



TEACHER EDUCATION PROGRAM APPLICATION

Fall semester: Applications are due by September 15th or the next business day.
Spring semester: Applications are due by February 15th or the next business day.

The process to apply for the Teacher Education Program starts when you complete one of the pre-professional courses (EDU 213 Foundations of Education, EDU 214 Educational Psychology, EDU 240 Media & Technology in Education, or SPE229 Survey of Exceptional Students)

Use this as a checklist when completing your application to the Teacher Education Program, submit all materials together.

1. Create an ELIS (Educator License Information System) account with Illinois State Board of Education [<https://sec3.isbe.net/IWASNET/login.aspx>].
2. Completed ENG 111, ENG 112, and one of the pre-professional courses (EDU 213, 214, 240, SPE 229) with a grade of "C-" or better
3. Completed at least 12 hours from the following coursework with a grade of "C-" or better:

ENG 200 +	EDU 213	EDU 214	EDU 240	SPE 229
COM 101	HIS 111 or 112	POL 200	PSY 100	PSY 236
4. Background check –Illinois State Police Fingerprinting with no criminal records received in the School of Education. Please see background check instructions located in the course "School of Education Student Resources" on Moodle. Attach a copy of your receipt to this application. Official results are mailed to the School of Education.
5. Cumulative Grade Point Average of 2.6 or above. Grade of "C-" or better on all coursework required for licensure – Check Teacher Education Handbook for specific courses needed for licensure.
6. Declared major correctly stated on your transcript. Change of major or minor is through the Registrar's Office and your advisor.
7. Include **two** recommendations from instructors in the School of Education. If you are a secondary education major, please include one recommendation from a School of Education instructor and one from an instructor in your content area. If you are a transfer student, these may come from education instructors at your previous institution. You can collect these recommendations and/or have the person submit directly to the School of Education to the attention of Dr. Glenda McCarty.
8. Attach a copy of your transcript showing all of your coursework; this may be printed from your QU Portal.
9. Attach a completed academic degree checklist signed by your academic advisor. If you are a transfer student, attach a copy of your degree audit from the Registrar's office.
10. Attach a 300-word essay addressing the following issues:
 - Experiences that influenced your desire to become a teacher
 - Personal beliefs in educating students reflecting the School of Education's Mission Statement

ALL of the above information and materials must be submitted together to the School of Education, Francis Hall 320.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Please turn in your completed application to:

**Quincy University
School Of Education's Office
Francis Hall, Room 320**



**TEACHER EDUCATION
PROGRAM APPLICATION**

Date application completed: _____

Semester in which you plan to **student teach**: Fall 20 _____ Spring 20 _____

Initial Application

*Reapplication * Attach a separate document explaining the reason you are re-applying.*

Personal Information

Name: _____ Date of Birth: _____
Last, First

Student ID#: _____ Cum. GPA _____ Cell Phone: _____

SS# _____ ELIS # _____

Address @ QU: _____
Street City, State Zip Phone

Home Address: _____
Street City, State Zip Phone

QU Email: _____ Advisor: _____

∇ **Teacher Licensure Area**

- Early Childhood (Birth – 2nd)
- Elementary (1-6)
- Middle School (5-8)
 - Literacy
 - Math
 - Science
 - Social Science
- Secondary (9-12) Biological Sciences
- Secondary (9-12) English Language Arts
- Secondary (9-12) History
- Secondary (9-12) Mathematics
- Special Education (Pre-K -21): LBS I
- Music (K-12)

Any information stated on this form should be true and factual. Altered transcript copies, false information, or erroneous attachments will render this application null and void. Further action, including academic suspension, may be the result of falsified information submitted with this application.

Your Signature

I realize that it is my responsibility to meet all prerequisites for acceptance to the Teacher Education Program; I certify that all of the information provided is true and complete to the best of my knowledge.

Candidate's Signature: _____ Date: _____

Advisor's Signature

I have reviewed the qualifications & eligibility of the above applicant and recommend him/her to the Teacher Education Program.

Advisor's Signature: _____ Date: _____

Quincy University School of Education
Request for Reference
Statement of Recommendation for a Candidate

Candidate Name (Print) _____ Date _____

Application: Teacher Education Program Student Teaching

Name of Recommending Individual: _____

To the Recommending Individual:

• **Please return this form to the student requesting the reference, or please send it directly to the School of Education office – 1800 College Ave., Quincy, IL 62301, or email to mccargl@quincy.edu.**

• **Directions:** This reference form will be used to provide the **School of Education Teacher Education Committee** with pertinent information. Please place an **X** in the box that most accurately indicates the degree of competency of this applicant:

Behavior and Aptitude of Candidate
4= Consistently 3= Usually 2= Sometimes
1= Seldom/Rarely NA= No opportunity to observe

Evaluation Criteria	4	3	2	1	N/A
1. Is self-confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibits appropriate interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates leadership abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is resourceful and creative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is responsible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Works cooperatively with others in pursuit of a task/goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates a caring, positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is goal oriented, produces quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrates effective oral communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Demonstrates effective written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Goes beyond minimal expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is receptive to and implements feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Maintains high ethical standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Demonstrates appropriate decision making skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Exhibits self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Demonstrates tolerance and open mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate Name: _____

Recommendation Pg. 2

Application: Teacher Education Program Student Teaching

How long have you known this applicant?

In what capacity?

This candidate's greatest strength is:

Overall potential as a Candidate: Excellent Good Fair Poor

Would you be pleased to have this candidate teach/work with your child? **YES** **NO**

Any additional Comments and Recommendations:

Reference Signature: _____ Date: _____

Printed Name: _____ Organization/Position: _____

QU appreciates any and all support given to our candidates. Thank you for your time!

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