



Secondary & PK-12 Teacher Application Guide

For more information about admission:
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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's 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 CHECKLIST

OVERVIEW OF REQUIRED DOCUMENTATION FOR APPLICATION TO THE SECONDARY EDUCATION TEACHER EDUCATION PROGRAM AT ELMHURST UNIVERSITY



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/2025/04/SEC-Elmhurst-University-Application-2025-V2.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

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) at

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 the form and fill in your personal information at the top. Print the forms and provide them with self-addressed envelopes to two professional educators. 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 Chair of the Department of Education and Associate Chair of Licensure will contact the applicant for a meeting.

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

POLICIES & PROCEDURES FOR ADMISSION TO SECONDARY EDUCATION TEACHER EDUCATION

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

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 the approval of the Associate Chair of Curriculum. 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 to remain 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 second major requirements i.e. Mathematics, English, etc.

Can be taken prior to admission in the program

- **EDU 104** Cultural Foundations of Education in the United States (*may be taken prior to admission to the Teacher Education Program.*)
- **SEC 311** Educational Psychology
- **SEC 223** Education of PK-12 Learners with Exceptionalities or KIN 312 (Physical Education majors only)

Semester 1

- **SEC 300** Intermediate Seminar for Teaching in Diverse and Inclusive Schools (.5 credit)
- **SEC 223** Education of PK-12 Learners with Exceptionalities or KIN 312 (Physical Education majors only)
- Elmhurst University Integrated Curriculum requirements
- 2nd Major requirements
- **SEC 311** Educational Psychology

Semester 2

- **SEC 310** Methods and Best Practices in Middle and Secondary Education
- requirements
- 2nd Major requirements
- **TEL 317** Methods & Material Teaching English Language Learners (.75 credit)

J-term only

- **SEC 360** (for middle level licensure 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 Social Science; **SEC 440** Methods for Teaching Science

Student Teaching

- **SEC 455** Student Teaching in Secondary and Middle Schools (3.00 credits)
- **SEC 457** PE Student Teaching (3.0)
- **MUS 457** Music Student Teaching (**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) PROGRAM

ENGLISH AS A SECOND LANGUAGE (ESL) OR BILINGUAL ENDORSEMENT

Teaching English Learners Minor for SEC Majors

Teacher candidates may 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.