

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 your academic department, 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);
- Completed Article 21 Disclosure Document (read, answer all questions and then sign and date the document).

Submit all required immunization documents to the Wellness Center in Adm 131.

<http://www.csu.edu/collegeofhealthsciences/wellnesshealthcenter/>

<http://www.csu.edu/collegeofhealthsciences/documents/StudentImmunizationRecord.pdf>

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 at least 1 complete set of transcripts from all colleges and universities attended are on file. ⇒ Submit your transcripts right away: appointments are scheduled on a first come, first served basis.

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 2000 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 your advisor or Certification Counselor 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.*

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 your department 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. There is a limit on how many times you may take this test. You must pass this test by your fifth attempt or you will not be eligible for certification in Illinois. 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.

CHICAGO STATE UNIVERSITY
9501 SOUTH KING DRIVE
CHICAGO, ILLINOIS 60628-1598

COLLEGE OF EDUCATION
EDUCATION BUILDING/ROOM 203
773/995-2519

PROGRAM APPLICATION

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

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 with which you identify 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
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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	GR	COLLEGE	E	LEVEL	GR	COLLEGE	E
ADMIT TYPE	60	DEPT	CERT	ADMIT TYPE	30	DEPT	CERT
STUDENT TYPE	6	MAJOR CODE 1	_____	STUDENT TYPE	S	MAJOR CODE 1	_____
DEGREE	CERT	MAJOR CODE 2	_____	DEGREE	CERT	MAJOR CODE 2	_____

Degree Verified _____

Sent to Grad Office _____

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

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(OVER)

Definitions of Redefined Race Groups according to federal and state reporting guidelines:

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 Philippine 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.