



MEd Secondary Education Endorsement and Transcript Analysis Form

Message to School of Education Candidate:

Complete this ENTIRE form only if you seek to enter the MEd in Secondary Curriculum, Instruction and Assessment: Teacher Licensure program. If you are NOT seeking to enter this program, please disregard this form.

Candidates in the MEd in Secondary, Curriculum, Instruction and Assessment: Teacher Licensure program are required to complete the entire *Secondary Education Endorsement and Transcript Analysis Form* as part of the Master of Education admissions requirements. JIU is required to report endorsement area information to both the State of Colorado and the U.S. Department of Education.

Upon completion of this form, save an electronic copy and email it to the JIU Registrar at inregistrar@international.edu within 8 weeks of your start date.

In order to complete this form, you will need a copy of all of your college transcripts. If you have any questions while completing this form, please contact your Student Support Counselor.

If you change your endorsement area at any point prior to graduation, you must re-submit a new, completed copy of this form to your SSC, who will submit the request to the Dean's Office. Note that approval from the Dean of the School of Education will be required prior to changing your endorsement area.



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School of Education Candidate Information		
Candidate's Legal First Name:	Candidate's Legal Last Name:	Date:
Last four digits SS#s:	Name while attending institution (if different):	

Instructions:

Please check **ONE** box next to the endorsement area in which you plan to seek licensure and teach upon graduation from JIU. If the name of the endorsement below does not precisely match the name of your endorsement in your state, please choose the endorsement that most closely matches your area. If you are unsure, please consult your state's licensure department for clarification.

Secondary Endorsement Area					
USDE	CDHE	Endorsement	USDE	CDHE	Endorsement
<input type="checkbox"/>	40 02	Agriculture & Renewable Natural Resources	<input type="checkbox"/>	12 13	Latin
<input type="checkbox"/>	28 03	Art	<input type="checkbox"/>	35 22	Marketing Education
<input type="checkbox"/>	34 06	Business Education	<input type="checkbox"/>	04 23	Mathematics
<input type="checkbox"/>	30 08	Drama	<input type="checkbox"/>	29 24	Music
<input type="checkbox"/>	07 11	English	<input type="checkbox"/>	32 28	Physical Education
<input type="checkbox"/>	36 12	Family and Consumer Studies	<input type="checkbox"/>	14 13	Russian
<input type="checkbox"/>	08 13	French	<input type="checkbox"/>	05 34	Science
<input type="checkbox"/>	10 13	German	<input type="checkbox"/>	06 35	Social Studies
<input type="checkbox"/>	31 14	Health	<input type="checkbox"/>	09 13	Spanish
<input type="checkbox"/>	51 16	Instructional Technology	<input type="checkbox"/>	19 37	Speech (communications, not speech pathology)
<input type="checkbox"/>	11 13	Italian	<input type="checkbox"/>	37 53	Technology Education
<input type="checkbox"/>	15 13	Japanese			

Signature: _____ **Date:** _____

Registrar: _____ **Approved/Not Approved:** _____

Comments:

Dean Approval: _____ **Date:** _____



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Instructions:

Carefully review the admissions requirements for the MEd in Secondary Curriculum, Instruction and Assessment: Teacher Licensure program found on the following JIU website: <http://www.jiu.edu/admissions>.

Work with your Student Support Counselor to understand fully the types of credits required for your endorsement area. If you seek licensure in either **science or social studies**, please pay special attention to the requirement details for your endorsement area. Your requirements are different depending on whether you are seeking a single teachable endorsement discipline (e.g., biology, chemistry, history or psychology) or a general science or general social studies endorsement.

Directions:

1. Based on the secondary endorsement area you chose on the Secondary Endorsement Form on page 1, please complete the tables below. Note: if you seek a single subject endorsement area in science or social studies, you will need to specify the single subject below, even if it wasn't included in the list on the Secondary Endorsement Form.
2. Review all of your college transcripts for credits related to your endorsement area before completing the form.
3. Carefully complete the two tables by typing in your information based on the guidance below.
4. Save the form when you are finished.
5. Print the form and sign it.
6. Fax the entire signed document (with all forms and tables completed) to the Registrar's office at 303.784.8547 or scan and email the form to inregistrar@international.edu.

Guidance:

1. Ensure all relevant official transcripts are submitted to JIU. Connect with your Admissions Counselor for more information about how to submit official transcripts.
2. If JIU does not receive official transcripts for the courses indicated below, JIU will not be able to count those courses towards the 30 credit requirement.
3. Enter the course titles exactly as they appear on your transcripts.
4. You may only count courses you successfully passed and for which you received credit. You may only count a course once.
5. Advanced Placement (AP), CLEP, and DANTE test credit will be accepted if it is awarded by the college and is indicated on the transcript. For example, if you received credit for a history and/or political science course based on a CLEP or DANTE test, and it was accepted by your institution toward a bachelor's degree, and the credits are reflected on your transcript, then JIU will accept the CLEP or DANTE credits represented on the transcript in lieu of completing the class for a secondary endorsement in social studies.
6. You may need to submit course descriptions or syllabi for courses where there is not a clear match between the course title and your designated endorsement/subject area (e.g., Assessment 101 for Psychology).
7. One quarter hour equals .6667 semester hours. To convert quarter hours into semester hours, divide quarter hours by 1.5. Since JIU requires 30 semester hours, students will need to have at least 45 quarter hours to meet the admissions requirement.
8. Up to 6 semester hours of teacher prep work related to your endorsement area will be accepted. The remaining 24 semester hours will be general education courses applicable to your endorsement (see [Admissions](#) page).



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College Contact Information			
All schools from which coursework is used toward meeting the admissions requirement of 30 semester hours must be listed.			
Example College	Teachers College, Columbia University	525 West 120 th Street New York, NY 10027	212-678-3000
	NAME	ADDRESS	PHONE
College #1			
	NAME	ADDRESS	PHONE
College #2			
	NAME	ADDRESS	PHONE
College #3			
	NAME	ADDRESS	PHONE
College #4			
	NAME	ADDRESS	PHONE
College #5			
	NAME	ADDRESS	PHONE



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*****Up to 6 semester hours of teacher preparation work related to your endorsement area will be accepted*****

Course Number	Course Name	Abbreviation of College Name	Number of Semester Hours	For JIU Associates Only (approved credit hours)
A & HB 4028	Teaching Literacy in Bilingual Settings	TC/CU	3	
			Total Approved Semester Hours: (Must equal a minimum of 30 semester hours)	