

## Teacher Education Program (TEP)

Please read through the entire application package. Applicants must submit their completed application with supporting documentation, as noted below, by **January 31**. Applications received after this date may only be considered, if space is available.

Use this checklist to ensure your application is complete. Submit your application and supporting documents to the UFV Admissions office:

**UFV Admission and Records  
Teacher Education Program Admission  
University of the Fraser Valley  
33844 King Rd.  
Abbotsford, B.C. V2S 7M8**

<b>APPLICATION:</b>	<b>The following items must be submitted together starting October 1<sup>st</sup> and must be received before the application deadline of January 31<sup>st</sup>.</b>
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- UFV Application form
- UFV application processing fee \$45 (only for new students)
- Teacher Education program application form

### **Supporting documents:**

- Official (sealed) post-secondary transcripts**  
All applicants must submit official transcripts from all post-secondary institutions they have attended (excluding UFV). These need to be sent directly from the sending institution to UFV's Admissions office.
- Résumé**  
Submit a 2-page résumé which outlines any of your work experiences that you consider relevant for a teaching career. For example you can give a brief summary of your post-secondary education, skills (i.e. certificates, languages), travel, and other information relevant to your application. TEP applicants are encouraged to have related experience working with children either in the classroom or other volunteer work in a B.C. public school. You should indicate the number of hours you have spent gaining this experience.
- Two confidential letters of reference**  
Referees have the option of using the form attached to this application (also available on the UFV TEP website), or they can write a letter in support of your application. If the letter option is chosen, questions 1 to 6 on the form must still be answered. You may submit a third reference, but no more than three are permitted. References must be mailed directly from the referee in a sealed envelope to the UCFV Admissions office.
- Written assignment**  
You are asked to write a 500-word statement about a specific experience in your work with children/adolescents, that speaks to your understanding of teaching and learning. Reflect upon this experience and connect it to your own beliefs about education. Be clear and concise and use your own words and language. **Please note that this assignment needs to be completed at the UFV campus. Choose and attend one of the following dates to write your statement:**
  - January 7<sup>th</sup> at 9 am in room E101 Chilliwack campus
  - January 20<sup>th</sup> at 4 pm room E101 Chilliwack campus
  - January 25<sup>th</sup> at 3:30 pm in room E101 Chilliwack campus

**Note:** The written assignment must be completed on campus for your application to be considered complete. Once all above items have been received in the Admissions office your application package will be forwarded to the TEP admission committee for review.

## **PROGRAM ADMISSION CRITERIA - (BASIS FOR ADMISSION DECISION)**

The Admissions Committee, comprised of the TEP department head, education advisor, two education faculty members, and a member of the Teacher Education Program Curriculum Committee, will consider each candidate's application.

- 1) Each applicant must meet all academic requirements. The Admissions Committee will review your academic background, grades and subjects studied. This information is taken from your transcripts. The admissions committee will be looking for breadth of studies across all elementary curriculum areas (i.e. language arts, social studies, math, sciences, music, art, physical education).
- 2) In addition candidates are evaluated based on the five additional admission criteria
  - a. written assignment
  - b. work experience talents and skills
  - c. reference letters
  - d. GPA
  - e. academic preparation

Each criterion will be given equivalent weight and the top 50 candidates may be asked for an interview. A waitlist of 8 to 10 applicants will also be compiled.

- 3) A conditional acceptance may be offered to students who are still completing their Bachelor's degree and/or EDUC 300 by April 30 prior to commencing TEP. Students in this situation must submit a letter from their faculty or institution verifying that all graduation requirements will be met before the end of April. This letter must be submitted by **January 31**. Final proof of completion of entrance requirements is due **April 30**.

### **Criminal Record Check**

Persons convicted of a criminal offense and given an absolute discharge are advised to write the Registrar of the British Columbia College of Teachers for clarification of their status before undertaking a teacher education program. As all the Fraser Valley school districts require a criminal record check before students can participate in a practicum, all students must complete a criminal record check. This will be administered through the TEP office.

### **UFV contact information:**

**For more information contact the advisor in the Teacher Education Program at 1-888-504-7441 local 2442, or see [www.ufv.ca/teachereducation](http://www.ufv.ca/teachereducation)**

For general information about UFV please visit our web page at [www.ufv.ca](http://www.ufv.ca) or review the UFV calendar.

Thank you for your interest in the Teaching Education Program!  
We wish you all the best in your planning and preparation.