Application Instructions: Innovative Early Childhood Education MA
Boulder Journey School Partnership

Step 1. Prepare your materials. The School of Education & Human Development accepts all applications online. Please review the information below to prepare for the application process. Your application will include:

- $50 application fee for domestic students, $75 application fee for international students (may be paid via credit card, e-check, or by mailing in a check). You can submit a waiver for the fee for Fall 2020 applications by using the code CUin2020. This waiver is applicable to both domestic and international students.
- Current resume or curriculum vita
- Two letters of recommendation
- One official transcript from every previous college/university attended in which you were granted a degree or earned any college credit. Unofficial transcripts are acceptable if you are an alumni of a University of Colorado institution (Boulder, Denver, or Colorado Springs). If your institutions allow, it is preferred for students to provide electronic transcripts. This will allow for faster processing of your application.
- Letter of Intent written statement - As an applicant to the program, you are required to include a letter of intent that describes your interest, your special strengths, and some goals that you hope to achieve through your work in the program. The letter of intent should be 2-3 typewritten pages. You will find additional details within the application.
Step 2. Complete and submit your application. Your application must be completed and submitted online. Please visit the link below to set up your user name and password to access the online application. https://application.admissions.ucdenver.edu/apply/

1. Log-in using your University credentials if you already have an account. You will need to create an account if you do not.
2. After you log in, click “Start New Application”.

Applying to the University of Colorado Denver | Anschutz Medical Campus
You can access applications for a number of programs offered at CU Denver and CU Anschutz Medical Campus. You can either create a new account to start an application or continue an application in progress. This online application process serves:

- Graduate applicants
  - School of Education & Human Development License only or Endorsement only (without a degree) applicants: select the Graduate Admissions application
- Undergraduate applicants
- Non-degree Graduate applicants
- Non-degree Undergraduate applicants
- Continuing and Professional Education applicants
  - ESL Academy applicants: select the Continuing and Professional Education application or click here for instructions.

If you have a University of Colorado Denver | Anschutz Medical Campus username and password, you can log in and start an application with that account. Please use the link for Returning Users.

<table>
<thead>
<tr>
<th>Your Applications</th>
<th>Status</th>
<th>Started</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing and Professional Education</td>
<td>In Progress</td>
<td>04/20/2020</td>
</tr>
<tr>
<td>Continuing and Professional Education</td>
<td>In Progress</td>
<td>11/14/2019</td>
</tr>
<tr>
<td>Graduate Admissions</td>
<td>In Progress</td>
<td>09/09/2019</td>
</tr>
</tbody>
</table>

Start New Application
3. A pop-up screen will appear. Select “Graduate Admissions” from the drop down menu and then select “Create Application”.

![Application Process](image.png)
4. A new screen will pop-up that says the date you are starting the application and confirming you are completing the 2020 Graduate Admissions application. Please select “Open Application”.
5. Fill in all required information in the “Personal” section.

**Tell us about yourself**

Complete all sections of the online application using the “Continue” button at the bottom of each page or the navigation on the left. The requirements of the application will change based on the program you are applying to so complete each section of the application in the order presented. Your information will save automatically as you complete each section.

*denotes a **required** field

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
</tr>
<tr>
<td>First (Given)</td>
</tr>
<tr>
<td>Middle</td>
</tr>
<tr>
<td>Last/Surname (Family)</td>
</tr>
<tr>
<td>Suffix</td>
</tr>
<tr>
<td>Preferred First/Nickname</td>
</tr>
<tr>
<td>Other/Former Last Name.</td>
</tr>
<tr>
<td>Do not enter former first names in this field</td>
</tr>
<tr>
<td>Former First Name</td>
</tr>
</tbody>
</table>
6. Fill in the fields in the Academic Interest section using the information below:
   a. For the question “Are you interested in applying for a Doctorate or Masters – EdS, Licensure and/or Endorsements?” Please select “Masters – EdS, Licensures, and/or Endorsements”
   b. For the dropdown option under “Masters, EdS, Licenses and/or Endorsements,” please scroll down to the School of Education & Human Development and select “Early Childhood Education”
   c. For the dropdown option under “Please select one program option below” please select from Menu 1: Online Programs, “Innovative Early Childhood Education (Boulder Journey School), Online”
   d. For the dropdown option “Please select the term you plan to enroll”, select “Fall, 2020”

(**Please note that after July 1, applicants will have to select Spring 2021 for their admit term and we will manually move the application to the Fall 2020 term**)
7. Complete the Academic History section.
   a. Please provide one official transcript from every previous college/university attended in which you were granted a degree or earned any college credit.
   b. If your institutions allow, it is preferred for students to provide electronic transcripts. This will allow for faster processing of your application.
   c. Unofficial transcripts are acceptable if you are an alumni of a University of Colorado institution (Boulder, Denver, or Colorado Springs).
   d. Send official transcripts to CU Denver at: graduateadmissions@ucdenver.edu.
   e. If you are not able to order electronic transcripts, you can provide unofficial transcripts for admission into the program. You will eventually need to provide official transcripts or you will have a registration hold beginning your second semester of the program.
8. Complete the Recommendations section. Click “Add Recommender” and a pop-up screen will appear to add contact information for your recommender.
   a. Once you click “Send to Recommender”, an email will be sent to your recommender from CU Denver requesting a recommendation on your behalf. Your recommender will provide their recommendation to CU Denver to be uploaded with your application.
   b. While the application states a minimum of three recommendations are required, you only need to submit two recommendations for this program.
9. Complete the Program Questions section.

**Program Questions**

Have you ever been dismissed or counseled out from a CU Denver School of Education & Human Development program?
- [ ] Yes
- [ ] No

*denotes a required field.

**Additional Criminal History Questions**

*Criminal History #1: Have you ever had a teacher, principal, administrator or special services license, certificate or authorization or any other occupational permit, license, credential or equivalent document subjected to any disciplinary proceedings, including, but not limited to, annulment, denial, reprimand/admonition, suspension or revocation, or have you ever voluntarily surrendered such a document in Colorado or an other state or place, or are you currently under investigation by any licensing or credentialing agency or organization?
- [ ] Yes
- [ ] No

*Criminal History #2: Have you ever been dismissed or discharged, or have you resigned in order to avoid discipline or discharge, by any employer?
- [ ] Yes
- [ ] No

Continue
10. Complete the Additional Materials section. This section includes your Letter of Intent (written statement), resume, and teaching license.

**Supporting Materials**

*denotes a required field.

**Guidelines for Letter of Intent (Written Statement)**

As an applicant to the program, you are required to include a letter of intent that describes your interest, your special strengths, and some goals that you hope to achieve through your work in the program. The letter of intent should be 2-3 typewritten pages. Please include the following:

1. Please address your letter, “Dear [Program’s Name] Faculty.”
2. Briefly introduce yourself. Show how your background and experience have prepared you for the program.
3. Document your experience with young children by describing work/volunteer experience and the population served.
4. Outline some core values and beliefs — and how they will support your success in the program.
5. Tell about your learning goals — what is it you hope to learn from the program, and how you hope to use that new knowledge.
6. Give an indication of your career plans and the contributions you hope to make after you complete the program.

Faculty will evaluate the statement using the following criteria:

1. Your writing skills – fluency, grammar, mechanics, organization, and style
2. Your commitment to core values and to professional growth and development

[Choose File] No file chosen

[Upload]
11. Complete the Student Conduct section.

**GR Suspension and Criminal History**

The following 5 questions are in accordance with Colorado SB11-170, the "Ensuring Access to Higher Education Act".

The University of Colorado Denver values the success of every student as well as providing a safe environment for the university community. Understanding the life stories of each student is an important aspect of this process. Please note that any “Yes” responses to the questions below will NOT automatically disqualify you from consideration, but rather helps us to understand your life story and make a more informed admission decision.

*denotes a **required** field.

**ACADEMIC MISCONDUCT**

Are you currently under any pending investigations, facing allegations, OR been found responsible for an academic misconduct violation at any educational institution you have attended since the 9th grade?

You only need to report findings of responsibility for academic misconduct if your educational record reflects that you were assigned probation, suspension removal, dismissal and/or expulsion from the institution. Please note, academic misconduct does not include probation or suspension for low grades.

*Do you have an Academic Misconduct Violation?

- [ ] Yes
- [ ] No

12. Complete the Signature section. Review the submission guidelines and provide your signature.

**Signature**

By submitting your application you certify that to the best of your knowledge, the information submitted on this application is true and complete. You understand that if found to be otherwise, it is sufficient cause for refusal or dismissal. If information provided in this application changes after submission, you must notify the Office of Graduate Admissions.

You also understand that if admitted, your admission is contingent upon your final credentials reflecting academic achievement similar to the assessment at the time of your admission. If you enroll as a student at the University of Colorado Denver, you acknowledge that you are responsible for adhering to all university regulations and for all financial obligations incurred.

You understand that if you are classified as a non-resident for tuition purposes, and you have not petitioned for a change in

[Further details or guidelines]
13. Fill in the fields for the Application Fee Waiver Code section using the information below:
   a. For the question, “Do you have an application fee waiver code?” Please select “Yes”
   b. When asked to enter the code, use “CUin2020”

14. Be sure to review your application and complete any required fields. Submit your application upon completion.

15. The application deadline is July 1, 2020. Please note that any applicants who apply after July 1 will have to select Spring 2021 for their admit term and we will manually move the application to the Fall 2020 term.

**Step 3. Monitor your email.** All communication regarding the status of your application, questions we may have and admissions decisions will be sent to the email address you provide us.

**Step 4. Scholarships.** Now that you’ve applied to your program, please go to the Prospective Student Portal to apply for scholarships! You will use the same credentials to log in as you used to apply. You can learn about scholarship opportunities through the Financial Aid & Scholarships Office website.

Questions? Contact the Continuing & Professional Education office at 303-315-5000 or cpe@ucdenver.edu.