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

The interview is scored as part of the admission process, but it 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.

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. If you are scheduled to take/re-take any portion of the exam, please upload proof of NES Essential Skills registration in place of exam scores. In some cases, you may be provisionally admitted until successful passing of the exams, but you will not be permitted to register for professional sequence coursework or begin student teaching until a successful passing score is achieved. Decisions regarding provisional status are made at the discretion of program faculty.

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

Applications are reviewed against a rubric, and GPA is one of items scored. Higher GPAs are given more weight. The minimum cumulative GPA for full consideration of entrance to the Elementary program is a 2.75 on a 4.0 scale. However, a low GPA alone will not prevent admission to the program.

You must meet the 75 hour minimum credit hour requirement and have taken at least one course in your chosen Diversity/Specialty pathway. In addition, 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.
Department of Teacher Education, Educational Leadership and Policy
Undergraduate Elementary Education Program

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

We look forward to working with you.
Department of Teacher Education, Educational Leadership and Policy
Undergraduate Elementary Education Program

Our application process is designed to obtain documentation from you demonstrating you are a qualified applicant for this program.

Please review all materials in this document 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 email address. Our primary method of communication is via electronic mail; therefore, having a correct, current email address is vital to our admissions process. Please use your UNM email rather than a personal email 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.
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 application submission is reviewed by a faculty committee. The application will be submitted online using Tk20.

Submission 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. Résumés highlighting experience with children are given greater weight than those that do not.

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 is required for admission. Must be uploaded into Tk20.

5. **Identity 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. **Diversity 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 could disqualify your submission 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 Professional Sequence. Final prerequisite courses are taken during the semester your application 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.

The physical appearance of your complete application is an important part of the review and consideration process. Students submitting applications 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
Application 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 application is due on the next University business day.)

Late submissions 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.

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.

NOTE: You will not use your normal Tk20 student account, where you log-in with your UNM Netid and password. You will log-in with an admissions account. If you have already created an “Admissions-Applicant” account, in the past, but have forgotten the password please email coetk20@unm.edu so that they can reset the password for you.

1. Go to the following URL:
   http://coeunm.tk20.com
2. Click on the “Admissions” menu

3. Click on the “Click here to create your account”: 
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 “Submit”

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

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

Good job!

You have successfully created your applicant account. You can now log in to submit your application with the following username:

Username: atest0000

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

6. Once you login you will start the application process, by clicking on “Create New Application”.

7. You will need to complete the “TED: Elementary Education BS” form. Select the form, then click on “Next.”

8. 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 “Create”; IMPORTANT: If you click on “Create” you will have to complete the form in its entirety and will not be able to come back to it for review, it will close at this time.