



# Elmhurst University

## Early Childhood Teacher Education Application Guide

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## OVERVIEW OF THE EARLY CHILDHOOD TEACHER EDUCATION PROGRAM AT ELMHURST UNIVERSITY

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The two-year program is designed as a major for juniors and seniors. Due to its two-year “block” design, the program is “transfer-friendly” for students who begin their academic careers at community colleges.

Elmhurst University's new Early Childhood Teacher Education program, Educating Young Children (EYC) 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.
- The courses are scheduled and offered together in “blocks” with each block focusing on different grade levels and students.
  - Block 1 focuses on Birth- 3 years of age in early environments.
  - Block 2 centers on children 3- 5 years of age in public school settings.
  - Block 3 centers on Kindergarten – 2<sup>nd</sup> grade, supported by day-long internships in schools and concentrates on meeting the needs of individual students, including students who are learning English.
  - Block 4 is one 15-week full-time student teaching clinical experience in either a 3-5 year old Early Childhood/Prekindergarten classroom or in a primary setting (Kindergarten-2nd grade).
- Each of the four semesters has an Instructional Block Teaching Team of faculty who coordinates courses and fieldwork, co-teach courses, and supervise students in their prearranged school sites.
- Students in the program earn a minor in Teaching English Learners (earning the ESL or Bilingual Endorsement). If you are bilingual, please take the Test of Language Proficiency ASAP. It must be passed by November 15 of the Block I term.
- Students in the program earn a Letter of Approval for Special Education.

**OVERVIEW OF REQUIRED DOCUMENTATION FOR APPLICATION TO THE EARLY  
CHILDHOOD TEACHER EDUCATION PROGRAM AT ELMHURST UNIVERSITY**

**APPLICATION DATES:**

**Cohorts only begin in the fall.** The EYC 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.

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**Applications will be accepted for fall admissions beginning February 1<sup>st</sup>.**

**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.

**A COMPLETED APPLICATION**

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

[Click here to open Educating Young Children application](#)

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

**Applications should be submitted in advance of the following required ancillary documents: exam scores, recommendations, Elmhurst University 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 School 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 early childhood education (Birth-2<sup>nd</sup> grade);
  - b. Your experiences in working with young children 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 early childhood educator.

## 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) at [https://apps.isbe.net/iwasnet/sign\\_up.aspx](https://apps.isbe.net/iwasnet/sign_up.aspx) 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.

**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.**

## 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 an early childhood teacher. For example, good choices might be an early childhood professional or a mentor teacher who supervised you in fieldwork with young children 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 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.

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 School of Education Dean and Director of Early Childhood Teacher Education will contact the applicant for a meeting.

You will receive a discount if you use Accurate Biometrics. Go to their website listed on the below form for a location nearest you. Please use your name and address for requestor information and keep a copy for your records.

[click here to open Accurate Biometrics background check form](#)

## RUBRIC FOR ADMISSION TO EARLY CHILDHOOD TEACHER EDUCATION (EYC) PROGRAM

<b>2 Formal Recommendations</b> <b>1 2 3</b>	Considering both recommendations: 3 = All ratings are <u>above average or higher</u> with no more than 2 total unrated categories. 2 = All ratings are <u>average or higher</u> with no more than 4 unrated categories on both forms. 1 = Below average rating on a form, or 6 or more categories unrated
<b>Personal Statement</b> <b>1 2 3</b>	3 = All questions were explicitly addressed with <u>appropriate</u> and well-supported answers. Writing was <u>well</u> organized and <u>errorless</u> . 2 = All questions were <u>appropriately</u> answered, explicitly or implicitly. Writing was organized with minor or no writing errors. 1 = Questions were <u>partially or inappropriately</u> answered, and/or writing was low quality with numerous errors or poor organization. Rater #1 _____ Rater #2 _____ Rater #3 (if needed) _____
<b>2.75 Minimum Cumulative GPA</b> <b>1 2 3</b>	3 = 3.500+ 2 = 3.000-3.499 1 = 2.750-2.999  CUM GPA = _____ Education Grade Check: <input type="checkbox"/> All licensure courses "C" or higher <input type="checkbox"/> Major GPA (9 sh+) meets requirements = _____ (or n/a)
<b>English Composition Course (ENG 106)</b> <b>1 2 3</b>	3 = Composition course passed with A or higher (may be AP) 2 = Composition course passed with B or higher 1 = Composition course passed with C or higher
<b>EYC Prerequisite Coursework</b> <b>1 2 3</b>	3 = All prerequisite courses will be completed at end of term prior to admission 2 = One prerequisite course needed 1 = Two prerequisite courses needed
<b>IC Coursework (General Education)</b> <b>1 2 3</b>	3 = All IC courses will be completed at end of term prior to admission 2 = One IC course needed (may require summer session to complete) 1 = Two IC courses needed (may require summer session to complete)
<input type="checkbox"/> Check junior standing at end of term prior to admission.	
<input type="checkbox"/> Fingerprint Background Check shows no criminal history. [Applicants with a criminal history must meet with Program Director and Dean]	

Total Evaluation Points: \_\_\_\_\_/18

Potential Candidate: \_\_\_\_\_

Minor/Specialization: \_\_\_\_\_

Date Application Completed: \_\_\_\_\_ Term Applied For: \_\_\_\_\_

Admission Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DIRECTOR: <input type="checkbox"/> ADMIT FOR FALL 20____	<input type="checkbox"/> DO NOT ADMIT
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EYC Director's  
Signature: \_\_\_\_\_

## POLICIES & PROCEDURES FOR ADMISSION TO EARLY CHILDHOOD 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 finally received by the School 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.

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 exam/s.

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 Educating Young Children (EYC) Program

*Students apply for admission during sophomore year\*. ALL IC courses should be completed before beginning the EYC major.*

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 University Integrative Curriculum (IC) requirements (2.0) – see prerequisites**

**TOTAL -4.0**

**Spring Term –**

**ENG 106 Composition (1.0)**

**3 IC requirements (3.0) – see prerequisites**

**TOTAL – 4.0**

### **SOPHOMORE YEAR**

**Fall Term – Begin application to program**

**EDU 104 (1.0)**

**EDU 223 (1.0)**

**MTH 325 (1.0)**

**1 IC requirement (1.0) – see prerequisites**

**TOTAL – 4.0**

**Spring Term –**

**TEL 204 (.75)**

**MTH 326 (.5)**

**3 IC requirements (3.0) – see prerequisites**

**TOTAL – 4.25**

ECIC courses must be completed during the **freshman and sophomore** years before entering the EYC program:

Education	EDU 104 Cultural Foundations of Education in the US
	EDU 223 Education of PK-12 Learners with Exceptionalities (sophomore year) – <i>Requires field experiences (D Tag)</i>
	TEL 204 Cross-cultural Studies for Teaching English Language Learners [offered fall and spring terms]- <i>Requires field experiences (G Tag)</i>
Mathematics	MTH 325 Math Concepts for Elementary Teachers I
	MTH 326 (.5) Math Concepts for Elementary Teachers II
Life Science: one course with a lab.	<b>Life Science</b> (all are LS): BIO 100, BIO 104, BIO 105, BIO 300, BID 103
Physical Science: one course with a lab chosen from 1 of 2 areas (AoK noted)	<b>Physical Science</b> (all are PS): CHM 100, CHM 101, CHM/PHY 107**, CHM 110, CHM 211, PHY 101, AST 212 <b>Earth and Space Science</b> (all are PS): GEO 102**, GEO 105, BID 103
Social Science: two courses chosen from 2 of 4 areas (AoK noted)	<b>Economics:</b> ECO 100**, ECO 210, ECO 211 <b>Geography:</b> GEO 111 (SPA), GEO 112 (SPA), GEO 218 (RSC) <b>History:</b> HIS 111 (HA), HIS 112 (HA), HIS 116 (HA), HIS 301 (HA), HIS 302 (HA), HIS 304 <b>Political Science:</b> POL 150** (SPA) POL 201 (SPA), POL 202 (SPA), POL 302 (SPA), URB 291 (SPA)

\* Admission to Elmhurst University is not admission to a teacher education program.

\*\*Recommended

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## TEACHING ENGLISH LEARNERS (TEL) ENDORSEMENT

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 (2.0) or higher in all courses. The courses are scheduled throughout the EYC blocks with one TEL course before entry into program. One TEL course in the J-term of junior year, two TEL courses in Block 2, and two TEL courses in Block 3 and one TEL course during the student teaching semester. The 1-semester-hour capstone project is required during student teaching. Therefore, all TEL minors must complete student teaching in a classroom with English language learners and a teacher who has earned the endorsement. EYC majors who are seeking the bilingual endorsement should plan to take the Target Language Proficiency exam before Block 2 & TEL 317. [www.il.nesinc.com](http://www.il.nesinc.com)

**Additional information.** Some TEL courses are offered only in the evening. The Bilingual endorsement requires a language proficiency test. 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. Simeon Stumme [simeon.stumme@elmhurst.edu](mailto:simeon.stumme@elmhurst.edu) in the School of Education.

## LETTER OF APPROVAL FOR SPECIAL EDUCATION

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

Earning the Letter of Approval with an Early Childhood endorsement means that students with disabilities may be placed in the Early Childhood/Prekindergarten teacher's classroom for special education services to be provided by the classroom teacher. Although this endorsement is in high need, it is not the same as earning the K-12 Special Education endorsement, which is in high demand (see the Special Education Major).

**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.

For further information on the Letter of Approval contact Dr. Jaime Zurheide [jaime.zurheide@elmhurst.edu](mailto:jaime.zurheide@elmhurst.edu) in the School of Education.