

Professional Year Admission into Undergraduate Teacher Education Application Checklist

Application Deadlines: February 15 for students starting their professional year in the fall
October 1 for students starting their professional year in the spring.

DIRECTIONS: Please use this checklist to help you gather and prepare all the materials needed for the application. All applications are submitted **ONLINE** at the following link with the exception of the recommendation forms listed in #5.

ONLINE APPLICATION LINK: <https://application.admissions.ucdenver.edu/register/SEHDprofessionalyear>

- ___ 1. **GPA:** Minimum 3.0 cumulative CU Denver GPA (IMPORTANT NOTE: Candidates with a cumulative GPA of 2.75-2.99 will be considered for admission based on the overall strength of other required admission criteria).
- ___ 2. **Transcript:** One unofficial copy of your CU-Denver Transcript (log-in to UCD Access and click through the following menus: Student Center→All Student Functions→Academics→View Unofficial Transcript)
- ___ 3. **Advising Form:** Make an appointment with your undergraduate advisor to complete your Advising Form indicating all courses prior to the professional admission year are completed or currently enrolled (for students applying for a fall start, it can also indicate courses you will enroll in the summer prior to the fall start semester). Any courses that are not part of the professional year must be completed prior to starting the professional year or special permission must be obtained with the academic advisor in collaboration with teacher education administration. You will submit a copy of this completed advising form in the application. For students pursuing secondary education licensure through a major in the College of Liberal Arts & Sciences (CLAS), please have your advising form completed by your CLAS Advisor and faculty major advisor first and then by your SEHD Advisor.
- ___ 4. **Two Teacher Education Recommendation Forms.** One must be completed by an Education Faculty member from a course you had or someone in your Major. Recommendation forms are found online at this link: <https://application.admissions.ucdenver.edu/register/ProfessionalYearRec>

It is your responsibility to send the link to the person you are asking to recommend you. They complete the form online and once submitted it will go directly to our SEHD Admissions Office. Make sure your recommender knows to complete the recommendation form no later than the application deadline
- ___ 4. **Praxis Exam/Demonstration of Content Competency:** The Colorado Department of Education (CDE) requires that teacher candidates meet the state expectations for demonstration of content competency in the licensure area they are pursuing. For all Secondary & K-12 licensure candidates (Math, Science, Social Studies, English/Language Arts, and Foreign Language), you will be able to demonstrate content competency for your initial license endorsement area by successfully completing your major. *For ECE, Elementary, and SPED candidates, you are currently required to complete Praxis exams as part of their initial licensure program.*

Although we do not require that you have passed prior to applying for professional year admission, we expect all Elementary, SPED, & ECE candidates to identify a date as part of your application process to register for and take the appropriate National Praxis Subject Assessment exam(s) specific to your licensure area. Please review this [Praxis Overview document](#) that provides information about the specific exams, costs, deadlines to pass, and free study supports/resources provided through the SEHD Success Center to ensure your success. Please note that CDE did launch a new process in Fall 2023 to provide ECE, ELEM, & SPED candidates other options to demonstrate their content competency (called [multiple measures](#)). It is a brand new process and fairly complex, but as we learn more, we will provide candidates with more information and guidance.

- ___ 5. **Early Undergraduate Field Experiences**—you will list the semester, location, instructor, and grade/age levels of your early field experiences. Having your transcript(s) handy is helpful to complete this section. Also evaluations from any CU Denver Clinical Block that you were enrolled in will also be included in your application as prior performance in field experiences are critical to the admissions decision. These are provided directly to the SEHD Office of Admissions by the SEHD Office of Partnerships.
- ___ 6. **Professional resume** that lists your education and related professional experiences from the start of undergraduate work to present, including dates (include experiences working with children/youth including your field experiences).
- ___ 7. **Three essay questions:** Please address the following questions. Your response for each question should be approximately 400-800 words each. You are encouraged to completed, edit and spell/grammar check your essay in MS Word/Google Docs and copy and paste into the text boxes on the application.
- 1) Please discuss what it means to you to teach in a diverse context (ethnic, racial, socioeconomic, gender, sexual orientation, linguistic, cultural, religious, neurodiversity, special education, etc.). Why are you drawn to a program that focuses on equity and social justice?
 - 2) CU Denver considers your prior experience with children and youth to be an important factor in admissions decisions. Please discuss you past and/or current experiences in working with children and youth (whether form or informal) and how those experiences have come to influence your decision to become a teacher who teaches in diverse contexts.
 - 3) CU Denver looks for evidence of a candidate’s critical thinking skills, the ability to see issues from multiple perspectives, and the ability to present clear and concise ideas and analysis. Drawing on your personal life experience, please discuss items a-d below:
 - a. Identify what you consider to be a major educational issue.
 - b. Why do you consider this issue to be important?
 - c. What are various perspectives/points of view on this issue? [This should demonstrate that you can think about an issue from a perspective that you might not currently hold.]
 - d. What do you see as the major impact of this issue on students, families and/or educators?
- ___ 8. **BAMA Selection:** If you are pursuing the Bachelor’s to Master’s (BAMA) option, please be sure to make your master’s program selection in the application. Details about the BAMA option are included on our website at <https://education.ucdenver.edu/academics/undergraduate/teacher-education/ba-to-ma>

IMPORTANT INFORMATION ABOUT REQUIRED ADMISSION INTERVIEW:

All applicants will also be invited to an interview where you will engage in small group and individual interview tasks with other applicants and our university faculty and professional development school faculty, and complete a written reflection. You will be sent more details the week prior to the interview including articles that you will need to read as well as directions for preparing a brief 5 minute presentation about yourself.

The interview date is below:

For the Feb 15 th Deadline to begin the Professional Year in Fall 2024	Wednesday, March 6, 2024 Online via Zoom 4pm-6:30pm
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