Applications are considered complete and ready for review when all of the following materials are submitted by the application deadline. We recommend that the completed application and supporting documentation required below be submitted prior to the admission deadline as a complete packet. Missing documentation may jeopardize your ability to proceed with the admission process.

The application deadline for Fall is September 15 and for Spring is February 1. If these dates fall on a Saturday or Sunday, you have until the following Monday to submit your application packet. Applicants to the Combined Bachelor's/Master's with Dual Certification program can apply in the spring semester only (February 1).

- **Completed Application Form**
  The application form must be completed, signed and submitted on or before the deadline for full consideration and can be used to apply to one program only.

- **Unofficial transcripts from all colleges attended, including Montclair State University**
  If you took Advanced Placement courses for college credit, include a transcript/report card indicating grade(s).

- **Copy of official passing test score for Praxis Core, SAT or ACT**
  Submit a score report with a passing score for one of these three standardized tests. If you submitted the SAT or ACT when you were admitted to MSU, submit a photocopy of your score report with your Teacher Education Program application. If you took the Praxis Core, provide a copy of the PDF score report that was sent to you by ETS. Scores cannot be combined from different tests to meet the admission requirement.

- **Letter of recommendation**
  Submit at least one letter of recommendation using the form on page 6. The recommendation must be completed by either 1) a faculty member in the certification area (at MSU or a previous institution) or 2) a faculty member in the College of Education and Human Services. The recommendation must be submitted in a sealed envelope with your application. **Make the request of your recommender several weeks prior to the application deadline, if not the prior semester, to ensure they have sufficient time to complete your recommendation.** You may submit an optional second letter of recommendation from a supervisor of a job where you have had experience working with children.

- **Admission Essay(s)**
  For all essays, the admission committee seeks an organized, well-developed writing sample that demonstrates your critical thinking abilities, command of the English language and use of grammar. The prompts for all three essays can be found on page 5 of the application.
  - **All Applicants** must provide a 500-word reflective essay that draws on the Teacher Education Program’s Portrait of a Teacher, located at https://www.montclair.edu/media/montclairedu/cehs/documents/Portrait-of-a-teacher.pdf
  - **Combined Bachelor’s/Master’s with Dual Certification Program Applicants** must submit an additional 3-4 page essay that draws on your desire to pursue this dual certification program.
  - **Supplemental Applicants** must submit a statement of a minimum of 250 words. This is required for:
    - Single certification applicants with an overall GPA that is lower than 3.0 and higher than 2.75.
    - Combined Bachelor’s/Master’s with Dual Certification Program applicants with an overall GPA that is lower than 3.25 but higher than 3.0.
    - Applicants whose major GPA falls within 0.25 points below the requirement. To see major GPA requirements, go to [http://www.montclair.edu/cehs/academics/centers-and-institutes/cop/teacher/undergrad/](http://www.montclair.edu/cehs/academics/centers-and-institutes/cop/teacher/undergrad/).

- **Resume**
  Submit a professional, well-organized resume that demonstrates your work experience and skills. Of particular interest is prior work with children, work in a diverse and/or community setting, volunteer work and leadership experience. Students who would like guidance on resume writing or a critique of a current resume should contact the CEHS Office of Career Services via email at cehscareer@montclair.edu or by phone at 973-655-7866.
Next Steps

After submission and evaluation of admission applications, qualified applicants will be required to participate in the following activities:

- Writing an impromptu essay
- Interviewing with faculty members
  - For your interview, be prepared to speak about the Portrait of a Teacher, the role of education in a democracy, and diversity. Strong verbal and non-verbal communication skills and professional dress also are areas on which to focus.

Interview preparation sessions will be available to assist you with the interview process.

Dates, times and locations of admission activities and interview preparation sessions will be provided to you when you submit your application.

Admission decisions are generally made within 10 weeks after the application deadline date. Applicants are notified via email and letter.

For More Information:

If you have any questions regarding the application process for the Teacher Education Program, please call (973) 655-4262 or visit us in University Hall, Room 1160 at Montclair State University.
Teacher Education Program
Application for Admission

Applicant Information

Full Name: ________________________________ CWID#:

Last First M.I.

Permanent Address:

Street Address ____________________________________________ Apartment/Unit #

City __________________________ State __________ ZIP Code __________

Campus Address: ___________________________________________

MSU Email: _______________________________________________ Personal Email:

Cell Phone: _______________________________________________ Other Phone:

Major: ___________________________________________________ Overall GPA: ___________ Major GPA: __________

Select the program to which you are applying:

[ ] Single Certification
[ ] Combined Bachelor’s/Master’s with Dual Certification in Teacher of Students with Disabilities

Select a certification area & indicate if you are also applying for TESL certification:

[ ] Early Childhood: Preschool – Grade 3
[ ] Elementary: Kindergarten – Grade 6
[ ] Secondary: Preschool – Grade 12
[ ] Additional Certification: Teaching English as a Second Language

Education

Are you a transfer student? [ ] Yes [ ] No If yes, from which institution are you transferring?

List other colleges you have attended:

College: __________________________________ State: __________________________

From: ________ To: ________ Did you graduate? [ ] YES [ ] NO Degree: __________________________

College: __________________________________ State: _________________________

From: ________ To: ________ Did you graduate? [ ] YES [ ] NO Degree: __________________________
## Coursework

Indicate all prerequisite and major coursework that you have completed.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester</th>
<th>Earned Grade</th>
<th>Institution where course was taken</th>
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</thead>
<tbody>
<tr>
<td>PYSC 101</td>
<td>General Psychology</td>
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<tr>
<td>CMST 101</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>ECEL 200</td>
<td>Perspectives in Early Childhood Elementary Education in a Democracy</td>
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<tr>
<td>FCST 214</td>
<td>Child Development I</td>
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</table>

### List 3 courses (9 credits) of the highest level of courses you have taken in your major

(Family and Child Studies majors may count Child Development I as one of the 9 credits required for major courses)

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<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester</th>
<th>Earned Grade</th>
<th>Institution where course was taken</th>
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### Content Addendum Courses

At MSU you are required to take at least two courses per content area and earn B- or higher. Please list coursework in the content area for which you’ve earned a B- or higher.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Number and Name</th>
<th>Semester</th>
<th>Earned Grade</th>
<th>Institution where course was taken</th>
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<tbody>
<tr>
<td>Science</td>
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<td>Science</td>
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<td>Social Studies</td>
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<td>English</td>
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<td>English</td>
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</table>

### Secondary (P-12) Applicants

(Single and Dual Certification Programs)

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<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester</th>
<th>Earned Grade</th>
<th>Institution where course was taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDFD 200</td>
<td>Psychological Foundations of Education</td>
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<td>EDFD 220</td>
<td>Philosophical Orientation to Education</td>
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<td>EDFD 221</td>
<td>Historical Foundations of American Education</td>
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<tr>
<td>SASE/EDFD 210</td>
<td>Public Purposes of Education: Democracy and Schooling</td>
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</table>

### List 3 courses (9 credits) of the highest level of courses you have taken in your major

(Math majors must have completed 11 credits including Calculus I and II and an additional course that requires Calculus II as a prerequisite)

<table>
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<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester</th>
<th>Earned Grade</th>
<th>Institution where course was taken</th>
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</table>
Admission Essay to be completed by all applicants

All essays should be double spaced in Times New Roman font. Please include your name and CWID number on the top right corner of each page.

Montclair State University’s Teacher Education Program is committed to the development of teachers who exemplify certain knowledge, skills and dispositions that will help them prepare well-educated students who will pursue their interests, lead meaningful and productive lives, and become active participants in a socially just democracy. This philosophy is embodied in the MSU Portrait of a Teacher.

In keeping with what you know about the Portrait of a Teacher, please craft an essay of 500 words or fewer that reflects on the following statement.

All teachers are increasingly responsible for teaching children of all backgrounds including children who are from diverse racial, ethnic, socioeconomic, and linguistic backgrounds. Envision yourself as a teacher or reflect on your own experience as a student in a classroom and discuss what opportunities might such diversity present to you in the classroom.

Combined Bachelor’s/Master’s Program Applicants must complete the additional essay below.

The Combined Bachelor’s/Master’s Program with Dual Certification strengthens the preparation of teacher candidates to instruct students with a range of abilities, learning needs, and backgrounds who will be assigned to their classrooms. MSU’s philosophy of inclusive education supports this approach. According to this philosophy:

- Belonging and membership are emphasized in the classroom, school, home, community, and society.
- There is rich diversity in every classroom which reflects the real world; inclusive practices support and are highly responsive to this diversity.
- Differences between human beings are a natural and valued part of diversity which can include disability, ethnicity, race, language, economic status, health status, sexual orientation, gender identity, etc.
- Professionals, families, and children learn with and from one another within the school community; meaningful and individualized participation and achievement of all students are shared outcomes.
- Inclusive education is part of a wider strategy to promote an inclusive society.

In a cohesive essay of 3-4 double-spaced pages, please respond to this philosophy, addressing the following questions: Why are you interested in obtaining dual certification in Early Childhood Education or Elementary and Teacher of Students with Disabilities? What personal characteristics or experiences led you to pursue this type of program? How does this unique program address your career goals?

Supplemental Applicants must provide the following written statement.

The State of New Jersey Department of Education requires that all students admitted to teacher preparation programs have a minimum overall GPA of 3.0. Additionally, there are Program GPA requirements for each major and the Combined Bachelor’s/Master’s with Dual Certification Program. Applicants with an overall or major GPA that falls within 0.25 points below the requirement must provide the admission committee with an explanation of any extenuating circumstances that explain why your GPA is below the requirement. On a separate sheet of paper, please address how you plan to improve your GPA if admitted to the Program. Your statement should be a minimum of 250 words.

Signature Requirement of All Applicants

I certify that the information I submit is true and complete to the best of my knowledge. I understand that falsification of any information on this application or in support of this application could jeopardize acceptance and enrollment in the MSU Teacher Education Program. Further, I understand that any documentation that is submitted with this application becomes the property of Montclair State University and cannot be returned under any circumstances.

Name that appears on your school records (please print)________________________________________

Signature ____________________________ Date ____________________________
Letter of Recommendation

Student Information (to be filled out by the student)

Please complete this section, then deliver or mail this form, with a self-addressed envelope to your recommender. Ask the individual to return the form to you in the envelope with his/her signature across the seal. Do not open the envelope or break the seal. Submit the sealed envelope with your application.

Name of student: ______________________ Phone: ______________________
CWID#: ______________________ Major: ______________________
Check one: □ I waive my right to review this reference □ I do not waive my right to review this reference
Applicant signature: __________________________________________________________

Recommender information (to be filled out by the recommender)

Please affix your signature across the sealed flap of the envelope and return it to the applicant who will submit it with his/her application packet. If the applicant does not sign the above waiver, right of access to this recommendation is not waived.

Name: ______________________ Position or Title: ______________________
Company or Institution: ______________________ E-Mail: ______________________
How long have you known the applicant? ______________________ In what capacity?

We appreciate your taking the time to reflect on this applicant to our Teacher Education Program. At Montclair State University, we believe that in addition to content knowledge and communication skills, there are certain dispositions that characterize a successful teacher. According to your knowledge of the applicant, please rate the applicant among students with whom you’ve been acquainted.

<table>
<thead>
<tr>
<th>Skills/Dispositions</th>
<th>Outstanding (top 5%)</th>
<th>Excellent (top 15%)</th>
<th>Good (top 3rd)</th>
<th>Average (middle 3rd)</th>
<th>Poor (bottom 3rd)</th>
<th>Unable to determine</th>
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<tbody>
<tr>
<td>Written communication skills</td>
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<td>Oral communication skills</td>
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<td>Understanding of major concepts and principles of discipline taught</td>
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<td>Critical thinking and reflectiveness</td>
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<td>Commitment to teaching all children</td>
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<td>Respect for diversity</td>
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<tr>
<td>Leadership</td>
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I recommend this student to the Teacher Education Program  YES □ YES, with reservations □ NO □

Please provide any additional comments below or on the back of this form that will help us in knowing more about your recommendation.

__________________________________________________________

Signature of the recommender: ______________________ Date: _______________