



Elementary Teacher Education Application Guide

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OVERVIEW OF THE ELEMENTARY TEACHER EDUCATION PROGRAM AT ELMHURST UNIVERSITY

The two-year program is designed as a major for juniors and seniors with a minor in a high-need area. 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 Elementary Teacher Education program (ELM) 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 K– 3rd grade classrooms.
 - Block 2 centers on 4th – 6th grade self-contained classrooms in an elementary school.
 - Block 3 involves day-long internships in schools and concentrates on meeting the needs of individual students and building an inclusive classroom.
 - Block 4 is a 15-week full-time student teaching clinical experience in a K- 6th grade classroom.
- 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 complete a minor in one of these high-need areas:
 - Reading Education (earns the Reading Teacher Endorsement)
 - Teaching English Learners (earns the ESL or Bilingual Endorsement)
 - If you are bilingual, please take the [Target Language Proficiency](#) (TLP) Test and send a passing score by November 15th of the Block 1 term. If you earned the Seal of Biliteracy on your high school transcript or diploma, please include a copy.

APPLICATION DATES

Applications should be submitted during the sophomore year while required coursework is in progress. *Minimum of 10 students required for cohorts.* Capacity for the cohort is 24. If it is filled, applicants can choose another licensure program or enter the cohort the following year.

Applications will be accepted for Fall admissions beginning February 1st.

A COMPLETED APPLICATION

A formal application must be submitted by the specified dates [see above]. The Elementary Teacher Education application is electronic. The form may be downloaded from the Elementary Education [Admissions page](#).

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



Applications should be submitted in advance of the following required documents: recommendations, Elmhurst University degree audit/transfer institution transcript and criminal background investigation (CBI). These documents 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 an area of specialization. See the following section that describes the areas of specialization and the requirements for each area in this *Guide*.
2. Chosen two professionals to provide recommendations. See the section below on recommendations
3. 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 elementary education (grades K-6);
 - b. Your experiences in working with elementary children (ages 6-12) and their families In a community and K - 6th grade school settings (Do not include childcare settings). Include references to any recommendation that will be completed by a professional educator who has supervised you in the field;
 - c. The reason for your first choice for an area of specialization. Address only your first choice
 - ESL/Bilingual Education
 - Reading Education
 - d. [optional] Additional goals you have as a future elementary 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 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 choice for an area of specialization. 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 when you discuss your choice for your area of specialization.

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 Chair of the Department of Education and Associate Chair of Curriculum will contact the applicant for a meeting.

You can fill out the [form](#) and use [Accurate Biometrics](#). Go to their website for a location nearest you. Please use your name and address for requestor information and keep a copy for your records.

RUBRIC FOR ADMISSION TO ELEMENTARY TEACHER EDUCATION (ELM) PROGRAM

2 Formal Recommendations 1 2 3	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
Personal Statement 1 2 3	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</u> or <u>inappropriately</u> answered, and/or writing was low quality with numerous errors or poor organization. Rater #1 _____ Rater #2 _____ Rater #3 (if needed) _____
2.75 Minimum Cumulative GPA 1 2 3	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)
English Composition Course (ENG 106) 1 2 3	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
ELM Prerequisite Coursework 1 2 3	3 = All prerequisite courses will be completed at end of term prior to admission 2 = One prerequisite course needed 1 = Two prerequisite courses needed
ECIC Coursework (General Education) 1 2 3	3 = All ECIC courses will be completed at end of term prior to admission 2 = One ECIC course needed 1 = Two ECIC courses needed
<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 Chairperson]	

Total Evaluation Points: _____/18

Potential Candidate: _____

Minor/Specialization: _____

Date Application Completed: _____ Term Applied For: _____

Admission Director's Signature: _____ Date: _____

DIRECTOR: ☐ ADMIT FOR FALL 20_____

☐ DO NOT ADMIT

Associate Chair's Signature: _____

POLICIES & PROCEDURES FOR ADMISSION TO ELEMENTARY 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 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 term in which the program accepts new candidates (or candidate can choose to be admitted to another licensure program for the term for which they originally applied).**

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

- The semester for admission;
- The area of specialization;
- The courses and section numbers for the fall term; and
- Any general education or prerequisite coursework that must still be completed

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 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 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 University's *Teacher Education Committee*.

Elementary Teacher Education Major (ELM)

Advising Sheet for Elementary Teacher Education (ELM)

Students apply for admission at the end of sophomore year

FRESHMEN YEAR

Fall Term: FYS; ENG 105 Composition; Integrative Curriculum (IC) requirements and/or prerequisite requirements (see below)

Spring Term: ENG 106 Composition; EDU 104 Cultural Foundations of Education; Integrative Curriculum (IC) requirements and/or prerequisites (see below)

All courses in this chart require grades of C- (1.7) or higher to fulfill licensure, major, and minor requirements. AP credit may be accepted for any prerequisite course according to Elmhurst University guidelines. AP credit must appear on the college transcript to be accepted.

The following prerequisite courses must be completed during the freshman and sophomore years before entering the ELM program:	
Education:	EDU 104 Cultural Foundations of Education in the US
	EDU 223 Education of PK-12 Learners with Exceptionalities (sophomore year)
	EDU/PSY 311 Educational Psychology (sophomore year)
	<i>Prerequisites: ENG 106; EDU 104 or PSY 210</i>
The following prerequisite courses should be completed during the freshman and sophomore years but at most one of these courses could be taken with Block 1 during the first term in the ELM program:	
Mathematics:	MTH 121 College Algebra or higher (AP credit accepted for calculus)
	MTH 345 Elementary Statistics (1.0) or MTH 346 (1.0) or PSY 355 (1.0) (AP credit accepted for statistics)
Science: two courses with a lab chosen from 2 of 3 areas (AoK noted)	Physical Science (all are PS): CHM 100, CHM 101, CHM 110, CHM 211, PHY 101, AST 212, ES 200 Earth and Space Science (all are PS): GEO 102***, GEO 105 Life Science (all are LS): BIO 100, BIO 104, BIO 105, BIO 300, ES 201
Social Science: two courses chosen from 2 of 4 areas (AoK noted)	Economics: ECO 100***, ECO 210, ECO 211 Geography: GEO 111 (SPA), GEO 112 (SPA), GEO 218 (RSC) History: HIS 111 (HA), HIS 112 (HA), HIS 116 (HA), HIS 101 (HA), HIS 102 (HA), HIS 304 Political Science: POL 150*** (SPA) POL 201 (SPA), POL 202 (SPA), POL 302 (SPA), URB 291 (SPA), ES 100 (SPA)
TEL courses require off campus field experiences with students who are English Learners. All teacher candidates are required to take one course in methods for English Language Learners.	
Teaching English Learners:	TEL 317 <i>Methods and Materials for Teaching English Language Learners</i> -required for candidates starting ELM program in FA25 TEL 204 <i>Cross-cultural Studies in Teaching English Language Learners</i> -recommended to fulfill the IGE tag

***Recommended;

AREAS OF SPECIALIZATION IN ELEMENTARY TEACHER EDUCATION

When admitted to the Elementary Teacher Education (ELM) program, candidates are simultaneously admitted to an area of specialization. The coursework in these areas of specialization are completed in parallel with the ELM coursework. All areas of specialization represent minors at Elmhurst University when the candidate declares the minor with Advising. Some areas of specialization may be used to complete endorsements on an Illinois Professional Educator's License (PEL) as noted.

Our school partners helped us identify areas of specialization that are needed most at the elementary level. Choosing an area of specialization is an important decision, so please contact the professors who coordinate each area of specialization for more information.

TEACHING ENGLISH LEARNERS (TEL) AS AN AREA OF SPECIALIZATION, MINOR, & ENDORSEMENT

Admissions. Teacher candidates who want to earn the State of Illinois ESL or Bilingual endorsements on their Professional Educator License will apply to the TEL minor after being admitted to the Elementary Education program.

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 ELM blocks and one TEL course is during the January term between Blocks 1 & 2. A 1-semester-hour capstone project also is required during student teaching. Therefore, all TEL minors must complete student teaching in an elementary classroom with English language learners. TEL minors who are seeking the bilingual endorsement should plan to take the Target Language Proficiency Test before Block 2. <http://www.il.nesinc.com>

Prerequisites. Candidates admitted to the TEL minor must have all prerequisite coursework finished [See the section *Prerequisite Coursework for Elementary Teacher Education*].

Schedule flexibility. There is room in the ELM/TEL schedule for one additional course (i.e. from the Elmhurst University Integrated Curriculum) during Block 1 (first semester in ELM). Candidates may seek permission for a second additional course during Block 3 (third semester in ELM), but this represents a .25 credit overload, which requires a CUM GPA of 3.000 and additional tuition for the semester hour of coursework. The Block 3 overload is not recommended as candidates spend full days in their prospective student teaching placements during Block 3.

Additional information. The Bilingual endorsement requires a language proficiency test. The ESL and Bilingual endorsements both require 100 hours of field experiences with English learners, which are distributed throughout the 6 courses.

READING EDUCATION (REE) AS AN AREA OF SPECIALIZATION, MINOR, & ENDORSEMENT

Admissions. Teacher candidates who want to earn the State of Illinois Reading Teacher endorsement on their Professional Educator License apply to the Reading Education area of specialization and will be assigned to the Reading Education minor upon being admitted to the ELM major.

Course Sequence. The Reading Education minor requires 18 semester hours of specific coursework with a minor GPA of 2.750 and C- (1.7) or higher in all courses.

Prerequisites. Candidates admitted to the Reading Education minor must have all prerequisite coursework finished [See the section *Prerequisite Coursework for Elementary Teacher Education*].

Schedule flexibility. Candidates will need to schedule TEL 317 Methods and Materials for Teaching ELLs in their course plan. It is offered in fall and spring terms. If the candidate still needs a prerequisite or general education course, then TEL 317 should be taken in spring.

Additional information. Some Reading Education courses are offered only in specific semesters. Two required courses are in the January-term only. However, if a children's literature course is taken previously, then the J-term between Blocks 1 and 2 would be open.

The Reading Teacher endorsement also requires an additional State licensure exam (#177). The Reading Teacher endorsement not only enhances the elementary classroom teacher's knowledge and skills in teaching reading, but many school districts hire teachers with this endorsement as the reading teacher for the building.