



# Application for Admission to the Secondary Teacher Education Program

## Identify your degree status: Choose one

Seeking a Degree +  
Licensure

Seeking a 2<sup>nd</sup>  
Degree + Licensure

Seeking Licensure  
only

## Identify your major/licensure area:

Middle Grades  
Mathematics (5-8)

Physical Education  
(PK-12)

World Language:  
French (PK-12)

Secondary Mathematics  
(5-12)

Music Education  
(PK-12)

World Language:  
Spanish (PK-12)

Middle Grades ELA (5-8)  
& Reading Teacher  
(PK-12)

Secondary Social  
Science & History or  
Political Sciences  
(5-12)

Theater (PK-12)

Secondary Education &  
English (9-12)

## Choose one area of specialization if applicable:

Educating Students with Exceptionalities (LBS1  
endorsement)

Teaching English Learners - (ESL endorsement)

Seeking ESL/Bilingual Endorsement:

Do you have a Seal of Biliteracy on your high school diploma or  
transcript?

Yes      No

Which language have you demonstrated proficiency?

Have you passed the Illinois Target Language Proficiency exam?

Yes      No

If seeking a bilingual secondary education approval, submit proof  
of Target Proficiency Test (TLP) passage or proof of the Seal of  
Biliteracy on a high school diploma or transcript. Please note:  
Candidates may opt to take the TLP test during their program.

***For further information contact:  
William L. Slodki  
Director of Teacher Education Admissions  
630.617.3482 telephone  
slodkiw@elmhurst.edu***



Elmhurst University requires criminal history records to be checked to support our school partners, however, the University review does not automatically mean a teacher candidate will be licensed to teach by the Illinois State Board of Education.

An arrest or conviction at any time prior to recommendation for licensure to ISBE must be reported to the Chair of the Department of Education, regardless of whether or not it is time to submit to a full Criminal Background Check.

Article 21-1 of the Illinois School Code requires that all persons who seek teacher licensure must be of good character. As one measure of fulfilling Article 21-1, you must mark each of the following statements as “Yes” or “No.”

Attach written explanation for yes answers

- |     |    |  |
|-----|----|--|
| Yes | No | Have you had a certificate or license denied, suspended or revoked in Illinois or any other state?   |
| Yes | No | Have you been convicted of a felony, or any sex, narcotics or drug offense in Illinois or any other state?   |
| Yes | No | Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law administered by that Department that was not subsequently resolved to the Department’s satisfaction?  |
| Yes | No | Have you been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer “Yes” to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer “No” to this question if the finding was reversed on appeal.) |
| Yes | No | Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?   |
| Yes | No | Have you ever been removed from or denied admission to a teacher licensure program?  |
| Yes | No | Have you been found in violation of the student code of conduct at Elmhurst University or another institution of higher education?   |

**Your Signature is Required for Both Statements**

**ARTICLE 21-1 OF THE ILLINOIS SCHOOL CODE STATEMENTS**

*I do hereby affirm that the information provided above is true, correct and complete. Applicants who knowingly alter or misrepresent their qualifications in order to obtain a license shall be denied its issuance and may be subject to the suspension or revocation of all previously held licenses. I certify, under penalty of perjury, that I do not have a child support order, and/or that I am not more than 30 days delinquent in complying with a child support order. I understand that I must sign this statement, whether or not I have children, and failure to certify may result in disciplinary action, and making a false statement may subject me to contempt of court. A written explanation is required for those unable to complete this certification.*

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Signature of applicant	Date
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**APPLICATION INFORMATION AND DOCUMENTATION**

*I certify that all information provided is complete, authentic, and accurate. I certify that my personal statement is original and has not been submitted with another application, or used in any coursework, or adapted from any other source. I also attest that my personal statement was written and edited by me. I certify that I have read and understood the Elmhurst University Criminal Background Policy for Teacher Candidates. I understand that providing incomplete, plagiarized, or false information will result in disciplinary action as outlined by the Elmhurst University Academic Integrity Policy and denial of admission to or removal from all teacher education programs at Elmhurst University.*

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Signature of applicant	Date
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Printed name

## OVERVIEW OF REQUIRED DOCUMENTATION FOR APPLICATION TO A TEACHER EDUCATION PROGRAM AT ELMHURST UNIVERSITY.

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One recommendation form in sealed envelopes signed across the flap by the recommender. Complete the top section of the form before giving it to a recommender.

A copy of a recent (within one year of application) Illinois State Police criminal background fingerprint check. The copy will be returned to the applicant upon the completion of processing of the application. (See enclosed policy.)

A 500-word or less word-processed personal statement answering the following two questions:

1. Why do you want to enter the profession of teaching in secondary schools?
2. Why have you chosen the particular subject area and other endorsements?

A copy of your most recent transcripts, including all completed college-level coursework with evidence of a cumulative GPA of 2.750 or higher. Transcripts will also be reviewed for major GPA requirements, if major coursework has been completed.

€ Current students may print a *Self-Service* transcript that shows all courses completed, accepted in transfer, and in progress.

€ Transcripts will be provided for transfer students by the Office of Admission.

*Note. If required courses are in progress, teacher candidates may be offered admission but must provide evidence of successful completion to continue in a teacher education program.*

### Policies and Procedures for Admission to Teacher Education

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#### APPLICATION DATES

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

**Applications will be accepted for fall admissions beginning June 15**

**Applications will be accepted for spring admissions beginning December 15**

Admission decisions are made monthly and decision letters will be mailed within 30 days of an admission decision. Admission status information will not be provided in person, over the telephone, or via e-mail.

1. 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 following term in which the program accepts new candidates. Completed applications are reviewed monthly in the order received. An incomplete application will have a receipt date indicating when all required materials were finally received by the School of Education.
2. The *Director of Teacher Education Admissions* 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.
3. Students may not reapply to any teacher education program once they have been denied admission.
4. Applicants admitted to a teacher education program may not request a change to another program, instead a full application must be made to a different program. Field hours completed for a previous program may not be credited toward the new program. Changing programs could delay program completion.
5. Admission to a teacher education program does not guarantee admission to student teaching. All teacher candidates must meet requirements for remaining in a teacher education program and must apply for student teaching. Review of teacher candidates is on-going. 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*.

# Secondary Education Recommendation Form



*Department of Education  
Koplin Hall 3<sup>rd</sup> Floor*

*190 Prospect Avenue  
Elmhurst, IL 60126-3296*

*630.617.3482 telephone  
www.elmhurst.edu*

**Directions:**

One (1) letter of recommendation is required as part of the application for admission to a teacher education program at Elmhurst University. Please request your recommendation from a field based professional such as a teacher or administrator, recent professors, or from current or previous supervisors from your most recent professional work experience if you have not attended college for at least 5 years.

**Part A: To be completed by applicant**

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Name Elmhurst University ID #

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Address city state zip

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Telephone (home) cell phone e-mail address

I waive the right provided by the Family Rights to Privacy Act of 1974 (Buckley Amendment) to view this letter of recommendation in my file at Elmhurst University.

I do not wish to waive my right. I wish to retain my right to view this letter in my file at Elmhurst

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Signature of applicant date

**Part B: To be completed by recommender**

Please rate the applicant on the following qualities:

	Excellent	Above Average	Average	Area for Growth	Cannot Rate
Oral communication					
Written communication					
Work ethic: Consistency in producing high-quality academic/professional work.					
Collaboration: Skill in working with others in a positive, productive manner.					
Social responsibility: Appreciation of and receptivity to diversity, innovation, and an obligation to work for the benefit of the larger society					
Critical thinking & problem solving skills					

Please submit any additional comments on the back or on a separate sheet regarding your relationship to the applicant and your knowledge of the applicant's personal qualities, motivation, and ability to be successful in a teacher education/licensure program at Elmhurst University.

**Return this form to the applicant in a sealed envelope and signed across the envelope flap.**

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Recommender signature date

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Title/school/company

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Telephone number e-mail address