBMIT BOTH SETS OF OFFICIAL TRANSCRIPTS WILL RESULT IN YOUR BEING INELIGIBLE TO ENROLL FOR SUBSEQUENT SEMESTERS.

⇒ **TRANSCRIPT EVALUATION:** We will call you to schedule an appointment for an evaluation of your transcripts when two complete sets of transcripts from all colleges and universities attended are on file in Teacher Certification. ⇒ Submit your transcripts right away: appointments are scheduled on a first come, first served basis.

STATE LAW REQUIRES THAT TEACHER CERTIFICATES ARE ISSUED ONLY TO INDIVIDUALS WHO ARE EITHER CITIZENS OF THE UNITED STATES OR FOREIGN NATIONALS WHO ARE LEGALLY PRESENT AND AUTHORIZED FOR EMPLOYMENT BY THE IMMIGRATION AND NATURALIZATION SERVICE. IF YOU RECEIVE A CERTIFICATE AND YOU ARE NOT A CITIZEN, YOU HAVE TEN YEARS FROM THE ISSUE DATE OF THE CERTIFICATE TO BECOME A UNITED STATES CITIZEN. BY LAW, IF YOU FAIL TO BECOME A CITIZEN WITHIN THE TEN YEAR PERIOD, YOUR CERTIFICATE MUST BE CANCELLED.

Three classifications of certification students are eligible to apply to a teacher certification program:

- Non-Degree Students** are non-degree-seeking graduate students admitted to the university in a state approved program leading to an initial Illinois Teacher Certificate by entitlement.
- ISBE Deficiency Students** are post-baccalaureate non-degree-seeking students admitted to the university as at-large graduate students if they have teaching experience, an ISBE letter of deficiency, and plan on enrolling in courses to remove deficiencies for initial certification through transcript evaluation.
- Master's Degree Students** are master's degree-seeking students admitted to the university in a certification program who plan on obtaining an Illinois Teacher Certificate through entitlement by completing a teacher certification program at the master's degree level. Master's Degree applicants can be admitted to the university as Non-Degree Students pending full admission to the master's degree program. Master's Degree certification students must have a minimum GPA of 3.0 on a 4-point scale in the final 60 hours of their bachelor's degree courses; a minimum grade of C and GPA of 3.0 in courses satisfying general education requirements; and a minimum grade of C and GPA of 3.0 in 18 hours of courses beyond the introductory level and at the 200 level or above in a 32 hour major. A minimum GPA of 3.0 must be maintained in the master's degree program.

COE ADMISSION REQUIREMENTS

Admission to the College of Education (COE) is required before enrolling in restricted education courses including teaching methodology and student teaching. A separate COE Application, obtained from your academic department, with all required documents must be received in ED 208 by the following deadlines in order to be processed for admission and eligibility to register in restricted courses for the term indicated:

<u>Admission for:</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
Advance Registration	March 1	October 1	March 1
Regular Registration	June 1	December 1	March 1

All certification students requiring admission to the COE must fulfill the following requirements before enrolling in teaching methodology courses:

- 1. GENERAL EDUCATION:** Must be within 12 semester hours of completing required general education; ISBE Deficiency students must have completed all general education courses;
- 2. GRADE POINT AVERAGE (GPA):** Non-degree certification students must have a minimum Program GPA of 2.5 on a 4-point scale in all courses satisfying program requirements in three areas of coursework (general education, professional education, and the area of specialization or concentration) completed at Chicago State University or any other accredited college or university. In addition, beginning with Fall 2007 admission, grades of C or higher are required in all required courses completed prior to admission to the COE.

NOTE: For admission to student teaching, and a recommendation for certification, a minimum GPA of 2.5 is required in the following: all courses required in the program (Program GPA); all courses in the area of specialization or concentration; and all courses in professional education. Some programs have higher GPA requirements.

Master's Degree certification students must have a minimum GPA of 3.0 on a 4-point scale in the final 60 hours of their bachelor's degree courses; a minimum grade of C and GPA of 3.0 in courses satisfying general education requirements; and a minimum grade of C and GPA of 3.0 in 18 hours of courses beyond the introductory level and at the 200 level or above in a 32 hour major. A minimum GPA of 3.0 must be maintained in the master's degree program.

PLEASE NOTE: Admission to the COE in a Secondary or K-12 MAT Program requires a degree in the teaching area, or completion of a major in the teaching area with the required GPA prior to admission to the College of Education.

- 3. ENTRANCE EXAMINATIONS:** All students must pass/have passed the Illinois Certification Test of Basic Skills (ICTBS) within the last four (4) years and according to the following deadlines before enrolling in teaching methodology courses:

Admission to the COE for the Fall term requires passing the ICTBS no later than the previous April;

Admission to the COE for the Spring term requires passing the ICTBS no later than the previous September;

Admission to the COE for the Summer term requires passing the ICTBS no later than the previous January.

- Bilingual Education majors must submit a copy of their passing score report for the Illinois Language Proficiency Test (TLP) or a copy of their Type 29 Transitional Bilingual certificate;

Examination schedules, registration booklets, and study guides for the ICTBS and TLP are available online at www.icts.nesinc.com.

- 4. RECOMMENDATIONS:** All students must obtain two (2) recommendations for admission to the COE: one from the student's academic department and one personal recommendation from a current or former employer, supervisor, or personal acquaintance, or from former instructors outside Chicago State University. The required recommendation forms are included in the COE Application packet.

- 5. PROFESSIONAL CODE OF CONDUCT:** Applicants must not have any unresolved violations of the Professional Code of Conduct at the time of admission to the College of Education. Please see the Professional Code of Conduct Policy included in this packet.

- 6. Laptop Computer Policy:** Applicants must own or have access to a laptop computer for class use, effective Spring 2007. Visit www.csu.edu/collegeofeducation/ to link to websites for discounts on laptop computers.

⇒ **Consult with your academic advisor in your department to determine when you should apply for admission to the College of Education.** Obtain a College of Education Application packet from your advisor in your academic department when you will/have satisfied all admission requirements according to admission deadlines. Follow all instructions on completing and submitting the application with all required documents to ED 208 according to the deadlines listed on the COE Application form.

PROGRAMS AVAILABLE and PROGRAM CODES (Please write your Program Code on your Application form):

Early Childhood Ed (Birth-GR3) †	TCEC	English (6-12) †*	TCEN	Library Information Specialist (K-12) ††	TCLI
Elementary Education (K-8) †	TCEL	Geography/Soc Studies (6-12) †*	TCGE	Music (K-12) †*	TCMU
Middle School Education (K-8)	TCMS	History/Social Studies (6-12) †*	TCHI	Physical Education (K-12) †*	TCPE
Bilingual Elementary (K-8) †	TCBL	Mathematics (6-12) †*	TCMA	Spanish (K-12) †*	TCSL
Biological Science (6-12) †*	TCBI	Physics (6-12) †*	TCPH	Special Education - Cross-categorical	TCSP
Business Education (6-12) †*	TCBE	Technology Education (6-12) †*	TCTE	LBS1 (K-12) ††	
Chemistry (6-12) †*	TCCH			Visual Arts (K-12) †*	TCAR

* Secondary programs require a major in the area of certification. Secondary and K-12* MAT's require a degree in the teaching area or completion of a major in the teaching area prior to admission to the College of Education.

† Master's Degree Program optional for qualified applicants.

†† Master's level only.

PLEASE NOTE: All initial teacher certification programs require a 16-week student teaching experience before program completion.

Effective Fall 2006, a background name check will be required before placement in student teaching. State law requires that student teachers are not paid for their student teaching experience. Post-Baccalaureate full-time substitute teachers assigned to their own classrooms may qualify to student teach in their own classrooms and keep their salaries during student teaching. Contact the Office of Field Placement, ED 322, 773/995-2392, for specific requirements and procedures.

APPLICATIONS FOR ADMISSION TO THE COLLEGE OF EDUCATION WILL NOT BE PROCESSED UNTIL ALL REQUIRED MATERIALS HAVE BEEN RECEIVED IN THE OFFICE OF TEACHER CERTIFICATION, INCLUDING THE EVALUATION FEE, TWO RECOMMENDATIONS, TWO SETS OF OFFICIAL TRANSCRIPTS, AND THE ICTBS SCORE REPORT. ALL APPLICATION MATERIALS WILL BE RETAINED FOR TWO YEARS, AFTER WHICH THEY WILL BE DISCARDED IF ALL REQUIRED DOCUMENTS, INCLUDING THE SCORE REPORT SHOWING A PASSING SCORE ON THE ICTBS, HAVE NOT BEEN RECEIVED FOR PROCESSING.

Chicago State University is in full compliance with Title IV of the Civil Rights Act of 1964. The University operates all of its activities and provides all benefits to students and employees without regard to race, color, creed, religion, national origin, or sex. The University does not discriminate on the basis of handicap in admission or access to its programs.

PROGRAM APPLICATION POST-BACCALAUREATE NON-DEGREE AND MASTER'S DEGREE INITIAL CERTIFICATION STUDENTS

A \$40 non-refundable evaluation fee and proof of a bachelor's degree (a transcript with degree posted, diploma, substitute teacher certificate or ISBE letter of deficiency) are required when submitting this application. If you earned a degree at Chicago State University, you do not need to provide verification with this application.

[Please type or print in ink]

Applying for Enrollment for the following term:

S.S.# _____

Fall 20____ Spring 20____ Summer 20____

PROGRAM CODE:(from cover page) _____

Non-Degree intended Master's Degree ISBE Deficiency

(See definitions of student classifications on cover page.)

Name _____ **Former Name(s)** _____
Last First M.I.

Address _____
Number Street Apt # City State County ZipCode

Telephone No. Home (____) _____ **Work** (____) _____
Area Code Area Code

E-mail Address _____ **Sex** Female Male

Ethnic Origin Asian African-American Native American Hispanic White Other

(Your response to this question will not affect the admission decision.)

Date of Birth (Month)____(Day)____(Year)____ **Have you resided in Illinois for the past 6 months?** Yes No

Will you require disabled student services? (optional) Yes No

Citizenship U.S. Non U.S. : Permanent Resident: _____ or Type of Visa: _____

(Alien registration number - PROVIDE CARD)

(PROVIDE CARD)

State law requires that teacher certificates are issued only to individuals who are either citizens of the United States or foreign nationals who are legally present and authorized for employment by the Immigration and Naturalization Service. If you receive a certificate and you are not a citizen, you have ten years from the issue date of the certificate to become a United States Citizen. By law, if you fail to become a citizen within the ten year period, your certificate must be cancelled.

Academic Background (List in chronological order all Colleges and Universities attended, including CSU. Failure to list all schools attended could disqualify you from admission.)

INSTITUTION'S NAME	STATE	DEGREE EARNED	HOURS EARNED	DATES OF ATTENDANCE	MAJOR

Do you have an ISBE Letter of Deficiency? No Yes

Do you hold an Illinois Teacher Certificate? No Yes: Substitute Early Childhood Elementary High School Special

□Type 29

Article 21 of the Illinois School Code states that no one may be certified to teach or supervise in the public schools of Illinois who is not of good character, good health, a citizen of the United States (or legally present and authorized for employment by the Immigration and Naturalization Service), and at least 19 years of age. Please attach a written explanation for any of the following questions you answer "Yes." (Your response to these questions will not automatically disqualify you from admission.)

- Yes No Have you ever had a certificate denied, suspended or revoked in Illinois or any other state?
- Yes No Have you ever been convicted of a felony, or any sex, narcotics or drug offense in Illinois or any other state?
- Yes No Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law administered by that Department that was not subsequently resolved to the Department's satisfaction?
- Yes No Have you ever been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect if such report was not reversed after exhaustion of any appeal?
- Yes No Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?
- Yes No Are you in default on child support payments?

I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the College of Education or subject to dismissal. I certify that the statements I have made on this application are correct and complete.

Applicant's Signature _____ **Date** _____

[DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY]

ENDORSEMENT STUDENT CODES

DEFICIENCY (AT-LARGE) STUDENT CODES

LEVEL GR COLLEGE E
ADMIT TYPE 60 DEPT CERT
STUDENT TYPE 6 MAJOR CODE 1 _____
DEGREE CERT MAJOR CODE 2 _____

LEVEL GR COLLEGE E
ADMIT TYPE 30 DEPT CERT
STUDENT TYPE S MAJOR CODE 1 _____
DEGREE CERT MAJOR CODE 2 _____

Degree Verified _____

Sent to Grad Office _____

AUTHORIZED SIGNATURE/DATE

SIGNATURE/DATE

\$40 FEE: Chk# _____ M.O.# _____ Cash Rcpt# _____ Date Pd _____ Rcpt# _____ Intl _____

Note to Students

Illinois Public Health Act 85-1315 specifies that any student born on or after January 1, 1957 is required to show proof of immunizations. In order for you to continue matriculation at Chicago State University, you must show documented proof of the following immunizations indicated below. Data must include (MONTH, DAY AND YEAR). All dates in a series must be included. ALL INFORMATION MUST BE WRITTEN IN ENGLISH. In order to be compliant with this legislation, ALL information must be submitted in its entirety and documented by a health care provider. If you have previously met these requirements, please disregard this notice.

- * Tetanus (Td) Booster every 10 years.
- * Measles, Mumps, Rubella (MMR) - documentation of two live doses of Measles Virus vaccine or proof of immunity by titer. Titer must include full laboratory parameters.
- * Tuberculin skin test (PPD/Mantoux test) required annually due to the increasing incidence of tuberculosis. If past TB test resulted in a positive reaction, a chest x-ray is required, and a copy of the radiology report bearing your name should be submitted to the Wellness/Health Center

STRONGLY RECOMMENDED

- * Hepatitis B Series or documented proof of immunity
- * Varicella vaccine or documented proof of immunity

Required immunizations are available in the Wellness/ Health Center for \$7.00 each. You may see your primary health care provider or the Chicago Board of Health for immunizations. Before going to any provider, you must call for an appointment. Remember when obtaining dated immunizations take a copy of your immunization records, and the reverse side of this letter for completion by the provider. Please make two (2) copies of your health data - keep one for yourself and submit the other copy to the Wellness / Health Center.

REMINDER: Future registration and matriculation at Chicago State University will be in jeopardy if you do not comply with this requirement.

Anyone with a vaccine exemption may be excluded from the University/College in the event of a measles, rubella or diphtheria outbreak in accordance with Public Health Law.

Please Mail Information or Fax to:

Chicago State University
Wellness / Health Center
Cook Administration Building, Room 131
9501 South King Drive
Chicago IL 60628-1598
Phone : (773) 995-2010
Fax: (773) 995-2953

CLEP (College Level Examination Program) Information

- Passing Score > 50%ile -

Register in the Office of Examinations - ADM 126 (995-2481) or other Testing Center listed below. Review Book - \$25 - 1-800/323-7155. For additional information, see www.collegeboard.com/clep.

<u>General Exams</u>	<u>CSU Equivalent</u>	<u>Cr.Hrs.</u>	<u>Requirement</u>
English Composition	English 127, 128	3-6	Written Communication
Humanities	English 126 and either Art 101, Music 134 or Philosophy 101	3-6	English Literature & Humanities Elective
College Mathematics - NOT FOR ELEM OR ECH GEN ED	Math 121, 122	3-6	Mathematics Elective
Natural Sciences	Biol 107 or 108 and Phy Sci 110 or 111	3-6	Biological Science (3 hrs) & Physical Science (3 hrs)
Social Sciences and History	History 121 and either Pol Sci 101, Anth 101, Soc 101, Econ 101 or Geog 101	3-6	Western Civilization & American Nat'l Gov't or Social Science Elective
 <u>Subject Exams</u>			
<i><u>Literature</u></i>			
American Literature	English 216	3	English Literature
Analysis & Interpretation of Literature	English 126	3	English Literature
<i><u>Foreign Languages</u></i>			
College French	French 101, 102	3-6	Humanities Elective
College Spanish	Spanish 101, 102	3-6	Humanities Elective
<i><u>History and Social Sciences</u></i>			
American Government	Pol Sci 101	3	American Nat'l Gov't
American History I Early Colonizations to 1877	History 130	3	US History
American History II 1865 to the Present	History 131	3	US History
Human Growth and Development - NOT FOR ELEM OR SECONDARY PROGRAMS	Psychology 204	3	Child/Adolescent Psychology
Principles of Macroeconomics	Econ 101	3	Macroeconomics or Social Science Elective

<u>Subject Exams (cont.)</u>	<u>CSU Equivalent</u>	<u>Cr.Hrs.</u>	<u>Requirement</u>
Principles of Microeconomics	Econ 102	3	Microeconomics or Social Science Elective
Introductory Psychology	Psychology 141	3	Introductory Psychology
Introductory Sociology	Sociology 101	3	Social Science Elective
Western Civilization I Ancient Near East to 1648	History 120	3	Western Civ or Social Science Elective
Western Civilization II 1648 to the Present	History 121	3	Western Civ or Social Science Elective
<u>Science and Mathematics</u>			
Calculus with Elementary Functions - NOT FOR ELEM OR ECH GEN ED	Math 163 and either Math 261 or 262	3-6	Mathematics Elective
College Algebra - NOT FOR ELEM OR ECH GEN ED	Math 162	3	Mathematics Elective
Trigonometry - NOT FOR ELEM OR ECH GEN ED	Math 163	3	Mathematics Elective
General Biology	Biol 107, 108	3-6	Biology Elective
General Chemistry	Chemistry 155	4	Physical Science Elective
<u>Business</u>			
Information Systems and Computer Applications	Insy 136	3	Intro Cptr Info Systems
Introductory Accounting	Acct 110, 111	6	Intro Accounting
Introductory Business Law	Acct 291	3	Business Law

Other CLEP Testing Centers

City Colleges of Chicago
East-West University
Robert Morris College
St. Xavier University
Prairie State College - Chgo Hts.
Northwestern Univ - Evanston
North Central Col - Naperville
Moraine Valley - Palos Hills
National-Louis U - Wheaton

Columbia College
Loyola University
Roosevelt University
School of the Art Inst.
Morton College - Cicero
College of DuPage - Glen Ellyn
Wm Rainey Harper Col - Palatine
South Suburban Col - South Holland
Wheaton Col - Wheaton

DePaul University
Northeastern Illinois Univ.
St. Augustine College
Univ. of IL - Chicago
National-Louis Univ - Evanston
Black Hawk Col - Moline
Trinity Christian - Palos Hts.
Governors State U - Univ. Pk
Loyola U, Mallinckrodt - Wilmette

College of Education

CHICAGO STATE UNIVERSITY

Professional Code of Conduct Policy

The College of Education is committed to ensuring that all candidates successfully complete their program with the knowledge, skills, and dispositions required to enter the profession of teaching prepared to help all children learn (NCATE Standard 1, 2002 Professional Standards for NCATE Accreditation) or to enter other professions. This includes adherence to a Professional Code of Conduct, which is formally assessed at the following four checkpoints in all teacher education programs leading to initial certification, and at other appropriate checkpoints identified in the college's non-teacher education programs:



- ▶ enrollment in professional courses containing field hours
- ▶ admission to the College of Education
- ▶ admission to student teaching
- ▶ graduation and/or certification

Candidates must not have any unresolved violations of the Professional Code of Conduct in order to continue in their program past any of these checkpoints. The Professional Code of Conduct includes (but is not limited to):

academic integrity, accountability, appropriate language, civility, cleanliness, fairness, honesty, justice, non-discriminatory behavior, professional ethics, punctuality, reliability, respect, trustworthiness, and other aspects of professional behavior.

Candidates who are observed violating any aspect of the Professional Code of Conduct can be given the opportunity to correct their behavior after consulting with the party who has observed the violation, or with the party's or candidate's academic department. If the problem is not successfully resolved, a referral can be made by the party observing the violation, his or her academic department, or the candidate's academic department, to the College of Education's Admissions and Standards Committee (ASC) for a final resolution.

Candidates who have a history of violating the Professional Code of Conduct (whether the violations are resolved or unresolved) can be referred to the Admission and Standards Committee at the discretion of a concerned member of the university community. The ASC will review the referral and render a decision regarding the candidate's status in the program, in accordance with standard ASC referral review procedures.

(January 2005)

