

# Application for Admission to Parent and Family Education Licensure Program

The attached application form must be completed by applicants to the MN teacher licensure program in parent and family education offered by the College of Education and Human Development (CEHD).

This application may be submitted in conjunction with a CEHD Application for Admission to Master of Education (M.Ed.)/Professional Studies Programs. Applicants seeking **both** credentials (M.Ed. degree **and** license) must submit **both** applications.

For more information about the application process, contact Heather Cline at [fyc@umn.edu](mailto:fyc@umn.edu) or 612-624-1294.

## APPLICATION PROCESS

### PROGRAM REQUIREMENTS

- § A grade point average of 2.8 or higher is required for admission and students must maintain an overall GPA of 2.8 or higher.
- § All coursework must be on a college or university transcript.
- § All grades must be “C” or better, or completed with a “Pass”.
- § Course credits may be completed at the undergraduate or graduate level.
- § All of the core credits used toward licensure must have been taken within 10 years of when licensure requirements are completed.
- § Before you begin your coursework, schedule a time to complete the Praxis I ([Pre-Professional Skills Test](#) [PPST]). Use institutional code 6874 to have your scores submitted to the University of Minnesota. Send an e-mail to [fyc@umn.edu](mailto:fyc@umn.edu) with the date your exam is scheduled if you have not taken the PPST before submitting your application.

### APPLYING

Once you have submitted the required application materials for a license in parent and family education, faculty and advisers will review your materials and respond to you with a customized course contract. Licensure requirements are set by the Minnesota Board of Teaching and are subject to change. Your credentials may need to be reevaluated before completion of your additional licensure program.

### APPLICATION PACKAGE

Applicants to additional licensure programs must submit the following items:

1. CEHD Additional Licensure Application form (attached to this packet or on the Web:  
<http://cehd.umn.edu/students/Forms/App-add-lic.pdf>)

2. Application fee: Make check, money order, or bank draft payable to the University of Minnesota in the amount of \$50.00. This fee will cover an initial and final review of transcripts and other relevant documents.
3. Official transcripts from all undergraduate or graduate colleges or universities where you completed coursework, except the University of Minnesota. Official transcripts must be received from the issuing school in a sealed and stamped envelope. The application process includes a review of the applicant’s grade point average (GPA).
4. Professional résumé.
5. A copy of your current or previous Minnesota teaching license(s) (if previously licensed).

### APPLICATION DEADLINES

The College reviews additional licensure application on an ongoing basis. Submission deadlines for each academic term are listed below:

- Summer session admission—**March 01**
- Fall semester admission—**July 01**
- Spring semester admission—**November 01**

### SUBMISSION OF APPLICATION PACKAGE

1. Submit all application materials in a single envelope. Indicate on the envelope the program to which you are applying (Licensure in parent and family education).
2. Keep a copy of all application materials you submit.
3. Submit official transcripts in an envelope sealed by the issuing school.
4. Submit application packages to:

CEHD Student Services  
College of Education and Human Development  
110 Wulling Hall  
86 Pleasant Street S.E.  
Minneapolis, MN 55455

### NOTIFICATION

All applicants will receive written notification of the admission committee’s final decision. Notification letters are typically mailed within six to eight weeks after all application materials have been received.

### FOR MORE INFORMATION

If you have any questions about applying to the additional licensure program, please contact CEHD Student Services, 110 Wulling Hall, 86 Pleasant Street S.E., Minneapolis, MN 55455; 612-625-6501; e-mail: [cehdgrad@umn.edu](mailto:cehdgrad@umn.edu) or on the Web: <http://cehd.umn.edu>.

If you have any questions about the parent and family education licensure program, please contact Heather Cline, 245C Peik Hall, 159 Pillsbury Drive S.E., Minneapolis, MN 55455; 612-624-1294; e-mail: [fyc@umn.edu](mailto:fyc@umn.edu); or on the Web: <http://cehd.umn.edu/CI/Programs/FYC/parent.html>.

UNIVERSITY OF MINNESOTA

All information on this form is private. Items in bold print are required; they will be used for identification, to determine admission, and to establish your University academic record if admitted. The remaining items, including date of birth and Social Security number, are voluntary and will be used for positive identification, advising and counseling, course placement, and institutional research. Failure to provide this information will have no effect on the admission decision. Information will be shared with offices within the University for the uses described above and may be released outside the University to organizations conducting studies on its behalf.

**NOTE:** International students are required to answer all items on this application.

**1. Personal data**

<b>Last name</b>	<b>First name</b>	<b>Middle name</b>	<b>Former name*</b>	
Date of birth (mm/dd/yy)	U.S. Social Security number		U of M student ID number (if known)	
Current mailing address		City	State	Zip code
Permanent address		City	State	Zip code
Home phone number	Other phone number (specify)		E-mail	
<b>State in which you claim legal residency</b>		<b>How long have you lived in that state?</b>		
		Years:		Months:

\*Students who have previously applied to any University of Minnesota system school (Twin Cities, Crookston, Duluth, Morris, or Waseca) under a different name must submit a completed University of Minnesota *Student Name Change Request* form to the appropriate office. The form is available at the Office of the Registrar, 612-625-5333, or on the Web: [www.onestop.umn.edu/Forms/index.html](http://www.onestop.umn.edu/Forms/index.html).

**2. Citizenship information** If you check "United States" in the first box below, proceed to section 3, "Employment history."

Country of citizenship <input type="checkbox"/> United States <input type="checkbox"/> Other (specify):	Country of birth
Institution issuing current I-20	Date of entry into United States
<b>Type of visa, if not U.S. citizen</b>	
<input type="checkbox"/> F-1; specify I-20 admission number if you have one: _____ <input type="checkbox"/> F-2 <input type="checkbox"/> H-1 <input type="checkbox"/> H-2 <input type="checkbox"/> J-1 <input type="checkbox"/> J-2 <input type="checkbox"/> Permanent resident/immigrant/refugee <input type="checkbox"/> Applied for permanent residence <input type="checkbox"/> Applied for political asylum <input type="checkbox"/> Other	

**3. Employment history** List employment, including military, beginning with most recent. Do not include unpaid experience here.

EMPLOYER OR ORGANIZATION	CITY/STATE	TYPE OF WORK	FROM	TO

**4. Educational data** Have you ever applied to or attended any campus of the University of Minnesota?    Yes    No

List all undergraduate colleges or universities where you completed 12 or more semester credits *and* all colleges or universities attended after completion of the undergraduate degree, including the University of Minnesota.

NAME OF INSTITUTION	CITY/STATE	FROM (mm/yy) to (mm/yy)	CREDITS COMPLETED		DEGREE RECEIVED (if any)
			QUARTER	SEMESTER	

**5. Teaching licensure** Complete this section if you have ever been a licensed teacher. (Submit a photocopy of your license.)

Major field(s)	Minor field(s)
State or country in which you hold a teaching license	Is your teaching license now valid? <input type="checkbox"/> Yes <input type="checkbox"/> No

# Additional Licensure Application

## 6. Admission request to additional licensure program

**Desired term of admission:**     Fall 20\_\_\_\_     Spring 20\_\_\_\_     Summer 20\_\_\_\_

*For a \$55 application fee, choose up to two additional licensure areas from the following list. Application to each additional licensure area costs \$25.*

**Additional licensure program(s) to which you are applying (licensure areas in the list below are followed in parentheses by the grade or age range covered by the licensure):**

- Adult basic education
- Agricultural education (grades 5-12)
- Business education (5-12)
- Career and technical accommodation specialist for students with disabilities
- Career and technical education
  - Communications technology careers
  - Construction careers
  - Creative design careers
  - Early childhood careers
  - Hospitality service careers
  - Manufacturing careers
  - Medical careers
  - Transportation careers
- Communication arts and literature education (5-12)
- Developmental/adapted physical education [DAPE](preK-12)
- English as a second language [ESL](K-12)
- Family and consumer sciences (5-12)
- Keyboarding
- Kindergarten (To meet state licensure deadlines, applications for the CEHD kindergarten program must be submitted by Oct. 1, 2004.)
- Mathematics education (5-12)
- Middle level (5-8):
  - Communication arts and literature
  - Mathematics education
  - General science education
  - Social studies education
- Parent and family education
- Reading licensure (K-12)

- Science education
  - Chemistry education (9-12)
  - Earth and space science education (9-12)
  - General science education (5-8)
  - Physics education (9-12)
  - Life science education (9-12)
- Social studies education (5-12)
- Special education: *Applicants who hold special education teaching licensure from the state of Minnesota and master of education (M.Ed.) degree from the University of Minnesota's special education program must choose one or more special education specialty areas from the list below. Other applicants seeking special education licensure must complete the separate CEHD Application for Admission for M.Ed./professional studies programs (see program materials for more details).*
  - Deaf or hard of hearing (birth-grade 12)
  - Developmental disabilities (K-12)
  - Emotional/behavioral disorders (K-12)
  - Learning disabilities (K-12)
- Teacher coordinator of work-based learning
- Technology education (5-12)
- World languages and cultures education (*Circle one:* K-8 or K-12)
 

<input type="checkbox"/> Chinese	<input type="checkbox"/> Japanese
<input type="checkbox"/> French	<input type="checkbox"/> Latin
<input type="checkbox"/> German	<input type="checkbox"/> Russian
<input type="checkbox"/> Hebrew	<input type="checkbox"/> Spanish

## 7. Student certification

*I certify that the information I have provided on this application and all other admission application materials is complete, accurate, and true to the best of my knowledge. I understand that it is my responsibility to request that official transcripts from all previously attended colleges and universities be sent to Student & Professional Services. I understand that changes in program status may impact admission consideration. I understand that misrepresentation of application information is sufficient ground for canceling admission or registration.*

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 8. Legal agent (optional)

The University of Minnesota complies with federal and state privacy laws and regulations governing access to student records. The federal Family Educational Rights and Privacy Act (FERPA) as amended, and the State of Minnesota Data Privacy Act form the backdrop for the Regent's Policy on Access to and Release of Student Educational Records (Office of the Vice President for Student Affairs/Office of the Registrar, September 1993).

Those who may gain access to information in your file are staff and faculty at the University who have a need to gain access, and outside organizations and government bodies in limited circumstances as authorized by state or federal law. The Regents' policy permits you to review your educational records. Some student data are matters of public record or directory information. All other information about you generally may not be released to a third party without your written consent, a subpoena, or court order. If you want the University to grant access to someone else, such as your parent, spouse, other relative, or friend, you must provide complete information and sign below.

If you deny access to your student records to any and all other third parties, please check here:

*I hereby authorize the University of Minnesota Office of Admissions to release information in my file to the following person:*

Name: \_\_\_\_\_ Relation to you: \_\_\_\_\_

Address: \_\_\_\_\_

*I hereby grant permission to University officials to leave private information or questions regarding the status of my application on automated message systems, i.e., voicemail.*     No     Yes, at this telephone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

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

for office use only

