For more information about the program:
Dr. Linda Dauksas
Director of Special Education Teacher Education
630.617.3290 telephone
630.617.3736 fax
dauksasl@elmhurst.edu

For more information about admission:
William L. Slodki
Director of Teacher Education Admission
630.617.3482 telephone
630.617.3736 fax
slodkiw@elmhurst.edu
OVERVIEW OF THE Special Education Teacher Education Program at Elmhurst College

The special education program is designed as a major for sophomores, juniors and seniors. The program has a flexible entry point, which allows students to enter as sophomores or juniors. Courses taken prior to the junior year are included in this document on page 7. Due to its two-year “block” design (beginning junior year), the program is “transfer-friendly” for students who begin their academic careers at community colleges.

Elmhurst College’s revised Special Education program has many unique features that are similar to the way in which medical professionals are prepared.

- The coursework and the clinical experiences in schools are coordinated and supervised by faculty during every semester.
- Beginning junior year the courses are scheduled and offered together in “blocks” with each block focusing on different grade levels and students.
  - Block 1 focuses on Teaching Students with High Incidence Disabilities (K-12)
  - Block 2 focuses on Teaching Students with Low Incidence Disabilities (K-12).
  - Block 3 focuses on Assessments and Interventions for Students with Disabilities (K-12).
  - Block 4 is two 8-week full-time student teaching clinical experiences. One placement is in a K-12 general education classroom/resource classroom and one placement is in a K-12 self-contained special education classroom
- Each of the four semesters has an Instructional Block Teaching Team of faculty who coordinates courses and fieldwork, and supervises students in a prearranged school sites.
- Students in the program earn an approval in Teaching English Learners with Disabilities (earning the ESL or Bilingual Special Education Approval).
- Students in the program have the option to earn a Letter of Approval for teaching 3-5 year olds in Special Education.
A COMPLETED APPLICATION

A formal application must be submitted by the specified dates [see page 4]. The Special Education Teacher Education application is electronic. The form may be downloaded from the Admissions page at:

http://public.elmhurst.edu/education/279149361.html

The application requires the newest version of Adobe Reader™, which is available on the Admissions page. All applications are submitted electronically to spe@elmhurst.edu

Applications should be submitted in advance of the following required ancillary documents: exam scores, recommendations, Elmhurst College degree audit/transfer institution transcript and criminal background investigation (CBI). Exam scores, recommendations, degree audit/transcript and the CBI will be added to your application file upon receipt by the Director of Teacher Education Admission. The date of admission is the date on which all materials have been received and admission is approved by the Department of Education.

The application requires that you have:

1. Chosen two professionals to provide recommendations. See the section below on recommendations.
2. Completed a well-written personal statement as part of the application. Personal statements should be written as a maximum 500-word statement and pasted into the application. A personal statement must address the following topics:
   a. Your primary reason for seeking a Professional Educator License in Special Education (PK-12).
   b. Your experiences in working with children or young adults with disabilities and their families in professional settings. Include references to any recommendation that will be completed by a professional educator who has supervised you in the field;
   c. Additional goals you have as a future special education teacher.

EVIDENCE OF PASSING EXAM SCORES

- Passing all sections of the Test of Academic Proficiency (TAP 400); www.il.nesinc.com
- A composite ACT + Writing score of at least 22 with a minimum 19 in Combined English/Writing if taken before September 1, 2015; or 16 on the Writing section if taken after September 1, 2015; or 6 on the Writing if taken after September 10, 2016. www.actstudent.org
- A composite (math, reading, writing & language) SAT score of at least 1030 with a minimum 450 on the essay before March 5, 2016; or a composite SAT with Essay score of 1110 (Evidence-based Reading and Writing + Mathematics = 1110 or higher) and a minimum score of 26 on Writing and Language Test after March 5, 2016. www.satcollegeboard.org

Please note: Score results from ACT Plus Writing take 5-8 weeks; TAP subareas can be retaken after 30 days. See information on substituting the ACT + Writing or SAT scores at http://www.elmhurst.edu/education/384703031.html
Create an ELIS Account & IEIN Number

IEIN NUMBER Directions
IF YOU HAVE NOT ALREADY DONE SO, CREATE AN ACCOUNT ON THE EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS) at www.isbe.net

Here’s how to do this at www.isbe.net

Click to open the “Educator Licensure” area

At the bottom of that page, find “How to Videos”

Select “ELIS”

Select “How to Create an ELIS account”

Once you’ve watched the video, go back and create your ELIS account following the video’s instructions. Be sure to include your address in the process. It is important to distinguish your account from other educators who have the same name.

NOTE: Once you’ve created your account, your IEIN will appear at the top right of your account next to your name. THEN,

AFTER YOU’VE CREATED YOUR ELIS ACCOUNT, REQUEST YOUR SCORES BE SENT TO ISBE DIRECTLY FROM ACT OR SAT

- If requesting an ACT Plus Writing score: use ACT code 3001 when ordering

- If requesting an SAT score: use SAT code 6773 when ordering

CHECK YOUR ELIS ACCOUNT TO VERIFY YOUR ACT/SAT SCORE REPORT HAS BEEN ACCEPTED IN LIEU OF THE TAP.
Please allow 60 days for this information to be added to your ELIS account.
FORMAL RECOMMENDATIONS

Forms for Recommendations are located on the website with the application. Download these forms and fill in your personal information at the top. Print the forms and provide them with self-addressed envelopes to two professional educators.

The recommendations should be requested from college professors or school-based professionals who can best complete the recommendation form and support your decision to become a special education teacher. For example, good choices might be a special education teacher or a mentor teacher who supervised you in fieldwork with students with exceptionalities and their families. Recommendations may not be requested from a family member or personal friend. The names of these recommenders should be referenced in your letter of application.

CRIMINAL BACKGROUND INVESTIGATION (CBI)

An Illinois State Police criminal background fingerprint check is required for admission. The CBI must have been completed within one year prior to the date of admission. All students admitted to a teacher education program must follow the Elmhurst College Teacher Education Criminal Background Policy provided on the website with the application. No CBI should be submitted if there was an arrest after the date on the CBI, rather a new CBI should be completed and submitted that was at least 30 days after the arrest date.

All CBIs are reviewed by the Director of Teacher Education Admissions and returned to the applicant. If a CBI indicates an applicant may have a criminal record that would make it difficult to secure field placements or may not meet licensure requirements, the Department of Education chairperson and Director of Early Childhood Teacher Education will contact the applicant for a meeting.

The Department of Education provides opportunities for students to obtain CBIs on campus several times a year. For more information contact: Judith Kaminski, Director of Student Teaching & Field Experiences, at judithk@elmhurst.edu

APPLICATION DATES

Cohorts only begin in the fall. The Special Education Teacher Education program admits a maximum of 18 students each fall semester. Applications may be submitted during the sophomore year while required coursework is in progress.

Applications will be accepted for fall admissions beginning February 1st. Applications will be reviewed the first of each month until the cohort is filled.

Candidates who meet all admissions requirements after a cohort has been filled will be offered admission in the next cohort. All admitted students’ transcripts are checked prior to each semester to insure all requirements have been successfully completed for final admission.
## RUBRIC FOR ADMISSION TO SPECIAL EDUCATION TEACHER EDUCATION (SPE) PROGRAM

<table>
<thead>
<tr>
<th>Component</th>
<th>Scale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2 Formal Recommendations</strong></td>
<td>1 2 3</td>
<td>Considering both recommendations:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 = All ratings are above average or higher with no more than 2 total unrated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>categories.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 = All ratings are average or higher with no more than 4 unrated categories</td>
</tr>
<tr>
<td></td>
<td></td>
<td>on both forms.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 = Below average rating on a form, or 6 or more categories unrated.</td>
</tr>
<tr>
<td><strong>Personal Statement</strong></td>
<td>1 2 3</td>
<td>Considering both recommendations:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 = All recommendations were explicitly addressed with appropriate and well-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>supported answers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Writing was well organized and errorless.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 = All questions were appropriately answered, explicitly or implicitly.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Writing was organized with minor or no writing errors.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 = Questions were partially or inappropriately answered, and/or writing was</td>
</tr>
<tr>
<td></td>
<td></td>
<td>low quality with numerous errors or poor organization.</td>
</tr>
<tr>
<td><strong>2.75 Minimum Cumulative GPA</strong></td>
<td>1 2 3</td>
<td>CUM GPA = ___________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Education Grade Check:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ All licensure courses “C” or higher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Major GPA (9 sh+) meets requirements = _________ (or n/a)</td>
</tr>
<tr>
<td><strong>English Composition Course (ENG 106)</strong></td>
<td>1 2 3</td>
<td>3 = Composition course passed with A or higher (may be AP)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 = Composition course passed with B or higher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 = Composition course passed with C or higher</td>
</tr>
<tr>
<td><strong>SPE Prerequisite Coursework</strong></td>
<td>1 2 3</td>
<td>3 = All prerequisite courses will be completed at end of term prior to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>admission</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 = One prerequisite course needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 = Two prerequisite courses needed</td>
</tr>
<tr>
<td><strong>ECIC Coursework (General Education)</strong></td>
<td>1 2 3</td>
<td>3 = All ECIC courses will be completed at end of term prior to admission</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 = One ECIC course needed (may require summer session to complete)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 = Two ECIC courses needed (may require summer session to complete)</td>
</tr>
</tbody>
</table>

- □ Passing score on TAP, ACT + Writing or SAT w/Essay
- □ Fingerprint Background Check shows no criminal history. [Applicants with a criminal history must meet with Program Director and Chairperson]

Total Evaluation Points: _______/18

Potential Candidate: _________________________________________

Date Application Completed: _______________ Term Applied For: _______________

Admission Director’s Signature: _______________________________ Date: __________

DIRECTOR: □ ADMIT FOR FALL 201____ __________ □ DO NOT ADMIT
SPE Director’s Signature: ________________________________

White copy- Admissions Director/Student File Yellow copy- Program Director
POLICIES & PROCEDURES FOR ADMISSION TO SPECIAL EDUCATION TEACHER EDUCATION

Applicants cannot be admitted to a teacher education program until they are first admitted to Elmhurst College. A Department of Education application will have an application completion date reflecting when all required materials were finally received by the Department of Education. Admission decisions are made monthly and candidates will be notified of their application review status within 30 days from the receipt of their completed application. If an applicant meets admission requirements, but space is no longer available in the specific program for the requested term, admission will be offered for the next fall term.

The Director of Teacher Education Admission will inform applicants in writing of admission decisions. A letter of admission will include:

- The semester for admission; and
- The name of a faculty member assigned to the newly admitted teacher education candidate. All candidates are required to meet with this faculty member at least two weeks prior to the beginning of their first semester in program to confirm that all prerequisites have been met and to plan their two-year course plan.

Applicants with minimal qualifications may be denied admission. There is no appeal for applicants who are denied admission based on the quality of their application. An established appeal procedure is available for applicants who feel that their applications were not properly processed. Students may not reapply to any teacher education program once they have been denied admission.

Applicants admitted to a teacher education program may request a change to another program on a space available basis and with approval of the new Program Director. Field hours completed for a previous program may not be credited toward the new program. Changing programs could delay program or degree completion.

Admission to a teacher education program does not guarantee admission to student teaching. All teacher candidates must meet specific requirements for remaining in a teacher education program and must apply for student teaching. State examinations also are required prior to admission to student teaching.

Review of teacher candidates is continuous. Candidates who are removed from a teacher education program or not admitted to student teaching have the right to appeal the decision to the College’s Teacher Education Committee.
Advising Sheet for SPECIAL EDUCATION (SPE) Program

First cohort Fall 2017

*Students apply for admission during freshman year*

All courses must be completed with grade of C (2.0) or higher (cannot take a course pass/no pass) and have a cumulative GPA of 2.75

FRESHMEN YEAR

**Fall Term** –

- FYS (1.0)
- ENG 105 Composition (1.0)
- 2 Elmhurst College Integrative Curriculum (ECIC) requirements (2.0) – see prerequisites
- TOTAL -4.0

**Spring Term** – Begin application to program

- ENG 106 Composition (1.0)
- EDU 104 (1.0)
- 2 ECIC requirements (2.0) – see prerequisites
- TOTAL – 4.0

SOPHOMORE YEAR

**Fall Term** -

- SPE 223 (1.0)
- MTH 325 or MTH 345 (1.0)
- 2 ECIC requirements (2.0) – see prerequisites
- TOTAL – 4.0

**Spring Term** –

- SPE 311 (1.0)
- CSD 245 (.5)
- 3 ECIC requirements (3.0) – see prerequisites
- TOTAL – 4.5

**ALL** ECIC requirements and the following additional courses must be completed during the **freshman and sophomore** years before beginning BLOCK 1(junior year) in the SPE program:

<table>
<thead>
<tr>
<th>Education</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 104 Cultural Foundations of Education in the US</td>
<td>MTH 325 Math Concepts for Elementary Teachers I</td>
</tr>
<tr>
<td>SPE 223 Education of PK-12 Learners with Exceptionalities (sophomore year) – Requires field experiences (D Tag)</td>
<td></td>
</tr>
<tr>
<td>SPE 311 Educational Psychology - Requires field experiences (W and I Tag)</td>
<td></td>
</tr>
</tbody>
</table>

* Admission to Elmhurst College is not admission to a teacher education program.
TEACHING ENGLISH LEARNERS (TEL) SPECIAL EDUCATION APPROVAL

Teacher candidates will earn the State of Illinois ESL or Bilingual SPECIAL EDUCATION APPROVAL on their Professional Educator License.

Course Sequence. The TEL SPECIAL EDUCATION APPROVAL requires 3 courses with a GPA of 2.750 and C (2.0) or higher in all courses. The courses are scheduled throughout the SPE blocks (TEL 212, TEL 317, TEL 439). TEL 212 can be taken sophomore or junior year, TEL 317 is in Block 2, and TEL 439 is in Block 3. SPE majors who are seeking the SPE bilingual approval should plan to take the Target Language Proficiency exam before Block 2 & TEL 317. www.il.nesinc.com

Additional information. During the fall semester, TEL 212 is offered only in the evening. The Bilingual Special Education Approval requires a language proficiency test.

For further information on the TEL Special Education Approval contact Dr. Beverly Troiano Beverly.troiano@exchange.elmhurst.edu in the Department of Education.

OPTIONAL: LETTER OF APPROVAL FOR TEACHING SPECIAL EDUCATION (3-5 YEAR OLDS)

Teacher candidates may opt to earn the Letter of Approval for Special Education on their Professional Educator License.

Earning the Letter of Approval with an Early Childhood extends the LBS1 license to PK. With the letter of approval candidates are licensed to teach young children 3-5 years of age with disabilities.

Course Sequence. The Letter of Approval requires 4 education courses with a minor GPA of 2.750 and C (2.0) or higher in all courses and a student teaching placement supporting young children with disabilities.

The courses are distributed as follows: EYC 326 Typical and Atypical Language Development and Emergent Literacy and EYC 328 Family and Community Relationships are taken in the first fall term (Block 1). EYC 412 Assessing Young Children and EYC 414 Early Childhood Special Education Methods are taken in the spring term (Block 2). EYC 454 Student Teaching is completed in Block 4. One of the two 8 week student teaching placements is completed in an Early Childhood Special Education classroom.

For further information on the Letter of Approval contact Dr. Linda Dauksas dauksasl@elmhurst.edu in the Department of Education.