



## **Secondary Teacher Education Application Guide**

For more information about admission:  
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## OVERVIEW OF THE SECONDARY EDUCATION TEACHER EDUCATION PROGRAM AT ELMHURST UNIVERSITY

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The secondary 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. A recommended course sequence is included in this document. The program is “transfer- friendly” for students who begin their academic careers at community colleges. Elmhurst University Secondary Education program has many unique features that are similar to the way in which medical professionals are prepared. The coursework and some clinical experiences in schools are coordinated by faculty during every semester.

## APPLICATION DATES

Applications may be submitted during the sophomore year while required coursework is in progress.

**Applications for fall admissions should be submitted by June 15**

**Applications for spring admissions should be submitted by December 15**

All admitted students' transcripts are checked prior to each semester to ensure all requirements have been successfully completed for final admission.



## A COMPLETED APPLICATION

A formal application must be submitted by the specified dates [see page 3]. The Secondary Education Teacher Education application is electronic. The form may be downloaded from the Admissions page at:

<https://www.elmhurst.edu/wp-content/uploads/2023/01/elmhurst-university-secondary-education-application-2023.pdf>

The application requires the newest version of Adobe Reader™, which is available on the Admissions page. All applications are submitted electronically to [SECadmissions@elmhurst.edu](mailto:SECadmissions@elmhurst.edu)

Applications should be submitted in advance of the following required ancillary documents: 1 completed form of recommendation, Elmhurst University degree audit/transfer institution transcript and criminal background investigation (CBI). Recommendations, degree audit/transcript and the CBI will be added to your application file upon receipt by the Director of Teacher Education Admissions. The date of admission is the date on which all materials have been received and admission is approved by the School of Education.



## CREATE AN ELIS ACCOUNT

Individual Educator Identification Number (IEIN). IF YOU HAVE NOT ALREADY DONE SO, CREATE AN ACCOUNT ON THE EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS) See following pages for instructions. The Licensure Officer will add a pre-completion license with endorsements to your ELIS account as required by the Illinois State Board of Education (ISBE). Per ISBE rules, the candidate is provided the pre-completion license once they achieve 15 credits (60 semester hours). You will be contacted by the Licensure Officer once the pre-completion license is created in your ELIS account.



## FORMAL RECOMMENDATIONS

Forms for Recommendations are located on the website with the application. Download the form and fill in your personal information at the top. The recommendation should be requested from college professors or school-based professionals who can best complete the recommendation form and support your decision to become a secondary education teacher. For example, good choices might be a former instructor or a mentor teacher who supervised you in fieldwork with adolescents. 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 University 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. Please submit a copy of your CBI and keep the original.

All CBIs are reviewed by the Director of Teacher Education Admissions and shredded upon admission. 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 Dean of the School of Education and Director of Secondary Education will contact the applicant for a meeting.

# HOW TO CREATE AN ELIS ACCOUNT

1. GO TO [WWW.ISBE.NET](http://WWW.ISBE.NET)

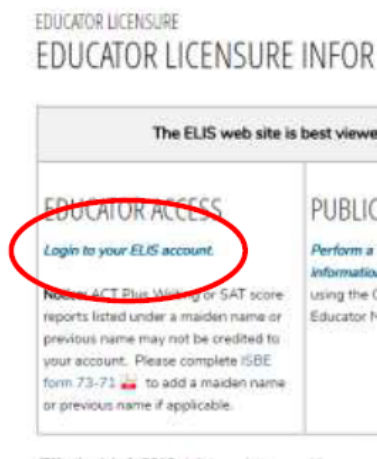
2. SELECT SYSTEM QUICK LINKS (top right corner of the website)



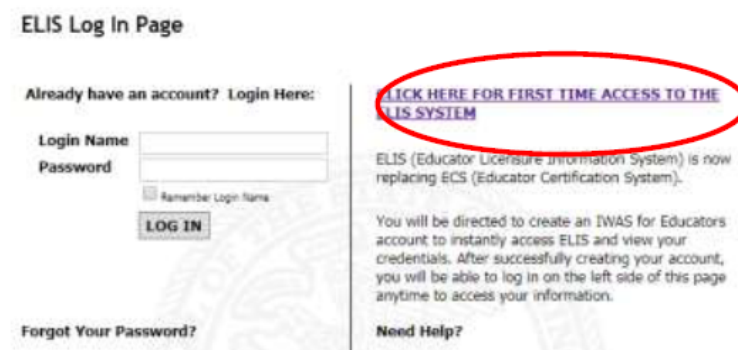
3. SELECT ELIS: EDUCATOR LICENSURE INFORMATION SYSTEM



4. SELECT: LOGIN TO YOUR ELIS ACCOUNT



5. SELECT: CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM



## 6. COMPLETE THE ELIS FOR EDUCATORS ACCOUNT SIGN UP

ELIS for Educators Account Sign Up

First Name

Last Name

Date of Birth  mm/dd/yyyy

Enter either SSN or IEIN

Social Security Number  No hyphens

OR

IEIN

Login Name

Password

Confirm Password

Email Address

Secret Question

Answer

Broadcast Email  YES - Send system messages to the above email address

Email Type  HTML

**QUICK TIP:** To avoid duplicate accounts and records, use your **legal first name** when creating your ELIS account and when registering for any licensure testing!

Be sure to accurately transcribe your social security number when completing this section.

In order to create an account, you will need to fill in the information requested on the IWAS for Educators Account Sign Up page. Once you have filled in the profile correctly, clicking Continue will take you to the IWAS for Educators welcome screen.

\*Please note that you do not need to know your IEIN number in order to signup, just your Social Security Number OR your IEIN number.

## 7. ACCESSING THE EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS)

Once you are at the welcome screen, clicking the Continue button will take you into your ELIS account

Illinois State Board of Education  
Gery J. Chiles, Chairman Christopher A. Koch, State Superintendent

Home Edit Profile Change Password Contact Us Help Logout IWAS Training Video

Welcome to your personal IWAS for Educators account

From this page you can click on the "Continue" button to access all of your credentials online.

## POLICIES & PROCEDURES FOR ADMISSION TO SECONDARY EDUCATION TEACHER EDUCATION

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Applicants cannot be admitted to a teacher education program until they are first admitted to Elmhurst University. A School of Education application will have an application completion date reflecting when all required materials were received by the School of Education.

Admission decisions are made monthly. 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 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. State examinations include content area exams.

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 University's *Teacher Education Committee*.

## Advising Sheet for SECONDARY EDUCATION Program

The following is the suggested course sequence for Secondary Education once admitted to Teacher Education. See departments for suggested scheduling of specific subject area i.e. second major requirements.

- **EDU 104** Cultural Foundations of Education in the United States (*may be taken prior to admission to the Teacher Education Program.*)

### Semester 1

- **SEC 100** Introductory Seminar to Teaching as a Caring Profession (.25 credit)
- **SEC 223** Education of PK-12 Learners with Exceptionalities or KIN 312 (Physical Education majors only)
- Elmhurst University Integrated Curriculum requirements
- 2<sup>nd</sup> Major requirements

### Semester 2

- **SEC 300** Intermediate Seminar for Teaching in Diverse and Inclusive Schools (.25 credit)
- **SEC 310** Methods and Best Practices in Middle and Secondary Education
- **SEC311** Educational Psychology
- requirements
- 2<sup>nd</sup> Major requirements
- **TEL 317** Methods & Material Teaching English Language Learners (.75 credit)
- **SEC 360** (Except for Music & PE)

### Semester 3

- **SEC 421** Theory and Practice for Developing Academic Literacies in K-12 Classrooms
- **SEC 450** Advanced Seminar in Teacher Collaboration and Professional Practice (.25 credit)
- **XXX 440** Special Methods of Teaching in Academic Subject Fields or  
(**SEC 425** Methods for Teaching Science)

### Student Teaching

- **SEC 455/457** Student Teaching in Secondary and Middle Schools (3.00 credits)/**MUS 457 (2.0 credits)**; All coursework must be complete prior to admission to student teaching. You may not take courses while student teaching.



## TEACHING ENGLISH LEARNERS (TEL) ENDORSEMENT

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### Teaching English Learners Minor for SEC Majors

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

**Course Sequence.** The TEL minor requires 6 courses with a minor GPA of 2.750 and C- (1.7) or higher in all courses. The courses are highly sequenced and require careful planning with an advisor. TEL 204, TEL 212, and TEL 319 can be taken with EDU 104 as a prerequisite. There is a TEL 317 section for SEC majors which can be taken in the fall or spring. TEL 439 and TEL 448 are taken the semester before student teaching and the 1-semester- hour capstone project (TEL 449) is required during student teaching. Therefore, all TEL minors must complete student teaching in a classroom with English learners and a teacher who has earned the endorsement. Please note some TEL courses may only be offered in the evening.

**Additional information.** SEC majors who are seeking the bilingual endorsement should plan to take the Target Language Proficiency exam in their junior year: <https://www.il.nesinc.com/> The ESL and Bilingual endorsements both require an additional 100 hours of field experiences, which are distributed throughout the 6 courses.

For further information on the TEL minor contact Dr. Beverly Troiano [beverly.troiano@elmhurst.edu](mailto:beverly.troiano@elmhurst.edu) in the School of Education.