

Applications to the Teacher Education Program are accepted during one of the following application periods: **February 1-15 and September 1-15**. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Please complete all required forms thoroughly and accurately. Questions regarding the application should be directed to the College of Education-Student Services Office, Eastburn Education Center (building # 27) room 101, (928) 523-2145, your Distance Learning Office, or your academic advisor.

*Return the application to the College of Education-Student Services Office in Eastburn Education Center, Room 101, or mail to: College of Education-Student Services, NAU Box 5774, Flagstaff AZ 86011. Distance Learning students should return the application to their Distance Learning office.*

**A COMPLETE APPLICATION PACKET INCLUDES:**

- ◆ **A completed Application Form**
- ◆ **A completed Admission Check Sheet**
- ◆ **A signed Statement of Understanding**
- ◆ **A signed Privacy Form**
- ◆ **A copy of transfer transcripts (if applicable)**  
If you have coursework from a college other than NAU, include those transcripts if the courses are **not** listed on LOUIE.
- ◆ **A copy of your Fingerprint Clearance card**  
The fingerprint clearance packet is available from the COE-Student Services Office or from the Distance Learning Offices.
- ◆ **A completed Recommendation Form**  
The enclosed Recommendation Form must be used. The Recommendation Form may be submitted separately, but must be received before your application can be processed.
- ◆ **A completed Curriculum Check Sheet (*Distance Learning students only*)**

**FOR OFFICE USE ONLY**

- APPLICATION
- ADMISSION CHECK SHEET
- STMT OF UNDRSTNDG
- PRIVACY FORM
- FINGERPRINT CARD
- RECOMMENDATION
- TRANSCRIPTS (if applicable)

Received by: \_\_\_\_\_

Date Stamp: \_\_\_\_\_

\_\_\_\_\_ I confirm that I have received a copy of the Admission Requirements and Procedures for the Teacher Education Program and understand that program admission is offered at the discretion of the College of Education and is contingent upon satisfactory academic progress. (Please initial after reading)

\_\_\_\_\_ I confirm that the information provided in this application is true and correct to the best of my knowledge and that the documents submitted in support of the application are accurate and have not been altered in any way. (Please initial after reading)

Applicant's Name-Please Print	Applicant's Signature	Date
Distance Learning Coordinator's/Advisor's Signature ( <i>required for Distance Learning students only</i> )		Date



**Teacher Education Program APPLICATION FORM**

<b>LAST NAME</b>		<b>FIRST NAME</b>		<b>MIDDLE NAME</b>	
<b>ID #</b>		<b>NAU E-MAIL ADDRESS</b>			
<b>CURRENT MAILING ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>PHONE#</b>
<b>PERMANENT MAILING ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>PHONE#</b>
<b>LIST ALL COLLEGES AND UNIVERSITIES PREVIOUSLY ATTENDED:</b>					
<b>INSTITUTION</b>		<b>LOCATION: CITY &amp; STATE</b>			<b>DEGREE</b>

**MAKE ONE SELECTION FROM ALL CATEGORIES THAT APPLY**

<b>STUDENT TYPE (all applicants)</b>	<b>PROGRAM OR MAJOR (all applicants)</b>	
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Degree	<input type="checkbox"/> Early Childhood (B.S. Ed. ONLY) <input type="checkbox"/> Elementary <input type="checkbox"/> Elementary & Special Education	<input type="checkbox"/> Secondary <input type="checkbox"/> Secondary & Special Education (Flagstaff campus only) <input type="checkbox"/> Special Education only (post degree only)

<b>ELEMENTARY or EARLY CHILDHOOD CONTENT EMPHASIS (Early Childhood or Elementary majors ONLY)</b>			
<input type="checkbox"/> Anthropology	<input type="checkbox"/> French	<input type="checkbox"/> Navajo Language	<input type="checkbox"/> Special Education
<input type="checkbox"/> Bilingual/Multicultural	<input type="checkbox"/> Geography	<input type="checkbox"/> Navajo Culture	<input type="checkbox"/> Speech Communication
<input type="checkbox"/> Early Childhood Endorsement	<input type="checkbox"/> German	<input type="checkbox"/> Psychology	<input type="checkbox"/> Technology Education
<input type="checkbox"/> Earth Science	<input type="checkbox"/> History	<input type="checkbox"/> School Health/P.E.	<input type="checkbox"/> Theater
<input type="checkbox"/> English as a Second Language	<input type="checkbox"/> Library Science	<input type="checkbox"/> Science	<input type="checkbox"/> Other: _____
<input type="checkbox"/> English/Language Arts	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Sociology	
<input type="checkbox"/> Environmental Science	<input type="checkbox"/> Multicultural	<input type="checkbox"/> Spanish	

<b>SECONDARY MAJOR (Secondary majors ONLY)</b>			<b>SECONDARY MINOR (Secondary majors ONLY)</b>		
<input type="checkbox"/> Art	<input type="checkbox"/> French	<input type="checkbox"/> Music-Instrumental	<input type="checkbox"/> Art	<input type="checkbox"/> History/Social Studies	<input type="checkbox"/> Physical Science
<input type="checkbox"/> Biology	<input type="checkbox"/> Geography	<input type="checkbox"/> Physical Science	<input type="checkbox"/> Biology	<input type="checkbox"/> Humanities	<input type="checkbox"/> Political Science
<input type="checkbox"/> Business	<input type="checkbox"/> German	<input type="checkbox"/> Physical Education/ School Health	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Library Science	<input type="checkbox"/> Spanish
<input type="checkbox"/> Chemistry	<input type="checkbox"/> History/ Social Studies	<input type="checkbox"/> Spanish	<input type="checkbox"/> English	<input type="checkbox"/> Math	<input type="checkbox"/> Technology Education
<input type="checkbox"/> Earth Science	<input type="checkbox"/> Journalism	<input type="checkbox"/> Technology Education	<input type="checkbox"/> French	<input type="checkbox"/> Music	<input type="checkbox"/> Theater
<input type="checkbox"/> English	<input type="checkbox"/> Math	<input type="checkbox"/> Theater	<input type="checkbox"/> German	<input type="checkbox"/> Navajo	
<input type="checkbox"/> Family/ Consumer Science	<input type="checkbox"/> Music-Choral	<input type="checkbox"/> Trade/Industrial Education	<input type="checkbox"/> Health	<input type="checkbox"/> Physical Education	

<b>CAMPUS OF ATTENDANCE (all applicants)</b>	
<input type="checkbox"/> Flagstaff Campus <input type="checkbox"/> Central AZ College Statewide Program (circle one): <i>Apache Junction Aravaipa Signal Peak</i> <input type="checkbox"/> Eastern AZ Statewide Program (circle one): <i>Globe Payson Thatcher</i> <input type="checkbox"/> Maricopa County Statewide Program: List Location: _____ <input type="checkbox"/> Mohave Statewide Program (circle one): <i>Bullhead City Kingman Lake Havasu City</i>	<input type="checkbox"/> Navajo/Hopi Statewide Program (circle one): <i>Chinle Ft. Defiance Ganado Kayenta          Keams Canyon Page Tuba City</i> <input type="checkbox"/> Nogales Statewide Program <input type="checkbox"/> Northlands Statewide Program (circle one): <i>Holbrook IITV Whiteriver IITV Show Low</i> <input type="checkbox"/> Tucson Statewide Program <input type="checkbox"/> Yavapai Statewide Program (circle one): <i>Prescott Verde Valley</i>

<b>PROGRAM OPTIONS (Flagstaff Campus students ONLY)</b>
<input type="checkbox"/> Traditional <input type="checkbox"/> Cohort beginning Fall ____ OR Spring ____ semester <input type="checkbox"/> Flagstaff Public School Based beginning Spring ____ semester <input type="checkbox"/> Flagstaff Integrated Secondary Teacher Education Program held during the Fall ____ OR Spring ____ semester (I-STEP) <input type="checkbox"/> Praxis Public School Based beginning Spring 2009 semester <input type="checkbox"/> Sedona Integrated Teacher Education Partnership held during the Fall ____ OR Spring ____ semester (SITE)

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## **Early Childhood, Elementary & Special Education Admission Requirements**

1. Forty-five (45) semester hours of course work completed at the time of application to include:
  - a. ENG 105 or equivalent with a minimum cumulative GPA of 3.0
  - b. MAT 150 or equivalent with a minimum grade of C
  - c. MAT 155 or equivalent with a minimum grade of C
  - d. Two (2) lab science courses with a minimum grade of C in each course
  - e. EDF 200 or equivalent with a minimum grade of C
  - f. One of the following GPA requirements: 1) cumulative 2.5 GPA in liberal studies courses, **OR** 2) cumulative 2.5 GPA in all courses
2. A declared content emphasis or dual major (not required for Post Degree students).
3. A completed Recommendation Form (included with application) by someone who has directly observed your work with children or adolescents within the age group of pre-school through high school. The work experience may be either voluntary or paid but must have occurred in a structured setting for a minimum of fifteen hours. Acceptable recommendations may come from individuals who have observed your work as a camp counselor, swimming instructor, religious education instructor, volunteer in a classroom or another similar setting. Home child-care (baby-sitting, nanny) or peer-tutoring can not be used for the recommendation. Family and personal friends are not considered professional references. Professors can not be used as references unless they have directly observed your work with children or young adolescents.
4. Admission to Northern Arizona University.
5. A copy of fingerprint clearance card.
6. Attendance at a Teacher Education Orientation. (Flagstaff campus students only)

## **Secondary Education Admission Requirements**

1. Forty-five (45) semester hours of course work completed at the time of application to include:
  - a. ENG 105 or equivalent with a minimum cumulative GPA of 3.0
  - b. MAT 110 or MAT 114 or MAT 125 or an acceptable equivalent with a minimum grade of C
  - c. Completion of at least three (3) hours of content major course work
  - d. A minimum grade point average of 2.5 in all content major course work
  - e. EDF 200 or equivalent with a minimum grade of C
  - f. One of the following GPA requirements: 1) cumulative 2.5 GPA in liberal studies courses, **OR** 2) cumulative 2.5 GPA in all courses
2. A declared major and minor or extended major.
3. A completed Recommendation Form (included with application) by someone who has directly observed your work with children or adolescents within the age group of pre-school through high school. The work experience may be either voluntary or paid but must have occurred in a structured setting for a minimum of fifteen hours. Acceptable recommendations may come from individuals who have observed your work as a camp counselor, swimming instructor, religious education instructor, volunteer in a classroom or another similar setting. Home child-care (baby-sitting, nanny) or peer-tutoring can not be used for the recommendation. Family and personal friends are not considered professional references. Professors can not be used as references unless they have directly observed your work with children or young adolescents.
4. Admission to Northern Arizona University.
5. A copy of fingerprint clearance card.
6. Attendance at a Teacher Education Orientation.

## **Admission Procedures**

- Applications to the Teacher Education Program are only accepted September 1 – 15 and February 1 – 15.
- Incomplete applications will be returned to the student with no action taken.
- Students will be notified by mail regarding their admission status prior to early enrollment.



**Teacher Education Program  
ADMISSION CHECK SHEET  
Early Childhood, Elementary,  
and Special Education**

The information provided will be used to determine your eligibility for admission to the Teacher Education Program. The form must be completed accurately and fully. Completion of requirements will be verified using your transcripts.

NAME: \_\_\_\_\_ ID #: \_\_\_\_\_

<b>TO BE COMPLETED BY THE STUDENT</b>				
COURSE PREFIX & NUMBER	SEMESTER OR TERM	INSTITUTION OF COMPLETION	UNITS EARNED	GRADE EARNED

<b>FOR OFFICE USE ONLY</b>			
TERM CPLTD	IN	TERM PLAN'D	STATUS
<b>English 105</b>			
<b>MAT 150 and 155</b>			
<b>Lab Science</b>			
<b>EDF 200</b>			
<b>Other Criteria</b>			
<b>CRITERIA</b>		<b>YES/NO</b>	<b>STATUS</b>
45 hours			
2.5 GPA-LS or cum			
Admitted to NAU			
Fingerprint card			
Recommendation			
Teac			
<b>ADMISSION DECISION</b>			
<b>STATUS</b>	<b>TERM</b>	<b>DATE</b>	



**Teacher Education Program  
 ADMISSION CHECK SHEET  
 Secondary Education**

The information provided will be used to determine your eligibility for admission to the Teacher Education Program. The form must be completed accurately and fully. Completion of requirements will be verified using your transcripts.

**NAME:** \_\_\_\_\_ **ID #:** \_\_\_\_\_

<b>TO BE COMPLETED BY THE STUDENT</b>				
COURSE PREFIX & NUMBER	SEMESTER OR TERM	INSTITUTION OF COMPLETION	UNITS EARNED	GRADE EARNED
<b>ENG 105 or equivalent with a minimum grade point average of 3.0</b>				

<b>FOR OFFICE USE ONLY</b>			
TERM	TERM IN PROG	TERM PLAN'D	STATUS
<b>English Composition</b>			
<b>Math</b>			
<b>EDF 200</b>			
<b>Major Courses</b>			
<b>Other Criteria</b>			
<b>CRITERIA</b>		<b>YES/NO</b>	<b>STATUS</b>
45 hours			
2.5 GPA- LS or cum			
Fingerprint card			
Essay			
Recommendation			
Teac			
<b>ADMISSION DECISION</b>			
<b>STATUS</b>	<b>TERM</b>	<b>DATE</b>	



*This document is to assist you in understanding your responsibilities as a student in the Teacher Education Program at Northern Arizona University. You must read and check each of the following statements.*

**ADVISEMENT**

\_\_\_\_\_ I understand that it is my responsibility to meet regularly with my advisor and to be aware of my program requirements at all times.

**STUDENT TEACHING REQUIREMENTS**

- \_\_\_\_\_ I understand I must be fully admitted to the Teacher Education Program.
- \_\_\_\_\_ I understand I must have a cumulative grade point average (GPA) of 2.50 in all professional education courses, with no grade lower than a "C." I must also have an NAU cumulative grade point average (GPA) of at least 2.50.
- \_\_\_\_\_ I understand I must complete all content emphasis courses, with no grade lower than a "C." (Elementary and Early Childhood Education students ONLY)
- \_\_\_\_\_ I understand I must complete all education courses and all departmental requirements prior to student teaching.
- \_\_\_\_\_ I understand I must be approved for student teaching by College of Education faculty and/or faculty representatives of my major.
- \_\_\_\_\_ I understand all education coursework, with the exception of EDF 200, must not be older than 6 years at the time of student teaching.
- \_\_\_\_\_ I understand as a prospective student teacher, I must demonstrate social and emotional maturity consistent with professional standards of classroom instruction as well as physical health for teaching. If a serious question is raised through university classes, personal conduct or contact in the schools, the College of Education reserves the right to request an individual diagnostic evaluation (medical or psychological) prior to or during student teaching.

**I confirm I have read, understood, and checked each of the items listed above and that it is my responsibility to retain a copy of this document for my records. I am aware if I do not check each item my application to the Teacher Education Program will not be accepted.**

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## Teacher Education Program PRIVACY FORM

The Family Educational Rights and Privacy Act of 1974 and the Arizona Revised Statute 15-141 define your rights to privacy and the confidentiality of your records. Briefly, you have access to all academic reports and files, including testing results and teacher or counselor ratings and observations. This information cannot be released to school districts or to cooperating teachers without your written permission.

The College of Education-Student Services Office cannot obtain a fieldwork and/or student teaching placement for you until we have your permission to release specific information to the school. We will release the following information:

- your name
- your address and phone
- information about your major/minor, your preferences for placement, and your academic preparation for the placement

We will not release information about gender, age, or ethnic background. If the district requires additional information, or if Student Services must disclose additional information to complete a placement, you will be asked to approve the release of that information.

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**I have read the information above, understand my rights to educational privacy, and understand that by signing below I am waiving these rights only to the extent necessary for a fieldwork/student teaching assignment to be arranged.**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
ID #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### INVITATION TO SELF-IDENTIFY

*Northern Arizona University invites all applicants to provide the information requested below. This information will be used in fulfilling the University's federal and state statistical reporting requirements. This information is voluntary and refusal to provide it will not subject you to any adverse treatment nor is it used in the Teacher Education Program admission process. The information obtained will be treated in a highly confidential manner.*

<b>Name as it appears on Social Security Card:</b>	_____
<b>Social Security Number:</b>	_____
<b>Gender:</b>	<input type="checkbox"/> female <input type="checkbox"/> male
<b>Date of Birth:</b> month/day/year	____/____/____
<b>Race/Ethnic Background:</b>	<input type="checkbox"/> American Indian/Alaskan Native (Tribal Affiliation: _____) <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> African American/Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White/Caucasian (not of Hispanic origin) <input type="checkbox"/> Other: _____



Student's Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Student's Major: \_\_\_\_\_

**To the Student:** Provide this recommendation form to someone who has **directly observed** your work with children or adolescents within the age group of pre-school through high school. The work experience may be either voluntary or paid but must have occurred in a structured setting for a **minimum** of 15 hours. Recommendations may come from individuals who have observed your work as a camp counselor, swimming instructor, religious education teacher, volunteer in a classroom or another similar setting.

Home child-care (baby-sitting, nanny) or working students who are your peers **cannot** be used for the recommendation. Family and personal friends are **not** considered professional references. Professors **cannot** be used as references unless they have directly observed your work with children or young adults.

**Before providing this form to your endorser, complete this section.**

Federal laws effective November 1974, gave students and former students the right to inspect their educational records. The Buckley Amendment in January 1975 gave students the right to waive access to their letters of recommendation when it was argued that many employers place more trust in confidential letters. The reverse of this principle is that some individuals who write letters of recommendation may feel more comfortable in expressing themselves if such letters are treated confidentially.

If you believe it might be to your advantage to waive your rights to read this letter of recommendation, so indicate below. If you waive your rights to the letter, our professional staff will continue to give you information about the contents of your admissions file at your request but will not show you the letters or identify the individuals making specific comments.

\_\_\_\_\_ I waive my rights.

\_\_\_\_\_ I do not waive my rights.

**Student's Signature:** \_\_\_\_\_

**To the Endorser:** The student identified above is applying for admission to the Teacher Education Program at Northern Arizona University. Your appraisal of this student will help to determine whether acceptance of this individual would be beneficial to the individual and to teacher education.

**Please mail the completed recommendation form to Student Services, College of Education, NAU Box 5774, Flagstaff, AZ 86011 or FAX to (928) 523-1168 during application time periods of February 1-15 or September 1-15. Contact Student Services at (928) 523-2145 if you have questions. Thank you for assisting in the Teacher Education admissions process.**

1. Did the applicant work in an instructional setting for a minimum of 15 hours? YES NO

2. Did you directly observe this applicant? YES NO

3. With what age group did the applicant work? \_\_\_\_\_

4. Please rank the student using the following scale: 0=not observed, 1=lacking, 2=moderate, 3=above average, 4=exceptional

Maturity	0	1	2	3	4	Communication skills	0	1	2	3	4
Dependability/Responsibility	0	1	2	3	4	Ability to work cooperatively	0	1	2	3	4
Initiative	0	1	2	3	4	Interaction with children/adolescents	0	1	2	3	4
Judgment	0	1	2	3	4	Self-confidence	0	1	2	3	4

5. Do you recommend this student for the Teacher Education Program? YES NO

6. Briefly describe the educational setting:

Endorser's Name (please print): \_\_\_\_\_

Endorsers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_