University of Montana Teacher Education Program

Early Childhood Education Endorsement (Grades P-3)

Graduate Certificate

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| Date of Application: |  |
| UM Student ID: |  |
| Legal Name: |  |
| Mailing Address: |  |
| Phone Number: |  |
| Official UM Email Address: |  |
| Personal Email Address: |  |
| Undergraduate Degree Information: | BA, BS:  |
| Subject: |
| Institution: |
| Year: |
| Cumulative GPA: |
| Graduate Degree Information: | MEd, MA, MS:  |
| Subject: |
| Institution: |
| Year: |
| Cumulative GPA: |
| Additional Degree/Education Information (if applicable): |  |
| Montana Teaching License Information: |  Class 2 Standard Class 1 Professional |
| Endorsement:Content Areas: |

Note: This application is only for use by 1) currently licensed elementary teachers who already hold a master’s degree in education or an education-related field and are seeking an endorsement in early childhood education at the graduate level, or 2) currently licensed elementary teachers who are only interested the early childhood education endorsement and not a full master’s degree at this time.

## Application Requirements Checklist:

* UM Graduate School application. You will need to apply to UM for the ECE Graduate Certificate via the [Graduate School Website](http://www.umt.edu/grad/Apply/default.php).
* Letter of interest describing your academic and professional goals.
* Current resume
* Official Transcripts showing your bachelor’s and master’s degrees (if applicable)
* Two letters of recommendation attesting to your recent professional or academic performance.

## ECE Academic Advising Meeting/Conversation

You must speak with a faculty or staff member in the early childhood education program prior to review of this application to indicate readiness, need and eligibility for this graduate certificate program. Please indicate the person with whom you have spoken and approximate date of that meeting or conversation.

Assistant Professor Allison Wilson

LAB Preschool Director Kristin Dahl Horejsi

Education Program Academic Advisor

Licensure Manager Kristi Steinberg

## Background Check Materials

Results of a national fingerprint-based background check must be received before this application is considered complete. [Background Check Instructions](http://www.coehs.umt.edu/departments/currinst/documents/Fingerprint%2520Instructions%2520Out%2520of%2520Area%2520Sept%25202016.pdf)

Additional information regarding the background check policy, process, and applicant rights are available in both the Teacher Education Program Application and TEP Policy Handbook found on the [Forms](http://coehs.umt.edu/departments/currinst/forms.php) page of the Department of Teaching & Learning website.

The other three documents listed below are submitted as part of this application packet.

* [Initial Background Screening Form](http://www.coehs.umt.edu/departments/currinst/documents/Initial%20Background%20Screening%20Form%20Graduate%20Students%20Oct%202012.pdf).
* [Background Check Authorization Form](http://www.coehs.umt.edu/departments/currinst/documents/GradCURRForms/Background%20Check%20Authorization%20Form.pdf).
* [Application and Notice NCPA VCA Form](https://coehs.umt.edu/departments/currinst/documents/GradCURRForms/NCPA%20VCA%20Consent%20to%20Fingerprint%20Background%20Check%20TEP%20App.pdf). This form is confidential. Please place it in a sealed envelope with your name on the outside and submit it with your other application materials.

## Upon completion, submit this form and the required documents to:

Teacher Education Services, Department of Teaching & Learning

University of Montana, 32 Campus Drive

Missoula, MT 59812

You will receive notification regarding admission via the email address provided.

#### **Office Use Only**

ECE Signature and Date:

Background Check Date Received and Reviewed: