APPLICATION CHECKLIST
Department of Education
Undergraduate Teacher Education Program
Master of Arts in Teaching Program
Post-Baccalaureate Teacher Education Program (Licensure Only)
EQuAL Program (Educators Quality Accelerated Licensure Program)

1. Completed *Application Form*. Please make sure that we receive this before or with any other on materials. You must be qualified for your requested licensure track (see *Choosing a Licensure Track).*
2. $35 application fee payable here.
3. Two Recommendation Forms. Personal references (friends, family) are not appropriate.
4. Official test scores for: Praxis CORE test (Reading, Writing, & Math sections)
5. **TWO** Official transcripts from all colleges/universities attended. Student copies will not be accepted. The transcript must be sent directly from the college/university to CBU Graduate and Professional Studies.
    a. Note: If you have not graduated yet, you should request one transcript be sent immediately and request two transcripts to be sent after graduation. Most colleges/universities will allow delineation on of when the transcript should be sent.
6. Autobiography essay (1-2 pages). This essay should describe your personal background, history, work, activities, interests, and influences. Why do you want to be a teacher?
7. Philosophy of Teaching essay (1-2 pages). Some suggested topics include (you do not need to address all of these):
    a. The purpose of schooling in society
    b. The role of learning in the life of a person
    c. The educational needs of today's students
    d. The kind of curriculum that is important in the 21st century
    e. How children and young people learn best
    f. What constitutes effective teaching
    g. The role of the teacher in today's society
    h. The qualities that characterize excellence in teaching
    i. Challenges facing today's schools
8. Goals essay (1-2 pages). This essay should describe your goals in gaining a graduate degree and/or licensure.
9. Background Check and Fingerprinting (see *Background Check and Fingerprinting Instructions).*

See also: Navigating the Application and Admission Process.

Send all items on this checklist To:

Please use our online application found at: **https://www.cbu.edu/mat**. Application materials can be uploaded from the application.

Deadlines for Complete Application
For January Entry: November 1st
For June Entry: April 15th
For August Entry: July 15th