



## Teacher Education Program APPLICATION CHECK LIST

Admission to the Teacher Education Program requires submission of a completed application during an application period. **Application periods are 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 statewide office, or your academic advisor. You may receive information and assistance for disability accommodation by contacting Disability Support Services, Ponderosa Building (# 92) or (928) 523-8773.

*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. Statewide students should return the application to their statewide 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.
- ♦ **An original essay titled “Why I Want to be a Teacher”**  
The essay must be word processed or typed, double-spaced, and approximately 500 words.
- ♦ **A completed Recommendation Form**  
The provided 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 (statewide students only)**

<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/>	APPLICATION
<input type="checkbox"/>	ADMISSION CHECK SHEET
<input type="checkbox"/>	STMT OF UNDRSTNDG
<input type="checkbox"/>	PRIVACY FORM
<input type="checkbox"/>	ESSAY
<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	TRANSCRIPTS (if applicable)
Received by: _____	
Date Stamp: _____	

### ACKNOWLEDGEMENT

\_\_\_\_\_ 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, that the essay submitted with this application is my own original work, 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**

\_\_\_\_\_  
**Statewide Coordinator’s/Advisor’s Signature (required for statewide students only)**

\_\_\_\_\_  
**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>DATES ATTENDED</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"/> Special Education Only (post-degree only) <input type="checkbox"/> Secondary (Flagstaff campus only) <input type="checkbox"/> Secondary/Special Education (Flagstaff campus only)

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

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

<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 (circle one): 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</i> <i>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 - begins every third semester <input type="checkbox"/> Sedona-Oak Creek Elementary School Partnership beginning Fall _____ semester <input type="checkbox"/> Sedona Integrated Teacher Education Partnership held during the Fall _____ OR Spring _____ semester (SITE)



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

1. Forty-five (45) semester hours of course work completed at the time of application to include:
  - a. English composition (ENG 101 & 102, **OR** ENG 105 or equivalent) with a minimum cumulative GPA of 3.0
  - b. Principles of Mathematics I (MAT 150 or equivalent) with a minimum grade of C
  - c. Principles of Mathematics II (MAT 155 or equivalent) with a minimum grade of C
  - d. Two (2) lab science courses with a minimum combined GPA of 2.5
  - e. Fifteen (15) hours of liberal studies course work with a minimum combined GPA of 2.5, excluding courses used to fulfill items a, b, c or d
  - f. An education foundations course (EDF 200 or equivalent) with a minimum grade of C
2. A declared content emphasis or dual major (Post-degree students may use their undergraduate major as their emphasis).
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 have been 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. 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. English composition (ENG 101 & 102, **OR** 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. Fifteen (15) hours of liberal studies course work with a minimum combined GPA of 2.5, excluding courses used to fulfill items a and b
  - d. Completion of at least three (3) hours of teaching major course work
  - e. A minimum grade point average of 2.5 in all teaching major course work completed
  - f. An education foundations course (EDF 200 or equivalent) with a minimum grade of C
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 have been 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. 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 before early registration begins.



**Teacher Education Program  
ADMISSION CHECK SHEET**  
Elementary, Early Childhood 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>				
<b>COURSE PREFIX &amp; NUMBER</b>	<b>SEMESTER OR TERM</b>	<b>INSTITUTION OF COMPLETION</b>	<b>HOURS EARNED</b>	<b>GRADE EARNED</b>

<b>FOR OFFICE USE ONLY</b>			
<b>CMP LTD</b>	<b>IN PROG</b>	<b>TERM PLAN'D</b>	<b>STATUS</b>
<b>English Composition</b>			
<b>MAT 150 and 155</b>			
<b>Lab Science</b>			
<b>Liberal Studies</b>			
<b>EDF 200</b>			
<b>Other Criteria</b>			
<b>CRITERIA</b>		<b>YES/NO</b>	<b>STATUS</b>
45 hours			
Essay			
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 #: \_\_\_\_\_

TO BE COMPLETED BY THE STUDENT				
COURSE PREFIX & NUMBER	SEMESTER OR TERM	INSTITUTION OF COMPLETION	HOURS EARNED	GRADE EARNED
<b>English Composition with a minimum grade point average of 3.0</b>				

FOR OFFICE USE ONLY			
TERM	TERM IN PROG	TERM PLAN'D	STATUS
<b>English Composition</b>			
<b>Math</b>			
<b>Liberal Studies</b>			
<b>EDF 200</b>			
<b>Major Courses</b>			
<b>Other Criteria</b>			
CRITERIA		YES/NO	STATUS
45 hours			
Essay			
Recommendation			
Teac			
ADMISSION DECISION			
STATUS	TERM	DATE	



*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.

**FINGERPRINT AWARENESS**

As part of the Teacher Education Program you will be required to complete a practicum and student teaching experience within a school setting. Please be aware that many schools require fingerprint clearance before allowing NAU students to work in their classrooms.

\_\_\_\_\_ I understand it is my responsibility to obtain the Fingerprint Clearance Packet from College of Education-Student Services Office or my statewide coordinator/advisor and submit it to the **Department of Public Safety**.

\_\_\_\_\_ I understand I may need to provide verification of a Class One fingerprint clearance to be eligible for formal or informal interaction with students in grades K-12 as part of my education course work. This may also include practicum and student teaching experiences.

\_\_\_\_\_ I understand if I am unable to meet the criteria noted above, it is in my best interest to seriously consider the consequences of pursuing a major in education.

\_\_\_\_\_ I understand if I want to discuss this matter confidentially, I may contact College of Education-Student Services at 928-523-6154.

**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 place you for fieldwork and/or student teaching until we have your permission to release specific information to the school. We will release the following information:

1. your name
2. your address and phone
3. 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.

\*\*\*\*\*

**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 have been 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 #: \_\_\_\_\_