To: Applicants to the undergraduate Elementary Education Program  
From: Elementary Education Program Faculty  
Re: Additional information about the application process

We are pleased that you have decided to apply to the undergraduate Elementary Education Program. In addition to completing and submitting your application, which will be read and scored by at least two faculty members, you will be asked to:

1) Participate in a 10-15 minute interview with a faculty member, and  
2) Complete a typed "cold-write," on the day of the interview, to serve as one means of assessing your written communication skills.

The interview and writing are scored as part of the admission process, but they will be completed two weeks after your application is submitted. Please include a preferred phone number where we can reach you to schedule your interview and cold-write.

For your application to be complete, it must include proof that you have passed the NES Essential Skills Exam Subtest I, II, and III (previously NMTA Basic Skills). An application that does not include the successful results of the Essential Skills exams is considered an incomplete application and may not be considered. Incomplete applications are considered at the discretion of the program faculty and must include proof of NES Essential Skills registration form/s in place of exam scores.

For test dates and other information about the test(s), visit the NMTA website: <http://www.nmta.nesinc.com/>

The minimum cumulative GPA for consideration of entrance to the Elementary program is a 2.75 on a 4.0 scale. You must have no more than 9 hours remaining in General Education, Pre-Professional Study, Teaching Field, or elective courses required for you degree. An application that does not meet these requirements is considered an incomplete application and may not be considered. Incomplete applications are considered at the discretion of the program faculty.

In speaking with an Advisor, you will learn that every candidate will need to complete a 24 teaching field/concentration, as part of the degree program. Teaching Fields/Concentrations include language arts, mathematics, science and social studies. Endorsements include Teaching English to Speakers of Other Languages (TESOL) and Bilingual Education.

Your New Mexico teaching license will be a K-8 license, making you eligible to teach kindergarten through 8th grade. At the middle school level (6th-8th) you may only teach those subjects in which you have a teaching field. Since TESOL and Bilingual Education...
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are not teaching fields, if you are considering a TESOL/Bilingual Endorsement, you will
still need to select a subject-centered teaching field as part of the program.

The Bilingual Education and TESOL endorsements are highly desirable. Principals are
often unable to fill available positions for which bilingually-certified, Spanish-speaking
teachers are required. In addition, almost all classrooms in New Mexico serve children
whose first language is not English, so a strong TESOL background is also a great
advantage to those new teachers seeking jobs. We strongly encourage all students to
consider pursuing a Minor in Bilingual Education or TESOL.

At the middle school level, a teaching field in science or mathematics is much more
likely to be needed than language arts or social studies. If you have a strong inclination
to teach middle school, consider math and/or science as teaching fields.

After your application is submitted and your cold-write and interview are completed, you
will receive a decision letter via mail and/or email. Usually, final letters will be sent one
month after the application deadline date.

We look forward to working with you.
Our application process is designed to obtain documentation from you demonstrating you are a qualified applicant for this program.

Our application packet consists of the following documents:

- **Portfolio Application Process & Submission Guidelines** – This document explains the portfolio application process and lists dates important for you to be aware of and adhere to throughout our application process. Please review the submission and advising dates carefully and prepare your portfolio for submission on the date specified.

- **Application Form** – This must be completed in its entirety and submitted online in Tk20.

- **Application Process for Admission into Professional Coursework Sequence** – This document describes the application process described in greater detail and provides applicants with further detail regarding applications requirements.

We are pleased to provide information and advisement to you throughout this application process. The following individuals stand ready to provide assistance.
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Please review all materials in this packet carefully. If you require assistance, please contact us at your earliest convenience. We appreciate your interest in the College of Education and look forward to receipt of your application!

**IMPORTANT NOTES:**

1. Please be certain the telephone number you provide is designated as the primary number we use. In addition, indicate your most dependable mailing address on the admission form. Further, we ask you to update your records with new information if your contact information changes.

2. Please provide a current UNM E-mail address. Our primary method of communication is via electronic mail; therefore, having a correct, current e-mail address is vital to our admissions process. If you do not use your UNM e-mail address, please forward your UNM e-mail to your primary e-mail address.

3. Be certain to update the Elementary Education program if you experience a change of address or name.

4. Be certain to provide information on any legal actions taken against you. Area school districts conduct full background investigations on all student teachers seeking Field Experience assignments within this program.

As always, your personal information is confidential and remains that way. No information provided to us is released for public or third party use.
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Application Process for Admission into Professional Coursework Sequence

**Application**
The Teacher Education Department in the College of Education, University of New Mexico, instituted an application admissions process to determine eligibility for professional sequence coursework. The professional sequence includes methodology courses and student teaching. This competitive process ensures high teacher quality throughout the state of New Mexico and beyond.

Each student portfolio is reviewed by a faculty committee. The application will be submitted online using Tk20.

**Portfolio Layout**

1. **Application form** - (form completed online).

2. **Résumé** – Your résumé must highlight work experience, volunteer experience, and experience with children, campus, and community activities. It must be uploaded into Tk20.

3. **Copy of all academic transcripts** – Official and/or unofficial copies of transcripts are acceptable. Must be uploaded into Tk20.

4. **Photocopy of NES Essential Academic Skills Exam (Subtest I, II, and III) (previously NMTA Basics Skills) Score Reports** – A minimum passing score of 220 for each of the three NES Subtests (240 for NMTA Basic Skills) is required for admission. Must be uploaded into Tk20.

5. **Personal Statement** – What experiences led you to become a teacher? What is your philosophy of education? What characteristics do you possess to enhance and contribute to the profession of teaching? Must be uploaded into Tk20 (500-750 words recommended).

6. **Identity Statement** – Who are you as a person? Describe your culture and how other forms of diversity impact/impacted your life. Describe your commitment to working with diverse populations. What experiences with other cultures and languages do you have? How will your experiences, attitudes, and perceptions about diversity impact you as a teacher? Must be uploaded into Tk20 (500-750 words recommended).

7. **Working with Persons with Special Needs Statement** – Describe your commitment to working with persons with disabilities and other special needs. What are your feelings about working with students with individual differences in your classroom? How would your personal experiences and coursework impact your understanding of and willingness to work with persons with individual differences in the general education classroom? Must be uploaded into Tk20 (500-750 words recommended).

8. **Letters of Recommendation** – Three letters of recommendation are required in your portfolio presentation. Letters should all be on official letterhead. Good persons to seek recommendations from may include college instructors, employers, or individuals capable of specifically addressing your ability to work with children. Letters must be uploaded into Tk20.
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Application Process & Submission Guidelines

Application Process
The admissions process to the Elementary Education Program Professional Coursework Sequence is a serious and rigorous undertaking. Please read all provided information carefully and completely. Failure to follow directions outlined for submission of your application portfolio could disqualify your portfolio from consideration. Complete your application online by the specified deadline.

To complete a teaching degree in the College of Education you must be admitted to and complete the Professional Coursework Sequence of the Elementary Education Program. All methods courses and student teaching placements are part of the Professional Coursework Sequence.

Prerequisites must be completed prior to admissions into the Sequence. Final prerequisite courses are taken during the semester your portfolio is submitted for review. This is the semester prior to the Professional Coursework Sequence.

Competitive Acceptance Process
Acceptance into the Professional Coursework Sequence is competitive. Meeting minimum GPA requirements and successfully passing the NES Essential Skills exams do not guarantee acceptance. We encourage future teachers to strive for academic excellence and work to achieve the highest GPA possible.

Portfolio presentations are an important part of the review and consideration process. Students submitting portfolios with shallow statement responses, lacking in substantive thought and reflection; marginal work, volunteer, and college experiences; poor writing quality; or unacceptable recommendations may be denied admission. Once you have submitted all materials for your application you should review it to make sure that everything has been properly uploaded into Tk20.

Submission Guidelines
Portfolio submissions are due February 1st, for students ready to begin a Professional Coursework Sequence in the fall. Students ready to begin a Professional Coursework Sequence in the spring must submit their portfolio by September 1st. (If the due date is a weekend or holiday, the portfolio is due on the next University business day.)

Late portfolios will not be accepted.

Please be certain your application materials are complete and accurate prior to submission. All required documentation must be included in your application. Applications will be evaluated prior to review and any application found incomplete will not be reviewed for admissions.
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The instructions for the online portion of the application are as follows. You will notice that we have provided the full application packet for you to reference as you work through the online forms. Be sure to read the packet entirely so your application for admission will be complete.

1. Go to the following URL:
   http://coeunm.tk20.com

2. Click on the “Admissions” tab

   **Helpful Resources**

3. Click on the “Click here to create your account”:
   **Helpful Resources**

4. Complete the form to create an account in Tk20, be sure to fill out all fields, then scroll to the bottom and click on “Create Account”

   **Note:** Your log-in credentials will be displayed in the window, you will use this to log-in to Tk20

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When your account is successfully created, you will see this screen:

Helpful Resources

Account Details

Congratulations! You have successfully created your applicant account. Your login information is

Username: jsmith0000
Password: jsmith

When you log in, you can create, save, and submit your application.

5. Returning to the login page, your username will be automatically displayed. Enter in your password you just created, click on Login

<table>
<thead>
<tr>
<th>Username</th>
<th>jsmith0000</th>
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<tbody>
<tr>
<td>Password</td>
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6. Once you login you will start the application process, by clicking on “Create New Application”

7. You will select the following application: “TED: Elementary Education BS” then click on “Continue”

Create a New Application for Admission

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10. Complete the form in its entirety. If you wish to save and come back later, click on “Save”; If you are ready to submit for review, click on “Submit”; **IMPORTANT: If you click on “Submit” you will not be able to come back to it for review, it will close at that time.**

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**Once you have submitted your application in TK20 you should not click on the application again to verify your status or to make sure you have submitted everything. If you do, you revoke the submission of your application and it will be removed from the applications to be reviewed list.**