Welcome to the Teacher Licensure Program at Colorado State University. Before you begin filling out the application materials for admission consideration, please take note of these general program requirements. Review the application packet thoroughly and contact your advisor or the STEPP Advising Center staff with questions.

- Undergraduate candidates applying for admission must be seeking a bachelor’s degree at Colorado State University in a major approved for educator licensing. Post Bachelor candidates applying for admission must have completed a bachelor’s degree (or higher) at an accredited institution.

- Strong English language skills are required for academic success at Colorado State University. For students whose first language is not English, the Teacher Licensure Program requires submission of a satisfactory Test of English as a Foreign Language (TOEFL) score of 525 or higher on the paper-based test or 71 or higher on the IBT. Exemptions include an applicant from countries whose first language is English, such as Canada, Ireland, New Zealand, and the United Kingdom, or an applicant who has recently earned a degree at an American university/college.

- The grade point average (GPA) requirement for admission for all endorsement areas except social studies is 2.75. The GPA requirement for admission for the social studies endorsement program is 3.00 based on all transcript coursework. See GPA calculation section for specifics.

- The grade requirement in education courses and content courses is a C or above for licensure. Candidates may not advance to the next phase of the program with incomplete grades or grades of C- or below in professional education courses.

- To be eligible for student teaching, the CSU cumulative GPA must be 2.75, except for social studies where the GPA must be 3.00 for all candidates. Grades in all professional education and content courses must be C or above; and candidates must have passed the state required licensing content exam (Place® or Praxis II).

- To earn the institutional recommendation for licensure, the CSU cumulative GPA must be 2.75, except for social studies where the CSU cumulative GPA must be 3.00. Candidates must meet the Performance-Based standards for teachers at the proficient or advanced proficient level, and the State required licensing content exam (Place® or Praxis II).*

- All candidates seeking licensure must be advised by a STEPP Key Advisor. See the “List of Advisors and/or Departmental Contacts” for assistance in selecting an advisor.

- Candidates pursuing admission to the Early Childhood Education program have a separate application process and deadlines to follow. The ECE information is available in the STEPP Advising Center or online (www.stepp.chhs.colostate.edu).

*The PLACE® or Praxis II content exam must be passed prior to starting the student teaching experience. The PLACE® Exam is offered in every content area. However, the Praxis II exam is only approved and offered in these areas for Colorado: English (#10041), Mathematics (#10061), Science (#10435), Social Studies (#10081).

Mission of the Teacher Licensure Program
To teach and model best educational practice in order to prepare emerging professionals to facilitate student success.

Professional Program Accreditation
The Program is accredited by the Teacher Education Accreditation Council, the Colorado Commission on Higher Education, and the Colorado Department of Education.

“Accreditation of teacher education through the audit of evidence of student achievement.”
Application Packet Submission Procedures and Deadlines

Submit only a COMPLETE application packet. Incomplete applications will be returned to the candidate so that he/she may finalize the creation of a complete application packet and return it to the STEPP office on or before the posted due dates.

Application Process for POST BACHELOR Candidates

Post bachelor candidates are those who already have a bachelor’s degree or higher and are applying for admission to the Teacher Licensure Program as EITHER:

- A new candidate to the University (i.e. someone who has never attended CSU) OR
- A graduating senior from CSU and wishes to be admitted to the licensure program the next successive semester following graduation OR
- A graduate student in another department on campus OR
- A second bachelor’s candidate at CSU

For post bachelors, there is a conditional admission level and a formal admission* level. Conditional admission allows a post bachelor to pursue enrollment in Phase I education courses (EDUC 275 and EDUC 340) and content courses. Formal admission allows a post bachelor to pursue enrollment in the next phase of education courses (EDUC 331, 350 and 386).

For conditional admission*, the initial application packet materials as outlined below in Table 1 must be received the semester prior to enrollment in Phase I courses and/or other CSU content courses. The deadlines are enforced.

Once conditionally admitted to the Teacher Licensure Program and enrolled in EDUC 275 and EDUC 340, all other items as outlined in Table 2 must be submitted as a complete packet by the posted deadlines.

These items are required of a post bachelor seeking conditional admission consideration and enrollment in EDUC 275 and 340 and content coursework.

Table 1 - Items Required for Conditional Admission Consideration – Post Bachelor

<table>
<thead>
<tr>
<th>Check off Column</th>
<th>Application Item</th>
<th>Required of Undergraduate Candidates</th>
<th>Additional Information about Requirement. Refer To form referenced in column one for additional Information also.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Request for Admission to the Teacher Licensure Program [TL1 Form]</td>
<td>Yes</td>
<td>This form requires signatures of the candidate and a key education advisor. The faculty advisor signing the form will be assigned to the candidate as his/her education advisor.</td>
</tr>
<tr>
<td></td>
<td>Judicial Proceedings [TL2 Form]</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Degree Application</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fee for Office of Admissions ($50)</td>
<td>Yes</td>
<td>Refer to “Post Bachelor Admission to the University” in this packet to determine when the $50 fee is required.</td>
</tr>
<tr>
<td></td>
<td>Status Form for the Post Bachelor Licensing Program [TL3 Form]</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade Point Average GPA is 2.75 for all endorsement areas except social studies where the GPA is 3.00.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Verification of Lawful Presence [Affidavit of Legal Presence Form and Evidence of Legal Presence]</td>
<td>Yes</td>
<td>Submit the Affidavit of Lawful Presence Form along with the notarized copy of identification verifying legal presence in the United States.</td>
</tr>
<tr>
<td></td>
<td>Transcript from colleges/universities attended *</td>
<td>Yes</td>
<td>Submit copy of transcripts from colleges or universities attended (official transcripts not required).</td>
</tr>
<tr>
<td></td>
<td>Coursework Contract and Checksheet</td>
<td>Yes</td>
<td>These items are to be completed in conjunction with an advisor. Signatures are required on the forms.</td>
</tr>
</tbody>
</table>

* Admission to the Teacher Licensure Program does not guarantee open seats in any CSU course.
* The STEPP staff will print a copy of the CSU transcript. Copies of transcripts from other universities/colleges attended must be submitted to the licensure office by the applicant.
These items are required of post bachelor candidates for Conditional II (formal) admission\* consideration and enrollment EDUC 331, 350, and 386. These items are submitted in a complete packet by the posted deadline and only when a post bachelor is in or has taken EDUC 275 and EDUC 340.

Table 2 – Items Required for Conditional II Admission Consideration – Post Bachelor

<table>
<thead>
<tr>
<th>Check off √ Column</th>
<th>Application Item</th>
<th>Required of Post Bachelor Candidates</th>
<th>Additional information about requirement. Refer to form referenced in column one for additional information also.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Completed or are currently enrolled in EDUC 275 and EDUC 340.</td>
<td>Yes</td>
<td>Grades in EDUC 275 and EDUC 340 must be C or above.</td>
</tr>
<tr>
<td></td>
<td>Attend a Program Orientation Session</td>
<td>Yes</td>
<td>Candidates are required to attend an orientation session while enrolled in EDUC 340. Candidates will receive additional information about the seminar date, time, location, etc.</td>
</tr>
<tr>
<td></td>
<td>Twenty-Hour Form [TL4 Form]</td>
<td>Yes</td>
<td>Field experience prior to admission is required.</td>
</tr>
<tr>
<td></td>
<td>Fingerprint Card and Fee ($39.50 plus $10- $20 for prints to be rolled onto the card) [TL5 Form]</td>
<td>Yes</td>
<td>Fingerprint cards will be received during enrollment in EDUC 340 course. Requirement must be met to maintain enrollment and field placement in EDUC 340. A field placement application will also be required.</td>
</tr>
<tr>
<td></td>
<td>Reference Form/Letter of Recommendation – ONE required from EITHER a teacher, advisor, or faculty member [TL6 Form]</td>
<td>Yes</td>
<td>Each candidate is responsible for having one recommendation form completed by either a teacher, advisor, or faculty member. The form must be sealed in an envelope and the person completing the form must sign the back of the sealed envelope. The recommendation is then submitted by the applicant with the entire application packet.</td>
</tr>
<tr>
<td></td>
<td>Basic Skills Proficiency</td>
<td>Yes</td>
<td>Verify proficiency in basic skills (reading, writing, mathematics). Basic skills proficiency will be verified through the completion, with a “C” or above of CO 150, College Composition, and any mathematics course at or above the MATH 117, College Algebra 1 in Context I level or equivalent.</td>
</tr>
</tbody>
</table>

* Admission to the Teacher Licensure Program does not guarantee open seats in any CSU course.

GPA Calculation

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Level</th>
<th>Admission GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Undergraduate Attended CSU Only</td>
<td>The CSU GPA is used.</td>
</tr>
<tr>
<td>#2</td>
<td>Undergraduate – Transfer student from one or more colleges/universities</td>
<td>The CSU GPA is used of transferred credits total 30 or more. If below 30 CSU credits, the institution GPA selected by the candidate will be used. The candidate can not select one or two courses from an institution; once the institution is selected, the entire GPA is used. <strong>Minimum number of credits required is 30.</strong></td>
</tr>
<tr>
<td>#3</td>
<td>Post bachelor</td>
<td>The GPA from the most recent degree and anything completed since the degree was issued is used.</td>
</tr>
</tbody>
</table>

Post Bachelor Admission to the University
Post bachelor candidates are students who have completed a bachelor’s degree (or higher) from an accredited institution and are returning to the University to earn their teaching license. Post bachelor candidates are considered undergraduate students by Colorado State University unless they are concurrently pursuing graduate degrees at CSU.

Because post bachelors are not currently admitted to the University, in most cases, they must complete and submit the following application forms and fee to be eligible to enroll in Phase I education courses and other non-education courses. Even if post bachelors continue coursework after graduation or are current graduate students, the following must be submitted to the STEPP Office.

Please review the following and take appropriate action.

<table>
<thead>
<tr>
<th>Candidate Profile</th>
<th>Non-Degree Form Required</th>
<th>Form TL3 Required</th>
<th>Fee for Office of Admissions ($50) Required</th>
<th>Transcripts Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>New to CSU or returning to CSU one or more semesters following graduation. Bachelor’s degree from accredited institution.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Current CSU Senior student continuing in or being newly admitted to licensure program next successive semester following graduation.</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Admitted to CSU as a second bachelors student and then applying to teacher licensure</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Admitted to Graduate School at CSU and then applying to teacher licensure program</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Applying to teacher licensure and applying to a graduate program or to a second bachelors program at CSU</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes – Fee required for both applications - $100 total</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Deadlines and Application Submission Periods**
To be considered for admission and to enroll in appropriate education courses for this term

**Application Period**
Submit the complete application within this application period. Be sure to indicate on the application, when asked, which term you wish to be admitted.

<table>
<thead>
<tr>
<th>Term</th>
<th>Application Period</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>January 1 to June 1</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>June 2 to October 1</td>
<td>October 1</td>
</tr>
<tr>
<td>Summer Session</td>
<td>October 2 to April 1</td>
<td>April 1</td>
</tr>
</tbody>
</table>

*If the deadline date falls on a weekend or an unexpected office closure, the application packet is due on the Monday immediately following the application packet deadline listed above.*

**Processing Time for Application Packets Materials:**
The application packet processing time, of a complete application packet, will take approximately 3-4 weeks. Admission decisions will be mailed to the candidate using the local address provided by the candidate on the TL1 Form. In order to maintain confidentiality, results will not be given over the phone or by fax.

Please submit a complete application packet to:

STEPP Advising Center  
Room 111, Education Building  
School of Teacher Education and Principal Preparation  
Colorado State University  
Fort Collins, CO 80523-1588
REQUEST FOR ADMISSION
To The Teacher Licensure Program
School of Teacher Education and Principal Preparation

NAME:

__________________________________________________________
(Last) (First) (Initial) (Maiden)

Ethnicity _______ Hispanic _______ Not Hispanic

Race 1 – Non-Resident 4 – Asian, Japanese, Chinese, Vietnamese, Korean, Filipino
2 – Black or African American 6 – White, Anglo, Caucasian
3 – American Indian or Alaskan Native 7 – Do not wish to specify
8 – Native Hawaiian or Other Pacific Islander

GENDER: M____ F____ CSU ID (for institutional record keeping and identification purposes only) __________________________

SOCIAL SECURITY NUMBER (for institutional record keeping and identification purposes only) __________________________

CURRENT LEVEL: ______ Undergraduate ______ Post Bachelor

BIRTHDATE (Use numbers only, MM/DD/YYYY) ____________________________

TEACHING CONCENTRATION/ENDORSEMENT AREA ____________________________ (mathematics, art, science, etc.)

ADVISOR ____________________________ UNDERGRADUATE MAJOR ____________________________

LOCAL ADDRESS __________________________________________ PHONE ____________________________

(Street, Apt #, City, State, Zip code)

PERMANENT ADDRESS __________________________________________ PHONE ____________________________

(Street, Apt #, City, State, Zip code)

E-MAIL ADDRESS __________________________________________

Date of first enrollment at Colorado State University: ____________ I wish to be admitted to Teacher Licensure Program ____________ F, S, SM Year

Have you ever had a vocational or other type of teaching endorsement? Yes_____ No_______

List colleges and/or university attended, with dates and degrees awarded. List Colorado State University if you are currently enrolled at CSU.

__________________________________________________________ Dates ____________________________ Degree ____________________________

__________________________________________________________ Dates ____________________________ Degree ____________________________

__________________________________________________________ Dates ____________________________ Degree ____________________________

The STEPP Office will print a CSU transcript for undergraduates; copies of non-CSU transcripts may be obtained from the Transfer Evaluation Office in room 100 Centennial Hall on campus. Candidates must submit copies of transcripts from other universities/colleges attended.

I hereby certify that to the best of my knowledge the information furnished on this, and on all other admission forms, is true and complete without omission or misrepresentation of facts. I understand that if found to be otherwise, it is sufficient cause for rejection of this application or dismissal from the CSU Teacher Licensure Program.

__________________________________________________________
Candidate’s Signature Date

I recommend that this individual be considered for admission to the Teacher Licensure Program.

__________________________________________________________
Advisor’s Signature Date

Revised August 2013
Judicial Proceedings Form for Admission to the Teacher Licensure Program
School of Teacher Education and Principal Preparation

The following responses are required by the Colorado Department of Education as a part of the application for a Colorado Teaching License and the CSU Office of Admissions. They are, therefore, included as a part of the Colorado State University Teacher Licensure Admission process. The success of the teacher candidate in field placements and in his/her future profession is important to the STEPP staff and faculty. As well, the STEPP staff and faculty wish to preserve the integrity of and avoid embarrassment to the student, faculty, and University in regard to teacher candidates who have been convicted of a felony and/or against whom a criminal charge is currently pending.

All students wishing to be admitted to the professional Teacher Licensure Program at CSU must complete the Judicial Proceedings Form. If a student answers “yes” to any of the following questions, she/he must provide an accompanying written statement that describes the situation. Following the review of documentation, the Director of STEPP may wish to schedule a meeting with the candidate. All information provided will be handled by the STEPP Office with the highest standards of professional confidentiality and individual protection.

Please answer the following questions:

1. **Have you ever been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction)?** Convicted means: 1) a finding of guilty by a jury or court, 2) a court’s acceptance of a plea of guilty or plea of nolo contendere, 3) a court’s imposition of a deferred or suspended sentence, 4) a court’s approval of an agreement for a deferred prosecution, 5) forfeiture of a bail, bond or other security deposited to secure a defendant’s appearance, 6) payment of a fine.

   ________YES   ________NO

   If yes, please state the details of the conviction on a separate sheet of paper.

2. **Have you ever had a teacher, principal, administrator, special service, or any other occupational permit, license, credential, or equivalent document subjected to any disciplinary proceedings, including but not limited to, denial, reprimand/admonition credential, suspension or revocation, or have you ever voluntarily surrendered such a document in Colorado or any other state or place or are you currently under investigation?**

   ________YES   ________NO

   If yes, please state on a separate piece of paper the following:

   a. the license, permit, certificate, credential, or any other equivalent document;  b. the name and number under which it was held; c. the issuing and disciplining authority; d. the nature of the claims; e. the date of resolution; f. the final disposition (i.e., revocation, suspension); and g. the date and result of any subsequent re-application. **If you are currently under investigation by any licensing or certifying agency, state:** h. the agency’s name and address; and i. the nature of the charge(s) or events that caused such investigation to occur.

3. **Have you ever been dismissed or discharged, or have you resigned in order to avoid discipline or discharge by any employer?**

   ________YES   ________NO

   If yes, please state on a separate sheet of paper the name, address, and telephone number of the employer, the nature of the allegations, and the final outcome(s).

4. **Have you ever been placed on probation, suspended, or expelled from any high school or postsecondary institution for other than academic reasons?**

   ________YES   ________NO

   If yes, please attach an explanation.

---

This applicant acknowledges and gives permission to the Director of STEPP to obtain relevant and personal background information from the Office of Conflict Resolution and Student Conduct Services at Colorado State University, law enforcement agencies, courts, health care providers, and custodians of administrative records. The applicant further understands that falsifying or misrepresenting facts is sufficient cause for rejection of this application or dismissal from the CSU Teacher Licensure Program and/or the University.

Printed Name __________________________  Signature __________________________

Date __________________________
NON-DEGREE APPLICATION
School of Teacher Education and Principal Preparation
Fort Collins, Colorado 80523
Students must submit the appropriate non-refundable application processing fee with this form. (Use typewriter or ball point pen.)

LICENSE PROGRAMS (check one):

PRINCIPAL

TEACHER LICENSURE

Concentration Area

Are you currently taking courses toward completion of a graduate degree? □ Yes □ No

FULL LEGAL NAME

SOCIAL SECURITY NUMBER

LAST

FIRST

BIRTHDATE

MIDDLE

MAIDEN

19

CURRENT AGE

GENDER

(Use Numbers Only)

(Month, Day, Year)

F = Female

M = Male

CITIZENSHIP

□ U.S. Citizen

□ Non-U.S. on Temporary Status:

Type of Visa________________________ Expiration Date______________

Country of Citizenship______________

□ Non-U.S. Citizen on Permanent Status

Alien Registration No.: A-________________ Date Issued______________

Are you claiming Colorado residency for in-state tuition classification? □ Yes □ No

If yes, you MUST answer each question below completely and accurately. Enter the word "NONE" if question does not apply. Incomplete information could result in classification as an out-of-state student for tuition purposes. Dependents of nonresident active duty military personnel stationed in Colorado may request a tuition adjustment for in-state rates. For information, contact your Military Base Education Office.

Dates of continuous physical presence in Colorado (mo/yr). From / To /

Dates of extended absences from Colorado (mo/yr) (more than two months within the past two years). From / To /

Dates of employment in Colorado (mo/yr). From / To /

List last 3 years Colorado income taxes have been filed. From / To /

State of CURRENT Driver's License. State issued

State of CURRENT Driver's License (mo/yr). Date issued

State of PREVIOUS Driver's License. State issued

State of PREVIOUS Driver's License (mo/yr). Date issued

List last three years-Colorado Motor Vehicle Registration. From / To /

Date of Colorado Voter Registration (mo/yr). From / To /

Date of purchase of Colorado residential property (mo/yr). From / To /

Dates of military service (mo/yr). From / To /

HAVE YOU PREVIOUSLY COMPLETED COURSES AT COLORADO STATE UNIVERSITY FOR ACADEMIC CREDIT? □ Yes □ No

LIST ALL UNDERGRADUATE AND GRADUATE INSTITUTIONS ATTENDED:

NAME OF INSTITUTION

CITY AND STATE

DATES ATTENDED

YEAR GRADUATED

DEGREE

DO YOU HAVE A CURRENT TEACHING CERTIFICATE/LICENSE? COLORADO ______ OTHER ______ YEARS EXPERIENCE ______

ONE COPY OF OFFICIAL TRANSCRIPTS FROM ALL INSTITUTIONS ATTENDED MUST BE SUBMITTED WITH THIS APPLICATION.

If you are registering as a sex offender? (Misdemeanor traffic offenses are exempt.) □ Yes □ No

If yes, attach an explanation.

TO COMPLY WITH COLORADO STATE LAW, ALL MALES BETWEEN THE AGES OF 17 YEARS, 9 MONTHS AND 26 YEARS MUST ANSWER THE FOLLOWING QUESTION: Are you registered with the selective service? □ Yes □ No □ Not applicable

If have you ever been placed on probation, suspended, or expelled from any high school or postsecondary institution for other than academic reasons? □ Yes □ No

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal. I hereby consent to the release of my transcript(s) to Colorado State University

Applicant's Signature________________________________________ Date_________________

Revised August 2013
STATUS FORM FOR THE POST BACHELOR LICENSING PROGRAM
Teacher Licensure Program/School of Teacher Education and Principal Preparation

Name

Last
First
Initial
Maiden

CSU ID_____________________________________ Social Security Number____________________________________

Phone_____________________________________

Complete Mailing Address______________________________________________________________________________

Email Address________________________________________________________________________________________

I am applying for admission into the Teacher Licensure Program. My teaching endorsement area (e.g., science, art, etc.) is:

I hereby apply for admission to the post bachelor program for teacher licensure offered by the School of Teacher Education and Principal Preparation at Colorado State University on the following basis:

______ New candidate, post bachelor status, entering above program.  
[For EL Office Staff: $50 fee required. Send this form to Admissions when candidate receives Cond. admission.]

______ Candidate continuing after graduation from CSU (next successive semester in the above program).  
[For EL Office Staff: Fee not required. Send this form to Admissions when candidate receives Cond. admission.]

______ Currently enrolled second bachelor or graduate student seeking admission to teacher education in the above program.  
[For EL Office Staff: Fee not required. Do not send this form to Admissions. Keep in candidate’s file when candidate receives Cond. admission.]

______ Concurrently pursuing admission to the following graduate program:

[For EL Office Staff: Fee not required and should accompany graduate program application. Do not send this form to Admissions. Keep in candidate’s file when candidate receives Cond. Admission.]

______ Concurrently pursuing admission to the following second bachelor’s program

[For TL Office Staff: Fee not required and should accompany second bachelor’s application. Do not send this form to Admissions. Keep in candidate’s file when candidate receives Cond. Admission.]

__________________________________________  __________________________________________
Semester to be admitted  Candidate’s Signature

__________________________________________  __________________________________________
Conditional Admission  Date

__________________________________________  __________________________________________
Admission Denied  Director of STEPP

Form TL3

Revised August 2013
Twenty Hour Form Verifying Experience Working with Children/Youth (20 hours minimum)
Teacher Licensure Program – Colorado State University

- Use this form to document your 20-hours of work with youth. All information requested must be supplied for form to be complete.

<table>
<thead>
<tr>
<th>Dates of Experience (m/d/y to m/d/y)</th>
<th>School / Agency</th>
<th>Supervisor’s Name, Phone Number, and Signature</th>
<th>Your Responsibility</th>
<th>Ages of Youth</th>
<th>Average Hours per Week</th>
<th>Number of Months</th>
<th>Total Hours for this Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Signature of individual supervising each experience listed above (If there are four unique experiences listed, there should be four separate signatures below).

Signature_______________________________________ Date____________________  Signature_____________________________________ Date____________________
Signature_______________________________________ Date____________________  Signature_____________________________________ Date____________________

CANDIDATE’S SIGNATURE: I hereby certify that to the best of my knowledge the information furnished on this field experience form is true and complete without omission or misrepresentation of facts. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal.

Signature_______________________________________ Date________________________
Field Experience Documentation - 20 hour Admission Requirement
Teacher Licensure Program

The documentation of field experiences must be submitted as part of the admission requirements for the Teacher Licensure Program. The following are Colorado State University guidelines for documentation of the field experience required for admission:

1. A minimum of 20 contact hours with children (ages 5-18). Hours completed in EDUC 340 MAY NOT BE used towards this 20-hour requirement.

2. The experience must have occurred in a structured situation, must include some aspect of instruction and/or supervision, and must be completed under the direction of a supervisor. (Babysitting-type experiences do not meet this requirement.)

3. The experience must have occurred within the last 5 years.

4. Both the candidate and supervisor (or appropriate official) must sign the documentation form to verify the experience.

Please NEATLY complete all parts of the documentation form (in ink or type) and have the supervisor (or a responsible person in the organization) sign to verify successful completion of the experience.
A Professional Reference for Admission
To the Teacher Licensure Program

To the Applicant:  Submit ONE Reference Form or Letter of Recommendation. Professionals who are familiar with your qualifications for admission into the teacher licensure program and with your abilities to perform well in professional education courses and to be a successful teacher should give references or recommendation. The Licensure Program **REQUIRES** that candidates obtain recommendations from a teacher, advisor, instructor, or faculty member. Family relatives can not complete this form for a candidate.

To the Person completing this Form: (name of candidate) is applying for admission into the professional Teacher Licensure Program at Colorado State University. Your input through this reference form is invaluable to the admission process and application for this candidate. Please complete the following and return it directly to the applicant in a sealed envelope (see below for more details). Thank you for your time.

<table>
<thead>
<tr>
<th>Please rate the candidate in the following areas by marking the appropriate column with a checkmark or “X”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reliable/Dependable</td>
</tr>
<tr>
<td>Self Motivated (able to work independently)</td>
</tr>
<tr>
<td>Flexible</td>
</tr>
<tr>
<td>Ability to Express Self: Oral Expression</td>
</tr>
<tr>
<td>Ability to Express Self: Written Expression</td>
</tr>
<tr>
<td>Critical Thinking Skills</td>
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<tr>
<td>Tact/Judgment</td>
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<tr>
<td>Collegiality</td>
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<tr>
<td>Response to Feedback/Supervision</td>
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<tr>
<td>Basic understanding of the culture of a classroom</td>
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<tr>
<td>Basic understanding of the role of the teacher and the complexities of teaching</td>
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<tr>
<td>Relates easily and respectfully to children and youth</td>
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<tr>
<td>Motivation for completion of the Teacher Licensure Program</td>
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<td>Academic Abilities</td>
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What do you consider the applicant’s major strengths?

What do you consider the applicant’s major areas of improvement for the future?

**Overall recommendation** for admission to Teacher Licensure Program (check one):
- ○ Recommend without reservation.
- ○ Recommend with some reservation.
- ○ Do not recommend for admission.

Your Printed Name ___________________________________________        Your Signature__________________________________________

Date_____________________________        Your Phone Number or E-Mail________________________________________________________

What is your profession?___________________________________________________________________________________

In what capacity do you know the applicant?_________________________________________________________________

How long have you known the applicant?_______________________________________

Please Return this form directly to: THE APPLICANT
Submit to the applicant in a sealed envelope with your signature across the envelope seal. Letters received from applicant which are not sealed in an envelope, as per above, will not be accepted. The applicant is responsible for submitting this form to the CSU STEPP Advising Center.

Revised August 2013
A recommendation for Teacher Licensure is dependent upon completion of the following course work. This is in addition to a previous degree program completed at ________________.

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<thead>
<tr>
<th>General Education</th>
<th>Teaching Endorsement Area</th>
<th>Professional Education</th>
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Comments:

__________________________________________  ________________________
Student                                      Date

__________________________________________  ________________________
Teacher Education Advisor                    Date

Date copied & sent to student: ________________

__________________________________________  ________________________
Director, STEPP                                Date
Before submitting your application materials for admission consideration to the Teacher Licensure Program, please take note of these additional program requirements. Please feel free to contact the STEPP Advising Center staff with your questions or concerns.

As a result of the enactment of Colorado House Bill 06-1023, the Colorado Department of Education is required to verify the lawful presence of applicants applying for a license of authorization in the United States.

This will require all teacher licensure applicants to complete and submit two additional documents with their application packet:

- An Affidavit – signed and dated by the applicant
- A notarized copy of one of the seven (7) approved forms of evidence of lawful presence in the United States.

Please refer to the following attachments:

1. The affidavit required to be completed by the applicant and submitted with the Teacher Licensure Application Packet

   and

2. Instructions for submitting an accepted form of identification with the application.
Verification of Lawful Presence

Pursuant to Section 24-76.5-103, Colorado Revised Statutes, only persons lawfully present in the United States will be issued a Colorado educator license or authorization. (This includes adding an endorsement or renewing a license or authorization.) As a result, each applicant for the CSU Teacher Licensure Program must complete, sign and return the following affidavit, with his or her completed application packet.

**AFFIDAVIT**

I, _____________________________, swear or affirm under penalty of perjury under the laws of the state of Colorado that (check one):

_____ I am a United States citizen, or
_____ I am a Permanent Resident of the United States, or
_____ I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for an educator license or authorization with the state of Colorado. I understand that State law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

____________________________________
Name

____________________________________
Signature

____________________________________
Date
Compliance with the Provisions of Colorado Revised Statute (CRS) 24-76.5-103

VERIFICATION OF LAWFUL PRESENCE

Pursuant to Section 24-76.5-103, Colorado Revised Statutes, only persons lawfully present in the United States will be issued a Colorado educator license or authorization. (This includes adding an endorsement or renewing a license or authorization). Each applicant for a Colorado educator license or authorization must provide the Colorado Department of Education with an accepted form of identification at the time of application, January, 2007.

This memo details the requirements that must be met for an applicant to comply with CRS 24-73.5-103 – Verification of Lawful Presence in the United States.

APPLICANTS TO THE TEACHER LICENSURE PROGRAM MUST SUBMIT THE SIGNED AFFIDAVIT AND A NOTARIZED copy of one of the following FORMS OF IDENTIFICATION LISTED BELOW with your Application to the Teacher Licensure Program.

Acceptable Documentation for Verification of Legal Presence:

1. A notarized copy of a valid State-Issued Driver’s License, bearing the applicant’s photograph, OR
2. A notarized copy of a valid State-Issued Identification Card, bearing the applicant’s photograph, OR
3. A valid U.S. Military or Military Dependent Identification Card, OR
4. A valid U.S. Coast Guard Merchant Marine Identification Card, OR
5. A valid Native American Tribal Document, OR
6. A valid certificate verifying naturalized status, bearing the applicant’s intact photograph, issued by an authorized agency of the United States, OR
7. A valid certificate verifying United States Citizenship, bearing the applicant’s intact photograph, issued by an authorized agency of the United States.

NOTE: THE NOTARY MUST INCLUDE THE FOLLOWING LANGUAGE WITH THE NOTARY’S OFFICIAL SEAL;

State of __________, County (or City) of ________
I, ______(name of notary)__, a Notary Public in and for said state, do certify that on ____ (date)__, I carefully compared, with its original, this copy of __ (type of document__) and have determined it to be a complete, full, true, and exact copy.
   (official signature, official seal, and commission expiration date of notary).
According to Colorado Revised Statute 12-55-120, a notary public may certify a facsimile (copy) of a document if the original of the document is exhibited to him/her, together with a signed written request.

**Photocopy I.D. directly on this page**
*(Do not tape or paste a copy of your photo I.D. on this page)*

State of ______________________, County (or city) of ______________________

I, _____________________________________________, a Notary Public in and for said state,

(name of notary)

do certify that on _______________________, I carefully compared with the original,

(Date)

this copy of ___________________________________________

(type of document, i.e. Colorado or Out-of-State Driver’s License, U.S. Passport on the top of this page (see previous page for list of acceptable photo I.D.).

and have determined it to be a complete, full, true, and exact copy.

________________________________________
(Official signature, official seal, and commission expiration date of notary public)