

# Master of education/ initial licensure program (M.Ed./ILP) application form

Master of education/initial licensure programs (M.Ed./ILP) are for individuals with bachelor's degrees who want to become licensed teachers in preK-12 public classrooms.

These graduate-level programs provide rigorous, professional teacher preparation in accordance with Standards of Effective Practice for Teachers (SEPT) and content standards adopted in fall 1998 by the Minnesota Board of Teaching.

## Application Materials Checklist

Applicants to most M.Ed./initial licensure programs must submit items in the following list. Exceptions are listed in the "Special Application Instructions" box on this page.

- M.Ed./initial licensure application form, attached to this sheet or available at CEHD Student Services, 612-625-6501, or on the Web: <http://cehd.umn.edu/students/Graduate/Forms/M.Ed.-ILPApp.pdf>.
- Application fee: Make check, money order, or bank draft in the amount of \$55.00 payable to the University of Minnesota. This fee must be paid each time an application is submitted.
- Official transcripts from all post-secondary institutions you have attended or are currently attending, except the University of Minnesota. Transcripts must be received from the issuing school in a sealed and stamped envelope.
- Résumé highlighting classroom experience, diversity experience, and other experiences relevant to your teaching field. The résumé must include the following details for each experience:
  - Dates and total hours (e.g., October 2008-December 2008; two days/week to total 100 hours)
  - Name and location of site
  - Supervisor's name and phone number
  - Description of activities
  - Description of the cultural background of the population with which you worked
- Reflective essay: Discuss how the experiences listed on your résumé have influenced your decision to become a teacher. Limited to two double-spaced pages, typed or word-processed, size-12 font.
- Two letters of recommendation that address your education-related experience, work style, and personal attributes. Include at least one letter from a K-12 site supervisor listed on your résumé. Sealed or unsealed recommendation letters may be submitted. Letters may be submitted in the application packet (preferred) or sent separately to CEHD Student Services.

## Special Application Instructions

Applicants in the following programs and student groups must follow special instructions, as outlined below.

### Elementary education foundations transition applicants

See instructions on page 3 for elementary education foundations transition applicants (applicants who have completed or are completing the elementary education foundations undergraduate program).

### Second languages and cultures (SLC) applicants

See instructions on page 3 for applicants to the second languages and cultures (SLC) program.

### Applicants with coursework from outside the United States

Any student with a U.S. bachelor's degree or a comparable foreign degree from an accredited college or university may apply to CEHD. Official transcripts of all previous post-secondary academic study must be submitted.

If you completed coursework at a university outside of the United States, your transcripts must be evaluated by a professional credential evaluation center. Request a "course-by-course" evaluation. This process can take four-six weeks, so please plan in advance. A suggested provider of this service is Educational Credential Evaluators (ECE), P.O. Box 514070, Milwaukee, WI 53203-3470 (414-289-3400, fax: 414-289-3411, Web site: <http://ece.org>).

### Nonnative English speakers and/or international students

All nonnative English speakers must submit an official score report from the Test of English as a Foreign Language (TOEFL). Exceptions may be granted for applicants who will have completed 16 semester or 24 quarter credits within the past 24 months in residence as a full-time student at an accredited institution of higher learning in the United States before entering the University of Minnesota.

Minimum TOEFL score requirements are listed below:

Internet-based test	79-80
Computer-based test	213
Paper-based test	550

**Note:** Higher TOEFL scores are required for applicants to the second languages and cultures (SLC) program. For more information, see page 3.

Applicants may also be required to demonstrate spoken English proficiency in an Oral Proficiency Interview (OPI) and/or oral interview with faculty or staff. Contact CEHD Student Services for more information.

International applicants who will require an I-20 form for a student visa must submit a Financial Certification Statement, which will be mailed to you upon admission to the program.

## M.Ed./ILP Application Deadlines

Application deadlines vary by program. Application materials must be submitted by program deadlines listed in the following table:

Program	Fall admission	Spring admission	Summer admission
Agricultural education	June 15	October 15	March 15
Art education			December 15
Business and marketing education	June 15	October 15	March 15
Early childhood education and early childhood special education	February 1	October 1	February 1
English education			December 15
Elementary education Elementary education foundations transition applicants * All other elementary education applicants	December 15	September 15	December 15
Family education			March 1
Industrial education	July 1	October 1	April 1
Mathematics education			December 15
Physical education			December 15
Science education			December 15
Second languages and cultures education			December 15
Social studies education			December 15

\* Applicants who have completed or are completing the elementary education foundations undergraduate program

### Submit application package to:

CEHD Student Services  
College of Education and Human Development (CEHD)  
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 eight to 10 weeks after the application deadline.

### Praxis Tests

Before starting the M.Ed./ILP program, students must take the Praxis I Preprofessional Skills Tests (PPST) for reading, writing, and mathematics. To be eligible to begin the program in June, the student's official Praxis I scores must be submitted to CEHD Student Services by June 1.

Tests are administered by Educational Testing Service (ETS) and questions may be directed to that agency by calling (toll-free) 1-800-772-9476. For testing details and locations, refer to the Web: <http://ets.org/praxis>.

The test may be taken either by pencil/paper (PPST) or by computer (CBT is offered on the University's Twin Cities campus at the Computer-Based Testing Center, 9 Eddy Hall, 192 Pillsbury Drive S.E., Minneapolis MN 55455; 612-624-5520).

### Criminal Background Checks

During the initial licensure program and licensure process, candidates are subject to criminal background checks.

Background checks are required of initial licensure students before beginning the required clinical experience, including practicums and student teaching. The investigations, conducted by a private agency contracted by the College, are

designed to meet school district guidelines governing adults with responsibility for children. Decisions about candidate placement will be made by the district approving the assignment.

Candidates are also subject to separate background checks at the time of Minnesota teaching licensure application. Investigations are required by the Minnesota Board of Teaching and conducted by the state's Bureau of Criminal Apprehension (BCA).

For background check details and fees, contact Bob Utke at CEHD, 612-625-1084, e-mail: [stuteach@umn.edu](mailto:stuteach@umn.edu).

### For More Information

For questions about applying to M.Ed./ILP programs, contact CEHD Student Services, 110 Wulling Hall, 86 Pleasant Street S.E., Minneapolis, MN 55455, 612-625-6501, [cehdgrad@umn.edu](mailto:cehdgrad@umn.edu), or on the Web: <http://cehd.umn.edu/students/Graduate/ILP>.

## Supplemental Application Materials

Applicants to the following M.Ed./ILP programs and those in the following student groups must submit additional materials, as described in the following text:

### Elementary education foundations transition applicants

Applicants who have completed or are completing the elementary education foundations undergraduate program must submit the following items. No additional application materials are required.

- M.Ed./initial licensure application form, attached to this sheet or available at CEHD Student Services, 612-625-6501, or on the Web: <http://cehd.umn.edu/students/Graduate/Forms/M.Ed.-ILPApp.pdf>.
- Application fee: Make check, money order, or bank draft in the amount of \$55.00 payable to the University of Minnesota. This fee must be paid each time an application is submitted.

### Second languages and cultures (SLC) applicants

All applicants to the master of education/initial licensure program (M.Ed./ILP) in second languages and cultures (SLC) must meet language proficiency requirements. Applicants must complete the tests before admission to the program.

Native and nonnative speakers of the English language must meet two separate sets of criteria, as described in the following text and tables:

#### Nonnative English speakers

Nonnative speakers of English seeking ESL or world language licensure must take the OPI and TOEFL (Test of English as a Foreign Language). The following minimum TOEFL scores are required—600 (paper-based), 250 (computer-based), or 100 (Internet-based). Nonnative speakers of English must demonstrate English proficiency at the “superior” level in the Oral Proficiency Interview (OPI) test. Those seeking world language licensure in their native language (e.g., Spanish, Japanese) are not required to demonstrate proficiency in that language through tests or other measures.

#### Testing Requirements for Nonnative English Speakers

Language license being sought (if not applicant's native language)	OPI (Oral Proficiency Interview)	TOEFL (Test of English as a Foreign Language)
Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Latin, Norwegian, Ojibwe, Polish, Russian, Spanish, Swedish, English as a second language (ESL)	✓	✓

#### Native English speakers

Native speakers of English who are seeking English as a Second Language (ESL) licensure must have studied a foreign language for at least two years in college, four years in high school, or have acquired an equivalent language experience through work or study abroad.

Native speakers of English who are seeking world languages and cultures licensure must demonstrate proficiency in the language for which they seek licensure. The following licensure options are available: Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Latin, Norwegian,

Ojibwe, Polish, Russian, Spanish, and Swedish. Candidates must have advanced proficiency in the language and an understanding of the formal aspects of the language, such as grammar and writing. They also must have familiarity with the cultures of speakers of the language. Candidates demonstrate this knowledge through a combination of advanced coursework in the language and by taking tests. Requirements include:

- Transcript of postsecondary coursework with evidence of at least two advanced language courses in advanced grammar/composition, or a related topic
- Minimum score of 170 in the Praxis II: Subject Assessments/Language Content Knowledge Tests (available for French, German, and Spanish). These tests are not required of applicants seeking licensure in other world languages or ESL.
- Minimum score of “advanced low” in the Oral Proficiency Interview (OPI) test.

#### Testing Requirements for Native English Speakers

Language license being sought (if not applicant's native language)	OPI (Oral Proficiency Interview)	Praxis II: Subject Assessments/ Language Content Knowledge Tests
French, German, Spanish	✓	✓
Arabic, Chinese, Hebrew, Italian, Japanese, Latin, Norwegian, Ojibwe, Polish, Russian, Swedish	✓	Not required

Language testing requirements are outlined in the “Language Proficiency” sheet included with SLC program materials. Paper packets are available from CEHD Student Services, 110 Wulling Hall, 612-625-6501, [cehdgrad@umn.edu](mailto:cehdgrad@umn.edu), or on the Web: <http://cehd.umn.edu/students/Graduate/ILP/SLC/content.html>.

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# CE+HD

COLLEGE OF EDUCATION  
+ HUMAN DEVELOPMENT

UNIVERSITY OF MINNESOTA

CEHD Student Services  
110 Wulling Hall, 86 Pleasant Street S.E.  
Minneapolis, MN 55455  
612-625-6501, fax: 612-626-1580  
cehdgrad@umn.edu  
<http://cehd.umn.edu>

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*The University of Minnesota is an equal opportunity educator and employer. The College of Education and Human Development is committed to recruiting, enrolling, and educating a diverse population of students who represent the overall composition of our society.*

*For alternative formats of this publication, please contact CEHD Student Services, 612-625-6501.*

*The College of Education and Human Development (CEHD) at the University of Minnesota complies fully with Title II reporting requirements of the federal Higher Education Act. Copies of the Title II report are available at [cehd.umn.edu/teaching/why.html](http://cehd.umn.edu/teaching/why.html) or from CEHD Student Services, 110 Wulling Hall; 612-625-6501; e-mail: [cehdgrad@umn.edu](mailto:cehdgrad@umn.edu).*

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.

Submit the application packet to CEHD Student Services, 110 Wulling Hall, 86 Pleasant Street S.E., Minnesota MN 55455.

**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 (Admission decision letters will be sent to this address.)		City	State	Zip code
Permanent address		City	State	Zip code
Home phone number	Cell phone number	E-mail		
<b>State in which you claim legal residency.</b> For details, go to <a href="http://admissions.tc.umn.edu/costsaid/residency.html">http://admissions.tc.umn.edu/costsaid/residency.html</a> .		<b>How long have you lived in that state?</b> Years: _____ Months: _____		

\*Students who have previously applied to any University of Minnesota campus (Twin Cities, Crookston, Duluth, Morris, or Waseca) under a different name must submit a completed University of Minnesota Name Change Request to the appropriate office. The form is available at One Stop Student Services, 612-624-1111, or on the Web: <http://onestop.umn.edu/onestop/forms.html>.

**2. Citizenship information** If you check "United States" in the first box below, go on to section 3, "Admission request."

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. Admission request**

Desired term of admission: <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____
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**4. Program(s) to which you are applying**

<input type="checkbox"/> Agricultural education <input type="checkbox"/> Art education <input type="checkbox"/> Business and marketing education <input type="checkbox"/> Early childhood education and early childhood special education <input type="checkbox"/> Elementary education ( <i>must choose only one area</i> ) <input type="checkbox"/> Pre-primary <input type="checkbox"/> Middle level: Communication arts/literature <input type="checkbox"/> Middle level: Mathematics <input type="checkbox"/> Middle level: Science <input type="checkbox"/> Middle level: Social studies <input type="checkbox"/> English education <input type="checkbox"/> Family education <input type="checkbox"/> Industrial education (technology education) <input type="checkbox"/> Mathematics education <input type="checkbox"/> Physical education	<input type="checkbox"/> Science education Specialty area (grades 9-12) ( <i>must choose at least one area</i> ) <input type="checkbox"/> Chemistry <input type="checkbox"/> Earth and space science <input type="checkbox"/> Life science <input type="checkbox"/> Physics <input type="checkbox"/> Second languages and cultures education ( <i>must choose a minimum of one and a maximum of two areas</i> ) <input type="checkbox"/> Arabic <input type="checkbox"/> Italian <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> French <input type="checkbox"/> Latin <input type="checkbox"/> German <input type="checkbox"/> Norwegian <input type="checkbox"/> Hebrew <input type="checkbox"/> Ojibwe <input type="checkbox"/> Social studies education	General science (grades 5-8) ( <i>optional</i> ) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Polish <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Swedish <input type="checkbox"/> English as a Second Language
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# M.Ed./Initial Licensure Application

**5. Graduate student status** Are you currently enrolled in the University of Minnesota's Graduate School?  Yes  No  
 If yes: Do you plan to remain enrolled in Graduate School while simultaneously enrolled in the M.Ed. program?  Yes  No  
 If yes: Be aware that you will pay the higher Graduate School tuition rate (see onestop.umn.edu/onestop/tuition/html).  
 If no: Call 612-625-3490 to discontinue your active status with the Graduate School program before applying to this program.

**6. Educational data** Have you ever applied to or attended any campus of the University of Minnesota?  Yes  No  
 List all post-secondary institutions you have attended, including the University of Minnesota.

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

**7. Learning abroad experience** Have you lived, studied, or worked in a country outside the United States?  Yes  No

**8. Prerequisite coursework** List any courses now in progress or that you plan to complete before beginning a program.

**Institution:** \_\_\_\_\_

TERM/YR	DEPT	COURSE NO	DESCRIPTION	CR	TERM/YR	DEPT	COURSE NO	DESCRIPTION	CR

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

Major field(s)	Minnesota license holders: Please provide six-digit file folder number that appears on teaching license.
State or country in which you hold a teaching license	

**10. 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: \_\_\_\_\_

**11. 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 CEHD Student 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:** \_\_\_\_\_

