

***Instructions for Applying to the  
Early Childhood Education Program***

***Attendance at an application orientation meeting is required for all applicants in Utah and at BYU-Idaho.***

<b>Orientation Meeting</b>		<b><i>Livertext</i> Meeting</b>		<b>Technology Skills Assessment Window</b>
October 22	11:00am	October 23	12:00pm	October 22 – November 30
December 3	3:00pm	December 4	12:00pm	December 3 - 18
January 6	3:00pm	January 7	11:00am	January 6 - 15

Note in the table above your time to register for *LiveText*, a web-based service, which will be used in the application process, *and* the window in which you are expected to complete the Technology Skills Assessment (TSA). ). These times are based upon the orientation meeting you attend. All meetings are in 180/185 MCKB on the BYU campus.

*You must be on-time. Late arrival will require you to attend another session.*

You will not be able to complete the application or TSA without *LiveText* registration.

If you are serving a mission, participating in a study abroad program, or attending a distant institution, please contact:

Dr Rodney S. Earle  
Admissions Chair  
[rodney\\_earle@byu.edu](mailto:rodney_earle@byu.edu)

Dr. Earle will make arrangements with you regarding *LiveText* registration.

*For information about internships and student teaching options go to our Frequently Asked Questions at <http://education.byu.edu/ted/faqs.html>*

*Updated: October, 2009*

BRIGHAM YOUNG UNIVERSITY ✦ DEPARTMENT OF TEACHER EDUCATION  
**APPLICATION FOR THE EARLY CHILDHOOD EDUCATION PROGRAM**

*Application Deadlines: September 15 for admission Winter Semester January 15 for admission Fall Semester*

PERSONAL IDENTIFICATION			
Last Name, First Name, Middle (Maiden)		Social Security #	
Program Entry Semester <b>FALL 2010</b>	Cohort Entry Semester <b>FALL 2011</b>	BYU ID #	
CURRENT LOCAL MAILING ADDRESS:			
EMAIL ADDRESS (MUST BE KEPT CURRENT):			
Number and Street			
City,	ST	ZIP	Current Telephone
ADDITIONAL INFORMATION			
Gender <input type="checkbox"/> female <input type="checkbox"/> male	Foreign languages (fluent): _____ _____	Have you applied previously to the ECE or EIED program? <input type="checkbox"/> no <input type="checkbox"/> yes When? _____	
Are you transferring at the time of this application? <input type="checkbox"/> yes <input type="checkbox"/> no Institution: _____	Have you completed or are you completing an Associate's degree*? <input type="checkbox"/> no <input type="checkbox"/> yes Date received _____ Institution _____ <i>*Completing two years at BYU main campus does not constitute earning an Associate's degree.</i>		
Please list all colleges or universities you have attended (besides BYU):			
Are you an international student with an F-1 visa? <input type="checkbox"/> yes <input type="checkbox"/> no		Are you a non-native English speaker? (See p. 3) <input type="checkbox"/> yes <input type="checkbox"/> no	
If applicable, please indicate any minors you are working on: _____			
Do you have a minor clearance form on file in the Education Advisement Center? <input type="checkbox"/> yes <input type="checkbox"/> no			
LiveText forms completed: <input type="checkbox"/> PIBS <input type="checkbox"/> Candidate Dispositional Scale <input type="checkbox"/> Arts Experiences Self Report		Please indicate your race/ethnicity (mark only one): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black, non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White, non-Hispanic <input type="checkbox"/> Multiracial/Other (specify): _____	
These courses must be completed <i>prior to or concurrent with</i> application for admission to the program. <b>Note that admission is conditional until successful completion of these courses.</b> <input type="checkbox"/> SFL 210 Grade: _____ <input type="checkbox"/> SFL 221 Grade: _____ <input type="checkbox"/> SFL 240 Grade: _____			
Are you applying from the mission field? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, when is your release date? _____			
FOR OFFICE USE ONLY			
ABC Report: yes no	Cum Hours:	Technology Form: yes no	Exploratory Experience Essay/Log Sheet: yes no
Major Code:	BYU Hours:	Student Work Consent Form: yes no	TOEFL Scores: N/A yes no
Cum GPA:	Graduation Plan: yes no	Data Consent Form: yes no	Complete: yes no
BYU GPA:	Conditions Form: yes no	Fingerprint Authorization Form: yes no	Received by: _____ Date: _____

Submit the application to the secretaries in the Department of Teacher Education, 201 MCKB, Brigham Young University, Provo, UT 84602. **It must be received by 5 pm on the deadline date.** Applicants may be called in for an interview with members of the admissions committee.

## English Proficiency Requirements

Non-native English speakers, including United States citizens and permanent residents, are required to submit official scores of the Test of English as a Foreign Language (TOEFL) **internet-based test (iBT)**.

The TOEFL exam is administered by the Educational Testing Service numerous times each year throughout the world. For more information about testing centers, check the TOEFL website (<http://web1.toefl.org>).

### Minimum Required TOEFL Scores for Teacher Education at BYU

*Note: The internet-based (iBT) test is required because of the speaking component.*

**Reading:** 22  
**Writing:** 24  
**Listening:** 22  
**Speaking:** 26

BYU offers an intensive English language program to help students improve their English proficiency. Students in this program are not regular matriculated university students but do have access to university facilities. If you would like to receive information about this program, go to <http://www.elc.byu.edu/>.

Name: \_\_\_\_\_

BYU ID: \_\_\_\_\_

Your scores:

Reading: \_\_\_\_\_ Writing: \_\_\_\_\_ Listening: \_\_\_\_\_ Speaking: \_\_\_\_\_

*Attach a copy of your TOEFL documentation.*

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## INFORMATION FOR APPLICANTS TO THE EARLY CHILDHOOD EDUCATION PROGRAM

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### PLEASE PAY SPECIAL ATTENTION TO THE FOLLOWING ITEMS:

- Review the essential functions of an elementary/ECE teacher developed by one school district to obtain a sense of the physical, mental, and emotional demands on a teacher. Go to <http://education.byu.edu/ted/pdf/elementary.pdf>
  - Incomplete applications will *not* be reviewed.
  - Candidates must adhere to the University Dress Code.
  - Preference is given to applicants with higher grade point averages, higher grades in the required prerequisite courses, and completion of all General Education courses except for ENG 313.
  - Basic technology competencies are required of all candidates. Assess your skills at <http://education.byu.edu/technology/index.html> Follow all instructions carefully. Complete all assignments in the TEC Lab (180 MCKB). Each section of the Technology Skills Assessment Certificate must be stamped. Submit this form with your application.
  - If accepted, you must enter the program the semester that you applied for. If you are planning on serving a mission at the time of application, please apply for the first semester you will be back.
  - Each applicant may apply twice.
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## CHECKLISTS

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### PRIOR TO SUBMITTING YOUR APPLICATION:

- ❑ Be a declared Early Childhood Education major
- ❑ Attend an application meeting.
- ❑ Access your *LiveText* account. Complete the Professional and Interpersonal Behavior Scale (PIBS) and the Candidate Dispositions Scale on *LiveText*. Instructions are on the next page. *Your responses on these forms will not be used in the admissions process but will provide baseline data for your progress in the program.*
- ❑ Apply for fingerprinting **before** submitting your application.
  - Go to: [www.utah.gov/teachers](http://www.utah.gov/teachers). Click on: Background Check & Initial Licensure.
  - Read and fill out the information: Be sure the address you enter is a **permanent** address and the university you enter is **Brigham Young University**. Use your U.S. social security number. International students must check with the EAC in 120 MCKB.
  - Pay the \$69.00 fee with a major credit card.
  - Generate the LiveScan authorization form from the Utah State Office of Education at the end of this process.
  - Bring your authorization, a government issued photo ID, and \$10.00 (on your signature card) to 120 MCKB.
  - Include a copy of your authorization form with your program application.
  - You have **60 days** from the date on the LiveScan authorization form to have your fingerprints taken. If you go beyond the 60 days, you must start the process again and pay an additional \$69.00.

### SUBMITTING YOUR APPLICATION

Place the following items **in the listed order** in an 8 1/2 inch by 11 inch, 1/3 cut tab, manila file folder (not an envelope) with your last name, first name, and BYU ID number written on the tab:

- ❑ 1—Application for the Early Childhood Education Program
- ❑ 2—Current copy of MyMAP Progress Report from BYU or current graduation progress report or unofficial transcript if applying from another university—multiple pages should be stapled. [To get to MyMAP, log in to Route Y. On the menu under School, select MyMAP, then select Plan MyMAP. Lastly select and print your Full Progress Report.]
- ❑ 3—Graduation Plan. Use attached form to list all remaining classes and proposed semesters. ***Must be signed by an advisor in the Education Advisement Center.***
- ❑ 4—Conditions of Continuing Enrollment form (signed and dated)
- ❑ 5—Technology Skills Assessment Certificate (include ID# and e-mail)
- ❑ 6—Consent Form for Use of Student Work (signed, witnessed, and dated)
- ❑ 7—Consent Form for Obtaining Data from Future Employer(s) (signed, witnessed, and dated)
- ❑ 8—A Copy of the Fingerprint Authorization Form
- ❑ 9—A Copy of TOEFL Documentation (if applicable)
- ❑ 10—Exploratory Experience written response and log sheet (include name and ID#)

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## ***LIVETEXT* INSTRUCTIONS**

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**Sign up for a *LiveText* account following the application meeting you attend.**

**How to login to *LiveText*:**

- (1) Open an internet window (if on a PC use Internet Explorer, if on a Mac use Mozilla)
- (2) Go to <http://college.livetext.com>
- (3) Sign in with your username and password in the upper left-hand corner. Your *LiveText* username and password may be different from your Route Y ID and password, depending on how you registered. If you have forgotten your password, click on the button labeled “Login help?” and follow the instructions from there.

**Names of Forms** will start with:

- **PIBS – SE...**
- **CDS...**
- **Arts Experiences...**

(If any of the forms do not appear in your *LiveText* account, inform a member of the *LiveText* Team in 180 MCKB. There are 3 forms Total.)

**To Fill-Out Forms:**

- (1) Login to *LiveText*
- (2) Select “Forms” under “Tools” on the lower left-hand side.
- (3) Click on the button labeled “complete” to the right of the form you are filling out (it will *always* say “complete” whether it has been filled out or not).
- (4) Respond to the questions.
- (5) Submit form by clicking “Save form data” (if you do not finish filling out the form in one sitting, you can save the form and return later to complete it, just be sure to save it each time you leave it).
- (6) Once you’ve saved, you are done with that form (when you click the save button the information you’ve filled out on the form is automatically sent to the appropriate account for reviewing).
- (7) To complete the other two forms, follow the same process (steps 2-6).

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**CONDITIONS OF CONTINUING ENROLLMENT**

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On condition of being accepted into the BYU Early Childhood Education program, I agree to dress professionally by adhering to the University Dress Code. I agree to adhere to all applicable University and program policies and procedures, which include, but are not limited to, completing the program within four consecutive semesters. I agree to enter the program the semester I am accepted, except for a deferral for a mission or medical reasons.

Further, I understand that if my major GPA drops below 2.85 or if I receive a grade below C- in any of my classes in the four semester program sequence, I will not be allowed to continue in the program. Finally, I understand that I will be evaluated academically, professionally, and in my field experiences. If the faculty with whom I work ultimately determines I am not qualified to teach in the public schools, I will not be allowed to continue in the program.

I understand that it is my responsibility to plan for and arrange transportation to and from assigned partnership school sites for practica and student teaching experiences. BYU takes no responsibility for these arrangements. I understand that I will be placed in a district and a school as determined by the program. Requests for a specific placement location will be considered only under extreme extenuating circumstances. The partnership districts are Alpine, Jordan, Nebo, Provo, Salt Lake Urban, and Wasatch.

I have carefully reviewed departmental policies and procedures found on the departmental website at [http://education.byu.edu/ted/student\\_info](http://education.byu.edu/ted/student_info)

I recognize that it is my responsibility to immediately update my personal information (Name change, Current Mailing Address, and Email) with the full-time secretaries in 201 MCKB. I am accountable for 1) staying current in program information and 2) the consequences that accompany information not received because of my failure to change my personal information.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_





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## INFORMATION FOR THE EXPLORATORY EXPERIENCE

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*Below is important information regarding a critical part of the application process—the Exploratory Experience. Please review this information carefully.*

### ECE EXPLORATORY EXPERIENCE

*For detailed instructions, go to: [education.byu.edu/ed/early\\_childhood.html](http://education.byu.edu/ed/early_childhood.html)*

In summary, after observing three different educational settings, you will submit a written response with your application (about three double-spaced typed pages). Your written response will be evaluated using the attached “*Exploratory Written Response Rating Scale*.” Use this rating scale to prepare your written response. Your written response should include the following:

1. Begin with a brief autobiographical summary statement no longer than one paragraph.
2. Briefly describe the educational settings in which you participated and how your time was used in each.
3. **Reflect on how these experiences affected you; what meaning you made of them; what you learned about yourself and the challenges and rewards of teaching.**
4. Include insights gained from your interviews with teachers and/or administrators.
5. Submit your log sheet and written response with your completed application.

**EXPLORATORY WRITTEN RESPONSE RATING SCALE**

*To be used by members of the ECE Admissions Committee.*

<b>A. RESPONSE QUALITY AND WRITING SKILLS</b>		
1	2	3
1	2	3
4	5	5
<p><b>INEFFECTIVE</b> Answers are off-task and discourage reading. Responses are unrelated to questions. Incorrect, confusing, or ambiguous mechanics frequently interfere with meaning; distracting accumulation of errors. No apparent organizing pattern, lack of transitions, no sense of progression.</p>	<p>Responses partially answer questions but are diluted by extraneous material or lack depth. Mechanical problems occasionally interfere with meaning: somewhat distracting accumulation of minor errors. Sense of beginning, middle, and end, though one or more of these do not adequately contribute to the whole; lack of clear topic in some paragraphs.</p>	<p style="text-align: right;"><b>EFFECTIVE</b></p> <p>Responses invite reading; strong sense of purpose controls all elements; communicates effectively and efficiently. Punctuation, capitalization, spelling, and grammar are used consistently and effectively to enhance meaning. Main idea that generates and unifies essay, paragraphs well organized with smooth transitions.</p>
<b>B. TEACHING MATURITY AND READINESS</b>		
1	2	3
1	2	3
4	5	5
<p><b>INEFFECTIVE</b> Many responses raise concerns about the candidate's relationship skills, background, or ability to succeed as a teacher.</p>	<p>Responses may raise some concerns about the candidate's suitability for teaching, but do not suggest serious problems.</p>	<p style="text-align: right;"><b>EFFECTIVE</b></p> <p>Responses show a high level of maturity and suggest the candidate is unusually qualified by personality, background, and skills to be successful as a teacher.</p>
<b>C. REFLECTIVENESS AND PROBLEM SOLVING SKILLS</b>		
1	2	3
1	2	3
4	5	5
<p><b>INEFFECTIVE</b> Shows little or no reflective thought. Is unable to detect patterns, interpret experience, demonstrate learning or make plans for improvement.</p>	<p>Shows some level of reflectiveness. Is able to see some patterns and demonstrates some capacity for learning from experience.</p>	<p style="text-align: right;"><b>EFFECTIVE</b></p> <p>High degree of reflectiveness. Able to see patterns, analyze what is happening, and make improvements based on experience.</p>
<b>D. INTERPERSONAL SKILLS AND RELATIONSHIPS</b>		
1	2	3
1	2	3
4	5	5
<p><b>INEFFECTIVE</b> Responses raise major concerns about the candidate's relationship skills.</p>	<p>Responses may raise some questions, but do not suggest serious problems.</p>	<p style="text-align: right;"><b>EFFECTIVE</b></p> <p>Candidate displays a high level of relationship skills; appears well qualified in handling interpersonal challenges.</p>
<b>E. ATTITUDES AND DISPOSITIONS</b>		
1	2	3
1	2	3
4	5	5
<p><b>INEFFECTIVE</b> Responses suggest attitudes that may hinder teaching, learning, and professionalism.</p>	<p>Reports some evidence of possessing dispositions appropriate for teaching.</p>	<p style="text-align: right;"><b>EFFECTIVE</b></p> <p>Displays highly favorable attitudes and dispositions conducive to success as a teacher; teachable.</p>
<b>F. OVERALL EVALUATION OF EXPERIENCE</b>		
1	2	3
1	2	3
4	5	5
<p><b>INEFFECTIVE</b> Candidate completed few of the requirements and procedures of the Exploratory experience including: the selection of suitable settings, time required in the settings, interviews, completed log sheet, and all components of the written report.</p>	<p>Candidate completed some of the requirements and procedures of the Exploratory experience including: the selection of suitable settings, time required in the settings, interviews, completed log sheet, and all components of the written report.</p>	<p style="text-align: right;"><b>EFFECTIVE</b></p> <p>Candidate completed all the requirements and procedures of the Exploratory experience including: the selection of suitable settings, time required in the settings, interviews, completed log sheet, and all components of the written report.</p>

<p>TOTAL SCORE _____ /30 RATER _____</p> <p>GENERAL COMMENTS :</p>
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**Graduation Plan**

Name: \_\_\_\_\_ BYU ID: \_\_\_\_\_

*Indicate any GE and minor courses still to be completed, as well as any major courses not yet taken.*

Spring 2010	Summer 2010	Fall 2010
		CPSE 400 MUS 378
Winter 2011	Spring 2011	Summer 2011
ECE 353		
Fall 2011	Winter 2011	
<i>Cohort</i>  ECE 324 ECE 325 ECE 327 ECE 356 ECE 361 ECE 363 ECE 365	<i>Student Teaching</i>  ECE 426 Capstone Seminar  <b>One Block</b> ECE 422 Preschool or Kindergarten Student Teaching/Internship  <b>One Block</b> ECE 425 Grades 1–3 Student Teaching Internship	

EAC Advisor's Signature: \_\_\_\_\_