

Teacher Certification Program Application

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

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 all of the following by the deadlines indicated below:

- 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);
- Two official transcripts from each college and university attended, even if the courses from one institution are listed on the transcript from another institution.
- Completed Article 21 Disclosure Document (read, answer all questions and then sign and date the document).
- Submit Program Application and all materials by:
- Enrollment for: Fall Spring Summer
- Advance Registration March 1 October 1 March 1
- Regular Registration June 1 December 1 March 1

TRANSCRIPT EVALUATION: We will send you an evaluation of your transcripts and invite you to meet with a Certification Counselor to review the evaluation and discuss our program requirements. Evaluations are completed on a first come, first served basis. Every attempt will be made to complete your transcript evaluation before registration, however, this cannot be guaranteed. You may elect to enroll in courses prior to receiving your transcript evaluation.

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 2.75 on a 4-point scale in the final 60 hours of their bachelor's degree courses; a minimum grade of C (LIMS requires 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.

Graduate School Admission:

Students that have been determined eligible for the master's degree program (via transcript evaluation) may apply for admission to the graduate school after completing this application. Graduate School Admission applications and guidelines are available at www.csu.edu/GraduateSchool/admission. You must turn your completed Graduate School Admission packet in to the Office of Teacher certification in the ED 208 by March 1st for Fall and October 1st for Spring admission to the Graduate School. The completed application packet includes resume, goal statement and **recommendations**. Please note that two official transcripts from each college or university attended must be attached or present in your file in the Office of Teacher Certification in order for your Graduate School Admission Application to be forwarded to the Graduate School. Questions regarding this process should be directed to the Office of Teacher Certification in advance of the admission deadlines.

(OVER)

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

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

Secondary (6-12) and K-12 programs require a major in the area of certification. Secondary and K-12 MAT's require a degree in the teaching area or must be within 6 sh of completing 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.*

TO PROGRESS IN A TEACHER CERTIFICATION PROGRAM, A SECOND STEP, FORMAL ADMISSION TO THE COLLEGE OF EDUCATION, WILL BE REQUIRED.

COLLEGE OF EDUCATION (COE) ADMISSION:

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

ILLINOIS CERTIFICATION TEST OF BASIC SKILLS: You may take the Illinois Certification Test of Basic Skills (ICTBS) at any time. You must retake the test if you have passed it more than 9 years before you start a certification program. You must pass the ICTBS before you may apply for admission to the COE. For more information about the ICTBS visit the Pearson website at www.icts.nesinc.com.

Effective Fall 2009, a satisfactory fingerprint background check will be required before a student is allowed to begin observation / field hours and before admission to the COE. The student is responsible for all costs associated with the fingerprint background check.

http://www.csu.edu/CollegeOfEducation/Documentation/COE_Background_Check_Fall_2009.pdf

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 or online at <http://www.csu.edu/CollegeOfEducation/TeacherCertification/> 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. College of Education Admission requirements as well as College of Education policies can be found in the Chicago State University (CSU) catalog and online at www.csu.edu/collegeofeducation/coldocs.

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

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.

PROGRAM APPLICATION

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

- Enrollment for: Fall Spring Summer
- Advance Registration March 1 October 1 March 1
- Regular Registration June 1 December 1 March 1

A \$40 non-refundable application 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 your responses in ink.**

Applying for Enrollment for the following term: Fall 20____ Spring 20____ Summer 20____

Program Code: (from cover page) _____ Non-Degree intended Master's Degree ISBE Deficiency

Name: _____ **Former Name(s):** _____
Last First Middle Initial

SSN: _____ **Email Address:** _____

Address: _____
Number Street Apt# City State County Zip Code

Telephone No.: (____) _____ (____) _____ **Date of Birth:** _____
Home Work / Cell Mo/Day/Yr.

Are you of Hispanic/Latino culture or of Spanish Origin Yes No
Select one or more races from the following redefined groups: Asian African-American or Black White
 American Indian or Alaska Native Native Hawaiian or Other Pacific Islander
(Your Response to this question will not affect the admission decision. See back for definitions of race groups)

Citizenship: U.S. Non U.S. Permanent Resident: _____ or Type of Visa: _____
Alien Registration #(Provide Card) (Provide Card)

Have you resided in Illinois for the past 6 months? Yes No
Will you require disabled student services? (Optional) Yes No

Academic Background (List in chronological order all Colleges and Universities attended, including CSU. Failure to list all schools could disqualify you from admission.)
INSTITUTION'S NAME STATE DEGREE(S) EARNED HOURS EARNED DATES OF ATTENDANCE MAJOR

INSTITUTION'S NAME	STATE	DEGREE(S) 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

I have completed, signed, dated and attached the Article 21 Disclosure document to this application.
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:** _____

Chicago State University is in full compliance with Title VI 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.

Applicant Do Not Write Below This Line – For Office Use Only

<input type="checkbox"/> ENDORSEMENT STUDENT CODES		<input type="checkbox"/> DEFICIENCY (AT LARGE) STUDENT CODES	
LEVEL <u>GR</u>	COLLEGE <u>E</u>	LEVEL <u>GR</u>	COLLEGE <u>E</u>
ADMIT TYPE <u>60</u>	DEPT <u>CERT</u>	ADMIT TYPE <u>30</u>	DEPT <u>CERT</u>
STUDENT TYPE <u>6</u>	MAJOR CODE <u>1</u>	STUDENT TYPE <u>S</u>	MAJOR CODE <u>1</u>
DEGREE <u>CERT</u>	MAJOR CODE <u>2</u>	DEGREE <u>CERT</u>	MAJOR CODE <u>2</u>

Degree Verified _____ **Sent to Grad Office** _____

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

Definitions of Redefined Race Groups

Hispanic or Latino is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

ARTICLE 21 DISCLOSURE

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 does 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 document 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 document are correct and complete. I understand that answering "Yes" to any of the above questions requires me to attach a written explanation. I understand that my response to these questions does not automatically disqualify me from admission.

Applicant's Name: _____
(PLEASE PRINT)

Applicant's Signature: _____ **Date:** _____

Chicago State University is in full compliance with Title VI 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.

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 1270, 1280	3-6	Written Communication
Humanities	English 1260 and either Art 1100, Music 1134 or Philosophy 1010	3-6	English Literature & Humanities Elective
College Mathematics - NOT FOR ELEM OR ECH GEN ED	Math 1010, 1020	3-6	Mathematics Elective
Natural Sciences	Biol 1070 or 1080 and Phy Sci 1100	3-6	Biological Science (3 hrs) & Physical Science (3 hrs)
Social Sciences and History	History 1210 and either Pol Sci 1010, Anth 1010, Soc 101, Econ 1010 or	3-6	Western Civilization & American Nat'l Gov't or Social Science Elective
Geog	1000		
<u>Subject Exams</u>			
<i><u>Literature</u></i>			
American Literature	English 2160	3	English Literature
Analysis & Interpretation of Literature	English 1260	3	English Literature
<i><u>Foreign Languages</u></i>			
College French	French 1010, 1020	3-6	Humanities Elective
College Spanish	Spanish 1010, 1020	3-6	Humanities Elective
<i><u>History and Social Sciences</u></i>			
American Government	Pol Sci 1010	3	American Nat'l Gov't
American History I Early Colonizations to 1877	History 1300	3	US History
American History II 1865 to the Present	History 1310	3	US History
Human Growth and Development - NOT FOR ELEM OR SECONDARY PROGRAMS	Psychology 2040	3 Psychology	Child/Adolescent
Principles of Macroeconomics	Econ 1010	3 Social	Macroeconomics or Science Elective

<u>Subject Exams (cont.)</u>	<u>CSU Equivalent</u>	<u>Cr.Hrs.</u>	<u>Requirement</u>
Principles of Microeconomics	Econ 1020	3 Social	Microeconomics or Science Elective
Introductory Psychology	Psychology 1100	3	Introductory Psychology
Introductory Sociology	Sociology 1010	3	Social Science Elective
Western Civilization I Ancient Near East to 1648	History 1200	3 Social	Western Civ or Science Elective
Western Civilization II 1648 to the Present	History 1210	3 Social	Western Civ or Science Elective
<u>Science and Mathematics</u>			
Calculus with Elementary Functions - NOT FOR ELEM OR ECH GEN ED	Math 1210 and either Math 1410 or 1420	3-6	Mathematics Elective
College Algebra - NOT FOR ELEM OR ECH GEN ED	Math 1200	3	Mathematics Elective
Trigonometry - NOT FOR ELEM OR ECH GEN ED	Math 1210	3	Mathematics Elective
General Biology	Biol 1070, 1080	3-6	Biology Elective
General Chemistry	Chemistry 1550	4	Physical Science Elective
<u>Business</u>			
Information Systems and Computer Applications	Insy 1360	3	Intro Cptr Info Systems
Introductory Accounting	Acct 2110, 2111	6	Intro Accounting
Introductory Business Law	Acct 2291	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

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 work in educational settings as teachers or other professional personnel (NCATE Standard 1, 2008 Professional Standards for NCATE Accreditation). 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:

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

and at other appropriate checkpoints identified in the college's other programs.

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.

College of Education Admission and Standards Committee