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

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

INSTRUCTION SHEET AND CHECK LIST FOR APPLICANTS

APPLICATION FOR ADMISSION TO THE COLLEGE OF EDUCATION (COE)

UNDERGRADUATE AND POST BACCALAUREATE STUDENTS

1. Complete the enclosed College of Education (COE) application form, sign it and date it.
2. Submit to your academic advisor for signature **well in advance of the application deadlines**. Pick up your application from your advisor and attach all necessary documents. See the checklist below to be sure you have everything you need to complete your application packet.
3. Submit completed application and all required documents to the Office of Teacher Certification (OTC) in the Education Building room 208 by the deadlines posted on the application.

CHECK LIST

I have:

- ☐ Attached a copy of my Illinois Certification Test of Basic Skills passing score report;
- ☐ **(Bilingual Students only)** Attached a copy of my Language Proficiency Test score report showing a passing score or my Type 29 Transitional Bilingual Certificate;
- ☐ Attached a signed / sealed Personal Reference Form (see personal reference form for directions);
- ☐ Submitted the Request for Department Recommendation form to my academic department;
- ☐ **(Undergraduates only)** Attached one official transcript from each college and university attended except for Chicago State University;
- ☐ **(Post Baccalaureates only)** Attached two updated official transcripts for courses completed after beginning a teacher certification program at CSU. (If you have already submitted updated official transcripts to the Office of Teacher Certification (OTC) in ED 208, you may skip this step);
- ☐ Attached a completed, signed and dated **Article 21 Disclosure** document.
- ☐ Attached a copy of my "cleared" fingerprint background check. http://www.csu.edu/CollegeOfEducation/Documentation/COE_Background_Check_Fall_2009.pdf

My advisor has:

- ☐ **(Undergraduates only)** Verified that I have completed the University Qualifying Exams or equivalent course work, or am completing the equivalent coursework;
- ☐ Verified that I have registered to take or passed the Illinois Certification Test of Basic Skills within the last 9 years;
- ☐ Verified that I will be within 12 hours of completing the general education requirements in my program by the end of the term prior to admission;
- ☐ Attached my updated program evaluation form;
- ☐ Verified that I am not in violation of any COE policy (www.csu.edu/CollegeOfEducation/)
- ☐ Verified that my Major Code in Banner is correct;
- ☐ Verified that I have no unresolved violations of the Professional Code of Conduct;
- ☐ Verified that all grades in required courses were completed with a grade of "C" or higher. In the case of "I" or incomplete grades, a default grade of "C" or higher must be assigned by the instructor;
- ☐ Signed and dated the bottom of my application.

***Please note that unsigned and incomplete applications, or applications not submitted in person, will not be accepted. Questions should be directed to your academic advisor or the Office of Teacher Certification in advance of posted deadlines. Admission to the COE is granted only to students majoring in a teacher education program. Post Baccalaureate applicants must have a program application with proof of their bachelor's degree on file in the OTC, ED 208.**

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