



Elmhurst University

Elementary Teacher Education Application Guide

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OVERVIEW OF THE ELEMENTARY TEACHER EDUCATION PROGRAM AT ELMHURST UNIVERSITY

The two-year program is designed as a major for juniors and seniors with a minor in a high-need area. Due to its two-year “block” design, the program is “transfer-friendly” for students who begin their academic careers at community colleges.

Elmhurst University’s new Elementary Teacher Education program (ELM) has many unique features that are similar to the way in which medical professionals are prepared.

- The coursework and the clinical experiences in schools are coordinated and supervised by faculty during every semester.
- The courses are scheduled and offered together in “blocks” with each block focusing on different grade levels and students.
 - Block 1 focuses on 1st – 3rd grade classrooms.
 - Block 2 centers on 4th – 6th grade self-contained classrooms in an elementary school.
 - Block 3 involves day-long internships in schools and concentrates on meeting the needs of individual students and building an inclusive classroom.
 - Block 4 is a 15-week full-time student teaching clinical experience in a 1st – 6th grade classroom.
- Each of the four semesters has an Instructional Block Teaching Team of faculty who coordinates courses and fieldwork, co-teach courses, and supervise students in their prearranged school sites.
- Students in the program complete a minor in one of these high-need areas:
 - Reading Education (earns the Reading Teacher Endorsement)
 - Educating Students with Exceptionalities (earns the Learning Behavior Specialist 1(LBS1) Endorsement)
 - Teaching English Learners (earns the ESL or Bilingual Endorsement)
 - If you are bilingual, please take the Target Language Proficiency Test ASAP. It must be passed by November 15th of the Block 1 term. If you earned the Seal of Biliteracy on your high school transcript or diploma, please include a copy.
https://www.il.nesinc.com/PageView.aspx?f=GEN_Tests.html

APPLICATION DATES

The Elementary Teacher Education program admits a maximum of 18 students each fall semester. Applications may be submitted during the sophomore year while required coursework is in progress. *A minimum of 10 students is required for cohorts.*

Applications will be accepted for Fall admissions beginning February 1st.

All four areas of specialization are offered with fall admission

A COMPLETED APPLICATION

A formal application must be submitted by the specified dates [see above]. The Elementary Teacher Education application is electronic. The form may be downloaded from the Admissions page at:

[click here for the Elementary application](#)



The application requires the newest version of Adobe Reader™, which is available on the Admissions page. All applications are submitted electronically to ELMadmissions@elmhurst.edu

Applications should be submitted in advance of the following required ancillary documents: exam scores, recommendations, Elmhurst University degree audit/transfer institution transcript and criminal background investigation (CBI). Exam scores, recommendations, degree audit/transcript and the CBI will be added to your application file upon receipt by the Director of Teacher Education Admission. The date of admission is the date on which all materials have been received and admission is approved by the School of Education.

The application requires that you have:

1. Chosen an area of specialization. See the following section that describes the four areas of specialization and the requirements for each area in this *Guide*.
2. Chosen two professionals to provide recommendations. See the section below on recommendations
3. Completed a well-written personal statement as part of the application. Personal statements should be written as a maximum 500-word statement and pasted into the application. A personal statement must address the following topics:
 - a. Your primary reason for seeking a Professional Educator License in elementary education (grades 1-6);
 - b. Your experiences in working with elementary children (ages 6-12) and their families in community and 1st - 6th grade school settings (Do not include childcare settings). Include references to any recommendation that will be completed by a professional educator who has supervised you in the field;
 - c. The reason for your first choice for an area of specialization. Address only your first choice
 - Educating Students with Exceptionalities (Special Education)
 - ESL/Bilingual Education
 - Reading Education
 - d. [optional] Additional goals you have as a future elementary educator.

CREATE AN ELIS ACCOUNT

Individual Educator Identification Number (IEIN). IF YOU HAVE NOT ALREADY DONE SO, CREATE AN ACCOUNT ON THE EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS) at https://apps.isbe.net/iwasnet/sign_up.aspx The Licensure Officer will add a pre-completion license with endorsements to your ELIS account as required by the Illinois State Board of Education (ISBE). Per ISBE rules, the candidate is provided the pre-completion license once they achieve 15 credits (60 semester hours). You will be contacted by the Licensure Officer once the pre-completion license is created in your ELIS Account.

QUICK TIP: To avoid duplicate accounts and records, use your **LEGAL FIRST NAME** when creating your ELIS account and when registering for any licensure testing! Be sure to accurately transcribe your social security number when completing this section.

FORMAL RECOMMENDATIONS

Forms for Recommendations are located on the website with the application. Download these forms and fill in your personal information at the top. Print the forms and provide them with self-addressed envelopes to two professional educators.

The recommendations should be requested from college professors or school-based professionals who can best complete the recommendation form and support your choice for an area of specialization. For example, good choices for a special education area of specialization might be a special education course professor and a mentor teacher who supervised you in fieldwork with learners with exceptionalities. Recommendations may not be requested from a family member or personal friend. The names of these recommenders should be referenced in your letter of application when you discuss your choice for your area of specialization.

CRIMINAL BACKGROUND INVESTIGATION (CBI)

An Illinois State Police criminal background fingerprint check is required for admission. The CBI must have been completed within one year prior to the date of admission. All students admitted to a teacher education program must follow the **Elmhurst University Teacher Education Criminal Background Policy** provided on the website with the application. No CBI should be submitted if there was an arrest after the date on the CBI, rather a new CBI should be completed and submitted that was at least 30 days after the arrest date.

All CBIs are reviewed by the Director of Teacher Education Admissions and returned to the applicant. If a CBI indicates an applicant may have a criminal record that would make it difficult to secure field placements or may not meet licensure requirements, the School of Education Dean and Director of Elementary Teacher Education will contact the applicant for a meeting.

You will receive a discount if you use Accurate Biometrics. Go to their website listed on the below form for a location nearest you. Please use your name and address for requestor information and keep a copy for your records.

[click here to open Accurate Biometrics background check form](#)

RUBRIC FOR ADMISSION TO ELEMENTARY TEACHER EDUCATION (ELM) PROGRAM

2 Formal Recommendations 1 2 3	Considering both recommendations: 3 = All ratings are <u>above average or higher</u> with no more than 2 total unrated categories. 2 = All ratings are <u>average or higher</u> with no more than 4 unrated categories on both forms. 1 = Below average rating on a form, or 6 or more categories unrated
Personal Statement 1 2 3	3 = All questions were explicitly addressed with <u>appropriate</u> and well-supported answers. Writing was <u>well-organized</u> and <u>errorless</u> . 2 = All questions were <u>appropriately</u> answered, explicitly or implicitly. Writing was organized with minor or no writing errors. 1 = Questions were <u>partially or inappropriately</u> answered, and/or writing was low quality with numerous errors or poor organization. Rater #1 _____ Rater #2 _____ Rater #3 (if needed) _____
2.75 Minimum Cumulative GPA 1 2 3	3 = 3.500+ 2 = 3.000-3.499 1 = 2.750-2.999 CUM GPA = _____ Education Grade Check: <input type="checkbox"/> All licensure courses "C" or higher <input type="checkbox"/> Major GPA (9 sh+) meets requirements = _____ (or n/a)
English Composition Course (ENG 106) 1 2 3	3 = Composition course passed with A or higher (may be AP) 2 = Composition course passed with B or higher 1 = Composition course passed with C or higher
ELM Prerequisite Coursework 1 2 3	3 = All prerequisite courses will be completed at end of term prior to admission 2 = One prerequisite course needed 1 = Two prerequisite courses needed
IC Coursework (General Education) 1 2 3	3 = All IC courses will be completed at end of term prior to admission 2 = One IC course needed 1 = Two IC courses needed
<input type="checkbox"/> Check junior standing at end of term prior to admission.	
<input type="checkbox"/> Fingerprint Background Check shows no criminal history. [Applicants with a criminal history must meet with Program Director and Chairperson]	

Total Evaluation Points: _____/18

Potential Candidate: _____

Minor/Specialization: _____

Date Application Completed: _____ Term Applied For: _____

Admission Director's Signature: _____ Date: _____

DIRECTOR: <input type="checkbox"/> ADMIT FOR FALL 20 _____ <input type="checkbox"/> DO NOT ADMIT
ELM Director's Signature: _____

POLICIES & PROCEDURES FOR ADMISSION TO ELEMENTARY TEACHER EDUCATION

Applicants cannot be admitted to a teacher education program until they are first admitted to Elmhurst University. A School of Education application will have an application completion date reflecting when all required materials were finally received by the School of Education. Admission decisions are made monthly and candidates will be notified of their application review status within 30 days from the receipt of their completed application. **If an applicant meets admission requirements, but space is no longer available in the specific program for the requested term, admission will be offered for the next term in which the program accepts new candidates.** The *Director of Teacher Education Admission* will inform applicants in writing of admission decisions. A letter of admission will include:

- The semester for admission;
- The area of specialization;
- The courses and section numbers for the fall term; and
- Any general education or prerequisite coursework that must still be completed

Applicants with minimal qualifications may be denied admission. There is no appeal for applicants who are denied admission based on the quality of their application. An established appeal procedure is available for applicants who feel that their applications were not properly processed. Students may not reapply to any teacher education program once they have been denied admission.

Applicants admitted to a teacher education program may request a change to another program on a space-available basis and with the approval of the new Program Director. Field hours completed for a previous program may not be credited toward the new program. Changing programs could delay program or degree completion.

Admission to a teacher education program does not guarantee admission to student teaching. All teacher candidates must meet specific requirements for remaining in a teacher education program and must apply for student teaching. State examinations also are required prior to admission to student teaching.

Review of teacher candidates is continuous. Candidates who are removed from a teacher education program or not admitted to student teaching have the right to appeal the decision to the University's *Teacher Education Committee*.

PREREQUISITE COURSEWORK FOR ADMISSION TO ELEMENTARY TEACHER EDUCATION [ELM]

The following chart of Elmhurst University courses provides the prerequisite coursework. Transfer students should contact the School of Education or the Office of Admissions at Elmhurst University for information regarding equivalent courses at their prior institutions.

- All courses in this chart require grades of C (2.0) or higher to fulfill licensure, major, and minor requirements. Note that C-minus grades do not fulfill requirements.
- AP credit may be accepted for any prerequisite course according to Elmhurst University guidelines. AP credit must appear on the college transcript to be accepted.
- Students must complete at least half of their ELM courses at Elmhurst University and must complete three full terms (fall and spring) at EU prior to student teaching.

The following prerequisite courses must be completed during the freshman and sophomore years before entering the ELM program:	
Education:	EDU 104 Cultural Foundations of Education in the US
	EDU 223 Education of PK-12 Learners with Exceptionalities (sophomore year)
	EDU/PSY 311 Educational Psychology (sophomore year) <i>prereq ENG 106; EDU 104 or PSY 210</i>
The following prerequisite courses should be completed during the freshman and sophomore years but at most one of these courses could be taken with Block 1 during the first term in the ELM program:	
Mathematics :	MTH 121 College Algebra or higher (AP credit accepted for calculus)
	MTH 327*** (.5) [spring only; does not count for math minor] or MTH 345 Elementary Statistics (1.0) or MTH 346 (1.0) or PSY 355 (1.0) (AP credit accepted for statistics)
Science: two courses with a lab chosen from 2 of 3 areas (AoK noted)	Physical Science (all are PS): CHM 100, CHM 101, CHM/PHY 107***, CHM 110, CHM 211, PHY 101, AST 212, ES 200 Life Science (all are LS): BIO 100, BIO 104, BIO 105, BIO 300, BID 103, ES 201 Earth and Space Science (all are PS): GEO 102***, GEO 105, BID 103
Social Science: two courses chosen from 2 of 4 areas (AoK noted)	Economics: ECO 100***, ECO 210, ECO 211 Geography: GEO 111 (SPA), GEO 112 (SPA), GEO 218 (RSC) History: HIS 111 (HA), HIS 112 (HA), HIS 116 (HA), HIS 101 (HA), HIS 102 (HA), HIS 304 Political Science: POL 150*** (SPA) POL 201 (SPA), POL 202 (SPA), POL 302 (SPA), URB 291 (SPA), ES 100 (SPA)
One TEL course is required for teacher candidates in the ELM program. Candidates earning the ESL or Bilingual Endorsement will take all TEL courses in their minor coursework. TEL 317 is required for reading and LBS1 minors. TEL courses require off-campus field experiences.	
Teaching English Learners: one course required	TEL 317 Methods and Materials for English Language Learners [spring term, Block 2]-required for candidates starting ELM program in FA25 TEL 204 Cross-cultural Studies for English Language Learners [fall and spring terms]-recommended to fulfill the IGE tag

***Recommended

AREAS OF SPECIALIZATION IN ELEMENTARY TEACHER EDUCATION

When admitted to the Elementary Teacher Education (ELM) program, candidates are simultaneously admitted to 1 of 3 areas of specialization. The coursework in these areas of specialization are completed in parallel with the ELM coursework. All areas of specialization represent minors at Elmhurst University when the candidate declares the minor with Advising. Some areas of specialization may be used to complete endorsements on an Illinois Professional Educator's License (PEL) as noted.

Our school partners helped us identify 3 areas of specialization that are needed most at the elementary level. Choosing an area of specialization is an important decision, so please contact the professors who coordinate each area of specialization for more information.

TEACHING ENGLISH LEARNERS (TEL) AS AN AREA OF SPECIALIZATION, MINOR, & ENDORSEMENT

Admissions. Teacher candidates who want to earn the State of Illinois ESL or Bilingual endorsements on their Professional Educator License will apply to the TEL minor after being admitted to the Elementary Education program. Admissions to this minor are limited because Elementary and Early Childhood Education applicants form this 20-candidate cohort.

Course Sequence. The TEL minor requires 6 courses with a minor GPA of 2.750 and C (2.0) or higher in all courses. The courses are scheduled throughout the ELM blocks with one TEL course in Block 1, two TEL courses in Block 2, and two TEL courses in Block 3. One TEL course is during the January term between Blocks 1 & 2. A 1-semester-hour capstone project also is required during student teaching. Therefore, all TEL minors must complete student teaching in an elementary classroom with English language learners. TEL minors who are seeking the bilingual endorsement should plan to take the Target Language Proficiency Test before Block 2 & TEL 317. <http://www.il.nesinc.com>

Prerequisites. Candidates admitted to the TEL minor must have all prerequisite coursework finished [See the section *Prerequisite Coursework for Elementary Teacher Education*].

Schedule flexibility. There is room in the ELM/TEL schedule for one additional course (i.e. from the Elmhurst University Integrated Curriculum) during Block 1 (first semester in ELM). Candidates may seek permission for a second additional course during Block 3 (third semester in ELM), but this represents a .25 credit overload, which requires a CUM GPA of 3.000 and additional tuition for the semester hour of coursework. The Block 3 overload is not recommended as candidates spend full days in their prospective student teaching placements during Block 3.

Additional information. Some TEL courses are offered only in the evening. The Bilingual endorsement requires a language proficiency test. The ESL and Bilingual endorsements both require an additional 100 hours of field experience, which are distributed throughout the 6 courses.

For further information on the TEL minor contact Dr. Simeon Stumme simeon.stumme@elmhurst.edu in the School of Education.

READING EDUCATION (REE) AS AN AREA OF SPECIALIZATION, MINOR, & ENDORSEMENT

Admissions. Teacher candidates who want to earn the State of Illinois Reading Teacher endorsement on their Professional Educator License apply to the Reading Education area of specialization and will be assigned to the Reading Education minor upon being admitted to the ELM major.

Course Sequence. The Reading Education minor requires 26 semester hours of specific coursework with a minor GPA of 2.750 and C (2.0) or higher in all courses.

Prerequisites. Candidates admitted to the Reading Education minor must have all prerequisite coursework finished [See the section *Prerequisite Coursework for Elementary Teacher Education*].

Schedule flexibility. There is room in the Reading Education minor schedule for 1-2 additional courses, depending on when candidates begin Block 1 (first semester in ELM) in the Fall or Spring. Candidates may seek permission for an additional course during Block 3 (third semester in ELM), but this represents a .5 credit overload and requires a CUM GPA of 3.000 and additional tuition for the 2 semester hours of coursework. The Block 3 overload is not recommended as candidates spend one day in their prospective student teaching placements during Block 3 and will have their reading practicum course after school two days a week.

Reading Education minors are encouraged to complete a children's literature course (ENG 314) prior to beginning Block 1 or it can be taken during Block 1.

Additional information. Some Reading Education courses are offered only in specific semesters. One required course, EDU 441, is in the January-term only.

The Reading Teacher endorsement also requires an additional State licensure exam (#177). The Reading Teacher endorsement not only enhances the elementary classroom teacher's knowledge and skills in teaching reading, but many school districts hire teachers with this endorsement as the reading teacher for the building.

For further information on the Reading Education minor contact Dr. Diana Brannon at brannond@elmhurst.edu in the School of Education.

EDUCATING STUDENTS WITH EXCEPTIONALITIES (SPE) AS AN AREA OF SPECIALIZATION, MINOR, & ENDORSEMENT

Admissions. Teacher candidates who want to earn the State of Illinois LBS1 (Learning Behavior Specialist or “special education”) endorsement on their Professional Educator License apply to the area of specialization, Educating Students with Exceptionalities.

Earning the LBS1 endorsement with an Elementary endorsement means that students with disabilities may be placed in the Elementary teacher’s classroom for special education services to be provided by the classroom teacher. Although this endorsement is in high need, it is not the same as earning the K-12 Special Education endorsement, which is in high demand (see the Special Education Major).

Admissions to the Educating Students with Exceptionalities minor are limited because applicants join the Special Education major cohort for some coursework.

Course Sequence. The SPE minor requires 6 special education courses (22 semester hours) with a minor GPA of 2.750 and C (2.0) or higher in all courses. The courses are distributed as follows: SPE 220 is taken in the first J-term, SPE 434 is a fall-only course, SPE 338 and SPE 438 are spring-only courses, SPE 440 and SPE 442 are included in the ELM Major and are taken in Block 3.

Prerequisites. Candidates admitted to the Educating Students with Exceptionalities minor **must have all prerequisite coursework finished** [See the section *Prerequisite Coursework for Elementary Teacher Education*].

Additional information. Special Education courses will require additional field hours in special education settings K-12.

For further information on the Educating Students with Exceptionalities minor and major contact Dr. Lisa Burke lisab@elmhurst.edu in the School of Education.