



**Eastern Illinois University
College of Education and Professional Studies
Alternative Teacher Certification Program
Application Packet and Instructions**

VERY IMPORTANT: The following materials MUST be submitted for your application to be considered complete:

- The application form
- Complete and official transcripts from all higher education course work (must be sent directly to the EIU at the address indicated at the bottom of this page; transcripts of course work completed at EIU are not required)
- 300-word essay expressing your interest in the program and career in education
- Documentation from employer(s) verifying five years of employment (see form in this packet; photocopy as needed; provide information about yourself; then mail or fax to employers and ask them to return the forms to you)
- Your current résumé
- Official letter providing evidence of commitment from a school district to hire you for a full-time teaching internship for the 2009-2010 school year
- Report indicating passing score on Illinois Basic Skills and appropriate Subject-Matter Knowledge tests
- A \$30.00 nonrefundable application fee as a check or money order made payable to Eastern Illinois University.

Note: A criminal background check must be performed as a part of the admissions process. More information about the requirements and procedures is available online. Find FBI Fingerprint information at the www.eiu.edu/~clinical web site.

When to submit your application packet:

- **The application deadline for 2009 is April 30, 2009.**
- Late applications will be processed for the next year's cohort.

How the candidate selection process works:

Written Application:

- Application packet materials will be evaluated on an ongoing basis.
- Candidates will be successful in this step if their credentials meet the following requirements:
 - Complete set of higher education transcripts, verifying a major or minor in the intended area of certification and a GPA of 2.65 on a 4.0 scale
 - 300-word typed essay expressing interest in the program and a career in education
 - Form(s) verifying five years experience applying knowledge in intended certification area
 - Your current résumé
 - Official letter providing evidence of commitment from a school district to hire you for a full-time teaching internship for the 2009-2010 school year
 - Evidence of passing Illinois Certification Testing System Basic Skills and appropriate Subject-Matter Knowledge Tests (when registering, be sure to indicate that scores should be sent to EIU)

Interview:

- Applicants who meet written application requirements will be invited to demonstrate through a standardized interview with teacher educators and school personnel the dispositions necessary to succeed as teachers in a typical school setting. These interviews will be scheduled as needed.

Criminal Background Check:

- State law requires any candidate for teacher certification to undergo a Criminal Background Check. This check is required even for those who may have completed one elsewhere. Find FBI Fingerprint information at the www.eiu.edu/~clinical web site.

Send your complete application packet to:
Jim Kestner, Coordinator
Alternative Teacher Certification Program
College of Education and Professional Studies
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920



Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920

Alternative Teacher Certification Program
Application for Admission
(Includes Application for Admission to the Graduate School)

Step 1: Please provide this basic information

Please Print or Type

Social Security Number		E-Mail Address		
Last Name	First Name	Middle Name	Maiden (Optional)	

Permanent Address

Street	Apt.	City	State	Zip
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Mailing Address (if different from above)

Street	Apt.	City	State	Zip
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Home Phone with Area Code ()	Work Phone with Area Code ()	Fax Number with Area Code ()
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Other Information

Birth Date	<input type="checkbox"/> Male <input type="checkbox"/> Female	Previous Names
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Ethnic Origin (Your response to this question will not affect the admission decision and is optional.):

This information is requested so that we may demonstrate to federal and state agencies that the institution is in compliance with appropriate regulations.

- White (Non-Hispanic) Latino/Hispanic Asian or Pacific Islander
 Black (Non-Hispanic) American Indian/Alaskan Native

Illinois Resident? Yes No How long? _____ Years _____ Months

U.S. Citizen Non U.S. Citizen _____
 Specify Country Alien Registration Number Type of Visa

Applying to cohort beginning in Summer _____ (Year)

Have you previously attended Eastern either on campus or off campus? Yes No Term/Year _____

Have you ever been a guest student at Eastern either on campus or off campus? Yes No Term/Year _____

Applying for post-baccalaureate teacher certification in what secondary area?

- Foreign Languages _____ (language) Note that this is a K-12 certificate.
 Math
 Science
 Business Education
 Family & Consumer Science Education
 Technology Education (Industrial Technology)

College degrees and course work (attach additional sheets if necessary)

Name/Campus	City	State/Country	Dates Attended	Degree/Hrs. Earned/Expected

ALL STUDENTS: A NON-REFUNDABLE FEE OF U.S. \$30.00 IN THE FORM OF A CHECK OR MONEY ORDER, PAYABLE TO EASTERN ILLINOIS UNIVERSITY, MUST ACCOMPANY THIS FORM.

I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the University or subject to dismissal. I certify that the information provided on the application is correct and complete.

Signature _____ **Date** _____

Step 2: Tell us about your recent employment history

Feel free to add a supplementary sheet if additional space is needed. **Important Employment Note:** Applications for the Alternative Teacher Certification Program will not be processed unless they include *documentation from employer(s) verifying five years employment*. This is an Illinois statutory requirement for alternative certification and applications that do not include employment verification will be considered incomplete.

Current or Last Employer		Address	
Job Title		Dates of Employment: From: _____ To: _____	
Duties:			
<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	Will you be supplying employer verification for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Current or Last Employer		Address	
Job Title		Dates of Employment: From: _____ To: _____	
Duties:			
<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	Will you be supplying employer verification for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Current or Last Employer		Address	
Job Title		Dates of Employment: From: _____ To: _____	
Duties:			
<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	Will you be supplying employer verification for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Supplemental Sheet(s) Attached? Yes No

Five Years Employment Verification Attached? Yes No

Step 3: Write and attach a brief essay

Attach a brief typed essay (300 words maximum) reflecting upon and expressing your interest in entering this program and preparing for a career as a secondary school teacher.

Step 4: Complete this certification information checklist

Please respond to the following items. This information is necessary to help us assess your eligibility for Illinois teacher certification.

- Yes No Have you ever had a certificate denied, suspended or revoked in Illinois or any other state?
- Yes No Have you ever been convicted of a felony, or any sex, narcotics or drug offenses in Illinois or any other state?
- Yes No Have you ever failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law administered by that Department that was not subsequently resolved to the Department's satisfaction?
- Yes No Have you ever been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect if such a report was not reversed after exhaustion of any appeal?
- Yes No Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?
- Yes No Do you understand that, if you are foreign born, you must provide evidence that you are legally present and eligible for employment? And do you further understand that persons certified by this means have six years following certificate issuance to become citizens?
- Yes No Are you more than 30 days delinquent in complying with a child support order?

Step 5: Housing plans for the 8-week summer session on EIU's campus

- Yes No Would you like to receive information about and application for on-campus housing for the 8-week summer session, which begins on EIU's campus on June 15, 2009, and ends August 7, 2009?

Step 6: Mail this application form along with all supporting materials by April 30, 2009 (applications postmarked after April 30, 2009, will be considered for the next year's program).

Send your complete application packet to:
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Visit our program web site for up-to-date notices and information: <http://www.eiu.edu/~eiuttp/>

