

Application Minimum Criteria:

- Admission <<http://www.uiowa.edu/admissions>> to The University of Iowa.
- Completion of a minimum of 30 semester hours of earned college credit.
- For undergraduate admission, UI and Cumulative grade point averages (gpa) of 2.70 (3.00 beginning with the March 1, 2013, application deadline; See Special Consideration Policy, below). For graduate admission a grade point average of 3.00 (cumulative on all post-secondary courses, or on at least 12 semester hours of graduate courses) is required (See Graduate Admission Grade Point, below).
- Praxis I (PPST or C-PPST) Designated Institution Score Report with minimum scores: 522 cumulative (an average of 174) and no score below 170 on Reading, Writing, and Mathematics tests; or GRE General Test or GRE revised General Test Graduate Institution Report of Scores with minimum scores: Verbal Reasoning and Quantitative Reasoning composite of 900 (General Test; minimum 1080 beginning with the March 1, 2013, application deadline) or 294 (revised General Test; minimum 300 beginning with the March 1, 2013, application deadline), with 3.0 on the Analytical Writing section.
- Completion of 10 hours of qualifying volunteer experience (verified on form provided; see form for criteria). (International applicants: See information on page 3.)
- Signed Non-Law Enforcement Record Check Request (form provided)
- Student Consent for Release of Records (form provided)
- Transcripts of all college-level courses. Applicants who have earned a degree at another institution and applicants who have not yet completed a semester at The University of Iowa (UI) must submit transcripts of all college-level courses to the Office of Education Services. Submitting transcripts to the UI Office of Admissions is not sufficient. It is not necessary to submit transcripts from The University of Iowa.

Additional Program Area Application Requirements

- **Art Education (K-8 and 5-12):** Twelve (12) semester hours of Art and Art History courses completed with a minimum gpa of 3.00.
 - **Mathematics Education (5-12):** Successful completion of Calculus I and II with a gpa of 2.5.
 - **Music Education (K-8 and 5-12):** Admission to the School of Music, successful completion of Music Theory I and II, and a minimum gpa of 3.00 on Music courses.
 - **English Education (5-12):** Completion of 008:005 Introduction to the English Major: Theory and Practice, plus an additional 12 semester hours of English courses, with a minimum gpa of 3.00, and at least one recommendation from a college instructor.
 - **Foreign Language (5-12):** Completion of 12 semester hours of courses in language of program.
- Information about requirements and course content of Teacher Education Program areas can be found at: <www.education.uiowa.edu/students/EducationServices> by following the link labeled "Program Guides."

Consideration of Applications

Applications are reviewed twice each year: following deadlines of March 1 for Summer or Fall admission and October 1 for Spring admission. Admission to Teacher Education programs is competitive. Meeting the minimum criteria does not ensure program admission. Selection is determined by academic achievement as reflected in grade point averages and test scores, aptitude as reflected by recommendations and personal statements, and the ability of the given program area to provide quality instruction and clinical and field experiences.

Applicants are notified of admission decisions by email approximately 4 weeks after the application deadline.

-----Please keep this sheet for your reference-----

Limited Number of Applications Allowed

Applicants who are not admitted may reapply no more than twice (total of 3 applications) and to reapply must have substantive change in application (such as a higher grade point average, new recommendations, or more hours of volunteer experience). Applicants who previously have not been admitted are encouraged to consult with program faculty about their plans to reapply.

Special Consideration Policy

Undergraduate and post-baccalaureate undergraduate applicants with UI and cumulative grade point averages above 2.30 (2.50 beginning with the March 1, 2013, application deadline) who meet all other Application Minimum Criteria may apply for admission under the Special Consideration Policy if the applicant:

- Has a disability for which the applicant has received academic accommodations. Applicants in this category must supply verification of the accommodation from Student Disability Services as part of their application, and demonstrate that their academic performance has improved with accommodations; and/or
- Can show evidence of successful experience (three years or more full-time) with students in a pre-school or school setting; and/or
- Will add to the diversity of the teaching profession; and/or
- Is applying for the secondary Mathematics Teacher Education Program or the secondary Science Teacher Education Program.

Applicants must indicate they are applying under the Special Consideration Policy and explain in a supplemental essay how they qualify under one or more of the categories.

Graduate Admission Grade Point

Graduate applications with grade point average between 2.50 and 3.00 will be considered by program faculty. Program faculty may elect to petition the Graduate College to admit applicants with grade point average below 3.00 who demonstrate exceptional promise for graduate study and teaching.

Criminal Background Checks

As part of standard admission procedure, the College of Education will conduct background checks. The practice of performing background checks of all students enrolled in the Teacher Education Program developed in response to requirements in the professional practice environment to provide the results of such checks to third parties, school or school district administrators, prior to placement in a required field placement, that is, for internship, practicum or student teaching. To allow the College of Education to conduct the background check, please review, complete as directed, sign, and date the enclosed State of Iowa Non-Law Enforcement Record Check Request Form A of the Iowa Division of Criminal Investigation. Please provide this form to the Office of Education Services as part of your application. Do not send this form to the Division of Criminal Investigation.

Background checks are only conducted on admitted applicants. Background check information will be confidentially maintained in a secure place. In the event that a criminal record appears in the results of the background check, a copy of the report will be given to you. With your consent, as necessary while you are enrolled in the Teacher Education Program, a copy of the results of the Iowa criminal history record check with the Division of Criminal Investigation will be provided to third parties, school or school district administrators, who are making a determination whether you will be accepted for field placement, internship, practicum or student teaching. The consent form allowing for this release is enclosed for your review and signature. Please provide this form to the Office of Education Services as part of your application.

Criminal background checks also will be conducted as part of the student teaching placement process.

Anyone convicted of a felony cannot be licensed to teach in the State of Iowa unless the conviction has been successfully appealed.

Testing Requirement, Praxis I or GRE

Either the Praxis I: Pre-Professional Skills Tests (Reading, Writing, and Mathematics) or Graduate Record Examination (GRE) General Test is required for Teacher Education Program application. GRE is required for graduate programs. See [Application Minimum Criteria](#) for minimum score requirements.

- **Plan Ahead:** For computer-based testing allow at least one month from test date for score reports to reach score recipients; for paper-based testing allow six weeks. Appointments for computer-based testing should be made well in advance -- a month or more -- of the desired testing date.
- **To Register:** For Praxis, register online at: <<http://www.ets.org/praxis/register>>. For GRE, register online at: <http://www.ets.org/gre/revised_general/register> or call Prometric Candidate Services at: 1-800-473-2255.
- **Test Site:** At The University of Iowa, computer-based Praxis I and GRE can be scheduled for Monday through Friday, and are administered at the Prometric Testing Center (319-335-2480), 30 S Dubuque St (side entrance to the US Bank building: Take elevator to second floor) in downtown Iowa City. See: http://www.uiowa.edu/~examserv/Prometric_Testing.html
- **Test Registration Codes:**
Praxis I: Computer-based PPST (C-PPST) is offered as:
--Test Code 5750, a combined testing session of 4.5 hours including the Reading, Writing, and Mathematics tests; or
--Test Codes 5710 (Reading), 5720 (Writing), and 5730 (Mathematics), individual tests, 2 hours each;
GRE: Computer-based GRE is offered as a single 4.5-hour appointment.
- **Score Recipients:**
Praxis I: At registration, be sure to select score recipients: search Iowa score recipients and select "Univ of Iowa Education." Score reports ordered after testing cost \$40.
GRE: To report scores, search Iowa score recipients and select "Univ Iowa." For the Department code, use any code in Education, or use Education-other.
If needed for registration or ordering additional score reports, the Educational Testing Service GRE and Praxis institution code and score recipient code for The University of Iowa is 6681.
- **Test Preparation:** Follow the link for Praxis or GRE, and then the link labeled "Prepare for a Test" at: <www.ets.org>.
- **Fees:** The latest published [Praxis I fees](#) are \$80 for one test, \$120 for two tests, \$160 for 3 tests, or \$130.00 for the combined 4.5 hour test, payable when tests are scheduled. The [fee for GRE](#) taken in the United States is \$160. ETS may change fees without notice.
- **More Information:** Visit <www.ets.org> for information on test rescheduling or cancellation, policies on re-taking tests, paper-based testing, disability accommodations, the format of the GRE revised General Test, and other questions.

International Applicants

Teacher Education Programs of The University of Iowa are approved preparation programs for teaching in the state of Iowa, and provide good preparation for teaching elsewhere in the United States (U.S.). Successful applicants and students will have strong oral English language competency and demonstrate knowledge of or ability to adapt to the culture of U.S. schools. For non-native speakers of English, TOEFL is required for consideration of an application, if the applicant has not completed a degree at a college or university where English is the language of instruction. International applicants are encouraged to complete the 10 Hour Pre-Admission Volunteer Field Experience in a school that offers a U.S. curriculum.

Teacher Education Program policies

Review Teacher Education Program (TEP) policies at <www.education.uiowa.edu/students/EducationServices>

by following the link for "Standards/Policy" and then the link "TEP Policies and Regulations." TEP policies are subject to change; students are encouraged to maintain regular contact with their TEP advisor.

Teacher Leader Certificate

Students admitted to the Teacher Education Program (TEP) in March 2011 and after are required to complete the requirements of the Teacher Leader Certificate to be eligible for program completion and recommendation for licensure. Requirements of the Teacher Leader Certificate supplement TEP course requirements with professional learning opportunities, including intensive workshops in key areas of assessment, technology, and diversity; other workshops; and a service component. Completion of these requirements does not lead to teaching licensure or endorsement. Requirements of the Teacher Leader Certificate must be completed prior to student teaching. Information about the requirements of the Teacher Leader Certificate can be found at:

<<http://www.education.uiowa.edu/services/tlc/certificate.aspx>>.

Application Checklist:

All application items must be received by the application deadline: March 1 or October 1.

- Praxis I Designated Institution Score Report or GRE Graduate Institution Report of Scores
- Verification of 10 Hour Pre-Admission Volunteer Field Experience form (with original signatures, International applicants, see page 3.)
- Two recommendations (with original signatures)
- Transcript(s) of college courses (See Application Minimum Criteria, above)
- Essay (For topic, see Application for Admission, next page.)
- Resume of Paid or Volunteer Work Experience
- Non-Law Enforcement Record Check Request (Do not send to Division of Criminal Investigation)
- Student Consent for Release of Records
- (If applicable) Supplemental essay on reasons for applying under the Special Consideration Policy
- Completed, signed Teacher Education Program Application for Admission (with original signature)

Submit application materials and inquiries to:

Office of Education Services
The University of Iowa
N310 Lindquist Center
Iowa City, IA 52242-1529

www.education.uiowa.edu/students/EducationServices
(319) 335-5360

Forms requiring signature must be submitted in the original. Faxes, scans, and photocopies are not sufficient.

Applicants are responsible for ensuring that all materials (including transcripts, test scores, and recommendations) are received in the Office of Education Services by the application deadline. Incomplete applications will not be reviewed.

The University of Iowa requests this information for the purpose of processing your application. Persons outside the University are not routinely provided this information except for directory information, such as name and local address. All items are required for consideration of your application.

Nondiscrimination Statement

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Office of Equal Opportunity and Diversity, (319) 335-0705 (voice) and (319) 335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316.

-----Please keep this sheet for your reference-----

Program area to which you are applying:

- Elementary, with Added Endorsements: _____ (optional)
 Secondary, in: _____ (subject area, for example, "Music K-12," "History")

This is an application for: (check one of a, b, c, d or e)

Undergraduate teacher preparation

- a. Undergraduate (while earning first bachelor's degree)
 b. Post-Baccalaureate (for applicants with bachelor's degree)

Graduate teacher preparation

- c. Master of Arts in Teaching (MAT)/Social Studies Master's program B (MA)
 d. "Certification only" program (for graduate credit but not as part of a degree program)
 e. "Blind change" (Remain in another graduate degree program while pursuing teacher preparation)

Session: In which session do you plan to begin your Teacher Education Program?

- Spring: _____ (year) Summer: _____ (year) Fall: _____ (year)

Your information

UI Student ID: _____
 Last Name: _____
 First Name: _____
 Middle Name: _____
 Previous Name(s): _____

Address: _____
 City, State, Zip: _____
 Telephone: _____
 E-mail: _____

Academic Information

UI gpa: _____
 Cumulative gpa: _____
 Undergraduate s.h.: _____
 Graduate s.h.: _____
 Degrees earned (institution, place and year):

Other Institutions Attended: _____

Have you been enrolled in an education methods course or field experience at another institution? Yes No
 If yes, see "Additional Requirement for Certain Transfer Students" on the "Undergraduate Admissions" page at: <http://www.education.uiowa.edu/>

Application components. Include, or submit separately:

- Praxis I Designated Institution Score Report or Graduate Record Examination (GRE) Graduate Institution Report of Scores.
- Verification of 10 Hour Pre-Admission Volunteer Field Experience form, completed and signed.
- Two recommendations. List names:

- Transcript(s) of college courses (See Application Minimum Criteria).
- An essay, typewritten on a separate sheet, of no more than 500 words, on the topic: **A contemporary teaching challenge faced by teachers nationally and how you would address it.**
- A resume, typewritten on a separate sheet, of paid or volunteer work experience: include jobs, employers and dates of employment.
- Completed, signed Non-Law Enforcement Record Check Request form (Do not send to DCI).
- Student Consent for Release of Records
- (If applicable) An explanation of how you qualify under the Special Consideration Policy (See Application Criteria).

Special Consideration Policy:

Is this an application under the Special Consideration Policy? (See Application Minimum Criteria) Yes No

Certification:

My signature below indicates that all information contained in this application is factually correct and complete.

Signature _____ Date _____

Office use only 10 11

Volunteer experience required

Applicants to the Teacher Education Program are required to complete a 10 hour volunteer field experience or its equivalent (which could be paid work), prior to consideration of their application. This experience should be: a) in a regular classroom setting in the K-12 grade range, b) under the supervision of a licensed teacher, and c) during the school day. Please use this form to document where, when, and with whom the experience was completed. International applicants are encouraged to complete this experience in a school with a U.S. curriculum.

Where to do your volunteer experience

This field experience may be completed in any school district, including districts near The University of Iowa campus, as well as those in other communities and other states. Due to the large number of student teaching and practicum placements in the local area, applicants are strongly encouraged to complete this field experience outside of the immediate area, which is heavily used for other field placements. Information on districts near The University of Iowa campus can be found at: <http://www.aea10.k12.ia.us/aeadist/index.html>

How to set up your volunteer experience

Identify a district, look up their phone number on their web site, call them, and ask how to go about volunteering in one of their schools. Some districts may require a criminal background check or have other procedures for approval. Districts near The University of Iowa campus include:

- Cedar Rapids Community School District (CRCSO): Submit an "Application for Field Experience Placement" to the CRCSO Volunteer Services Office, which will find a placement for you. Contact the Office of Education Services, N310 Lindquist Center, for the CRCSO volunteer application.
- Iowa City Community School District (ICCSO), (319) 688-1000: Download the volunteer application at: http://www.edline.net/pages/ICCSO/Community/Volunteer_Information and submit as directed, and contact a school where you would like to volunteer.
- Solon Community School District: Visit: <http://www.solon.k12.ia.us/district/information/volunteer/> or call (319) 624-3401 extension 1100.

Verification of experience

Submit this form with original signatures (if faxed or scanned, mail original to confirm) to N310 Lindquist Center by the application deadline.

Applicant's Name: _____ **UI ID#:** _____

Address: _____ **Email:** _____

City/State/Zip: _____ **Major:** _____

Name of School: _____ **City/State:** _____

School Web Page: _____

Teacher's Name: _____ **Grade level of children involved:** _____

Type of Curriculum (for example "traditional U.S.," if other, please specify): _____

Beginning/Ending Dates: _____ **Total number of clock hours involved:** _____

Applicant Signature: _____ **Date:** _____

"The applicant named above volunteered in my classroom for the indicated number of hours."		
Teacher Signature: _____	Date: _____	Number of Hours: _____
Teacher Signature: _____	Date: _____	Number of Hours: _____
Teacher Signature: _____	Date: _____	Number of Hours: _____

To Be Completed by Applicant (Please type or print clearly):

Applicant's Name: _____ University of Iowa ID Number: _____

Program area to which you are applying: _____

Recommendation writer's name: _____

Under the Family Educational Rights and Privacy Act of 1974 ("FERPA," Public Law 93-380) students have the right to inspect their educational records. If you do not sign below, you may view this recommendation once you are admitted to the program. Your signature below waives your right to view this recommendation.

"I waive my right to view this recommendation."

Applicant signature (optional for the applicant): _____

Recommendations must be received by the application deadline (October 1 or March 1).
Directions to Recommendation Writer:

The applicant named above is applying for admission to a Teacher Education Program at The University of Iowa. You are asked to rate the applicant on five traits. With respect to each trait, compare the applicant to all individuals with whom you have been associated at a similar stage in their life. Then, mark an "X" in the column which you feel best describes the applicant's status within your reference group. If you have had insufficient opportunity to form an opinion on any given trait, please place your "X" in the Insufficient Evidence column. Your candid appraisal of the applicant's characteristics is a crucial element in our decision process. Your assistance is appreciated.

	Top 5%	Next 20%	Middle 50%	Bottom 25%	Insufficient Evidence
Academic Strength					
Work Habits					
Communication Skills					
Interpersonal Skills					
Leadership Qualities					

On the back of this sheet or on an additional sheet please add any comments which you feel would enhance the above assessment of the applicant's characteristics.

The University of Iowa requests this information for the purpose of making an admission decision. No persons outside the University are routinely provided this information. Applicants are required to obtain two recommendations in order to be considered.

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information contact the Office of Equal Opportunity and Diversity, (319) 335-0705.

Return original of this form to:

 Office of Education Services
 The University of Iowa
 N310 Lindquist Center
 Iowa City, IA 52242-1529

Phone (319) 335-5360

www.education.uiowa.edu/students/EducationServices
Recommender

Signature/Date: _____

Position: _____

Organization: _____

Address: _____

Email or Telephone (optional): _____

To Be Completed by Applicant (Please type or print clearly):

Applicant's Name: _____ University of Iowa ID Number: _____

Program area to which you are applying: _____

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Recommender

 Signature/Date: _____
 Position: _____
 Organization: _____
 Address: _____
 Email or Telephone (optional): _____

Last Name, First Name, Middle Name, Date of Birth, Sex, and Social Security Number must be completed. Sign and Date at bottom. Do not sign "Signature of Requestor." Submit to Office of Education Services, N310 Lindquist Center, with your application. Do not send to Division of Criminal Investigation.

**STATE OF IOWA
NON-LAW ENFORCEMENT RECORD CHECK REQUEST
FORM A**

ACCOUNT NUMBER _____

TO: Iowa Division of Criminal Investigation Bureau of Identification, 1st Floor 215 E 7th Street Des Moines, IA 50319 (515) 725-6066 (515) 725-6080 (fax)	FROM: The University of Iowa Office of Education Services N310 Lindquist Center Iowa City, Iowa 52242 Phone # (319) 335-5359 Fax # (319) 335-5364 (fax)
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I am requesting an **IOWA CRIMINAL HISTORY** check on:

(Type or Print Legibly)		
<u>REQUEST</u>		
Last Name <small>(mandatory)</small>	First Name <small>(mandatory)</small>	Middle Name <small>(recommended)</small>
_____ /_____/_____ Date of Birth <small>(mandatory)</small>	_____ Sex <small>(mandatory)</small>	_____-_____-_____ Social Security Number <small>(mandatory)</small>
_____ Signature of Requester		

There is a separate Form "A" required for each last name submitted

(DCI Use Only)	
<u>RESULTS</u>	
As of _____, a Name and date of birth check revealed:	
CCH record attached <input type="checkbox"/>	No CCH record found <input type="checkbox"/>
DCI initials _____	

WAIVER

I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation. Any information maintained by the DCI may be released as allowed by law.

_____ Signature	_____ Date
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Complete and submit this form to Office of Education Services, N310 Lindquist Center, with your application.



**Student Consent for Release of Records
Office of Student Field Experiences**

Under Federal legislation, namely the Family Educational Rights and Privacy Act of 1974, I understand that my educational records cannot be released without my written permission. I further understand that students who have been admitted to the Teacher Education Program are required to participate in field placements with third parties, schools and school districts. I, therefore, authorize the Office of Student Field Experiences, as necessary while I am enrolled in the Teacher Education Program, to release a copy of the results of the Iowa Criminal History record check with the Division of Criminal Investigation to third parties, school and school district administrators, for purposes of evaluating my application for acceptance into or continued participation in a required field placement, internship, practicum or student teaching assignment with the third party.

The University of Iowa requests this information for purposes of gaining approval from third parties, school and school district administrators, for field placements. If I fail to provide the required information, I understand that The University of Iowa may not further consider my application for a required field placement, internship practicum or student teaching assignment and I may not be able to participate in a required field placement, internship, practicum or student teaching assignment.

I have read and understand the above authorization and acknowledgement.

Signature

Date

Printed Name of Applicant