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

OFFICE OF TEACHER CERTIFICATION
EDUCATION BUILDING/ROOM 208
773/995-2519

College of Education Admission Requirements

For Master's Degree Initial Teacher Certification Programs

Admission to the College of Education (COE) is granted only to students majoring in a teacher education program. Applicants must have a program application with proof of their bachelor's degree on file in the Office of Teacher Certification, ED 208. 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.

STUDENTS MUST COMPLETE THE FOLLOWING REQUIREMENTS:

1. **GENERAL EDUCATION:** Applicants must be within 12 hours of completing the general education course requirements in their program by the end of the term prior to admission.
2. **GRADE POINT AVERAGE (GPA)/GRADES:** Master's Degree applicants must have a minimum GPA of 2.75 on a 4-point scale in the final 60 hours of their bachelor's degree courses, and a minimum grade of "C" in courses satisfying general education requirements. MAT applicants must also have a minimum grade of C and a 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. This major must be in the teaching area for Secondary and K-12 MAT programs. In addition, successful grades are required in all required courses attempted prior to admission to the COE. A minimum GPA of 3.0 must be maintained in the master's degree program.
3. **Entrance Examinations:**
   a. Illinois Certification Test of Basic Skills (ICTBS): passing score within the last nine (9) years. Please see the exam schedule at www.icts.nesinc.com for registration information and deadlines.
   b. Illinois Language Proficiency Test (TLP): passing score (within the last nine years) or a Type 29 Transitional Bilingual Certificate is required for admission in the Bilingual Education program.
4. **Recommendations:** All applicants must obtain two (2) recommendations for admission to the COE: one from the student's academic department and one personal reference from outside the university.
5. **TRANSCRIPTS:** Post Baccalaureate students must attach two updated official transcripts for courses completed after beginning a teacher certification program at CSU. If updated official transcripts have already been submitted to the Office of Teacher Certification (OTC) in ED 208, the student may skip this step.
6. **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 at www.csu.edu/collegeofeducation/ .
7. **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.
8. **BACKGROUND CHECK:** Applicants must turn in a copy of a "cleared" fingerprint background check. The applicant is responsible for all costs associated with the fingerprint background check. http://www.csu.edu/CollegeOfEducation/Documentation/COE_Background_Check_Fall_2009.pdf
9. **GRADUATE SCHOOL ADMISSION:** Applicants must attach the completed Graduate School Admission Application with supplemental documents (resume and goal statement). (If you have already been admitted to the Graduate School for this program, you may skip this step.)
   http://www.csu.edu/GraduateSchool/admitatlarge.htm#form

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OFFICE OF TEACHER CERTIFICATION
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APPLICATION FOR ADMISSION TO THE COLLEGE OF EDUCATION

Master's Degree Initial Teacher Certification Programs

Term for which you are applying

☐ **Fall** – Submit Application to OTC by **March 1st** for Advanced Registration or **June 1st** for Regular Registration
☐ **Spring** – Submit Application to OTC by **October 1st** for Advanced Registration or **December 1st** for Regular Registration
☐ **Summer** – Submit Application to OTC by **March 1st**

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

UID#: _____ **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)

*State law requires that certificates are issued only to individuals who are either citizens of the United States (U.S.) 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 U.S. citizen. By law, if you fail to become a citizen within the ten year period, your certificate must be cancelled.

☐ **I certify that I have completed the enclosed Article 21 Disclosure document.**

☐ **I certify that I own or have access to a laptop computer for class use.** **www.csu.edu/CollegeOfEducation/**

☐ **I have attached a "cleared" fingerprint background check.**
(www.csu.edu/CollegeOfEducation/Documentation/COE_Background_Check_Fall_2009.pdf)

☐ **I have attached a completed Graduate School Admission Application with supplemental documents (if applicable).**

I understand that withholding information requested or giving false information on this application (or on any of the supplemental documents enclosed) 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 (and the supplemental documents enclosed) 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 – This Section Must Be Completed By Your Academic Advisor Before You Submit This Application to ED 208.

TO THE ADVISOR– VERIFY THAT THE APPLICANT HAS MET THE FOLLOWING COLLEGE OF EDUCATION ADMISSION REQUIREMENTS:

Illinois Certification Test of Basic Skills: _____ _____ **Language Prof. Test Passed:** _____
Date Scheduled Date Passed (attach score report) (Bilingual Majors)

Major Code in Banner (SGASTDN screen in Banner)**:** _____
Number of hours in general education needed after the end of the term: _____(LIMS requires GPA of 3.0)

☐ **Updated program evaluation form is attached with approved transfer work and substitutions listed.**
☐ **(K-12 and 6-12 students) Applicant is within 12 hours of completing their concentration (major) courses.**
☐ **Applicant has no unresolved violations of the Professional Code of Conduct**
☐ **Applicant has grades of "C" or higher in all courses required for the program. Any "I" grades have a default grade of "C" or higher.**

Advisor's Signature: _____ **Date:** _____

[Date received in Teacher Certification /ED 208 _____ **OTC Staff Initials** _____ **Applicant's Initials** _____

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 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.