



# **SANTA FE COMMUNITY COLLEGE TEACHER ACADEMY APPLICATION PACKET**

Spring Applications due November 1<sup>st</sup>

Summer Application due April 1<sup>st</sup>

Fall Applications due July 1<sup>st</sup>

(If the 1<sup>st</sup> of the month falls over the weekend, materials are due the following Monday.)

## **Conceptual Framework**

### **Santa Fe Community College Teacher Academy**

#### **Mission**

The SFCC Teacher Academy mission is to professionally prepare critically reflective and culturally responsive educators who expect and support the success of each and every student, and to significantly contribute to the quality of education in New Mexico and beyond.

#### **Vision**

Our vision is that SFCC Teacher Academy graduates will serve as advocates for social justice and as leaders and change agents for the transformation of education. Our teacher candidates will fully engage in the cultural, political, and economic life of our democratic society, and by example, will inspire students, families, school districts, and the communities they serve.

#### **Core Values**

Critically Reflective Teaching: Engage in continuous, critical reflection to improve the effectiveness of teaching and learning.

Professionalism: Uphold and demonstrate high ethical, pedagogical, and leadership standards.

Diversity: Respect the uniqueness of each individual and address the diverse needs of each learner.

Collaboration and Community: Engage in professional collaboration with other educators and respect and value the central role of family, community, and culture in the learning process.

Before you begin the application process, you will need to complete the following tasks:

1. **Official Transcripts:** Order official transcripts from ALL colleges and universities you have attended. To be official, transcripts need to come directly to the SFCC Records office from the institution (transcripts cannot be hand delivered). **Minimum of 2.5 GPA is required to apply to the Teacher Certification Program.**

**Santa Fe Community College  
Records Office  
6401 Richards Ave.  
Santa Fe, NM 87508**

2. **NMTA Basic Skills:** If you have not already taken and passed the New Mexico Teacher Assessment Basic Skills Exam, you will need to register for the next exam. To register go to: <http://www.nmta.nesinc.com/>. You will need to provide proof of registration along with your application. If you have already taken and passed this exam, submit a copy of your score report along with your application. Santa Fe Community College Teacher Academy requires that you pass the Basic Skills portion of the NMTA prior to being *fully* admitted to the Teacher Certification Program.
3. **Professional References:** You will need to identify three professional references that will complete the required reference form for your application to the Teacher Academy. References should be current within the past five years. These can be past employers, supervisors, co-workers, professors etc... Please do not use personal friends as references.

TEACHER ACADEMY  
APPLICATION CHECKLIST

*Please follow the steps below to apply to the Teacher Academy.*

- A. Submit an application for admission to Santa Fe Community College Records Office or submit online at [www.sfcc.edu](http://www.sfcc.edu) [click on “online registration”].
- B. Once you have submitted your admission application, you will be assigned an A# (student ID number). You will need this ID number to fill out your Teacher Academy application and to register for courses.
- C. Submit a ***Teacher Academy Program Application*** (beginning page 4) and include the following:
- Hard copy of New Mexico Teacher Assessment results for ***Basic Skills (or proof of registration)***
  - Please send Official Transcripts (for all colleges and universities you have attended) to the SFCC Records office  
6401 Richards Ave. Santa Fe, NM 87508.
  - An initialed and signed copy of the Student Responsibilities form found on the last page of this application.
  - A Declaration of Major Form, which is under “Enrollment and Student Services” on the SFCC webpage [www.sfcc.edu](http://www.sfcc.edu)  
The direct link is: [http://www.sfcc.edu/files/ESS\\_Declaration\\_Major\\_form-AUG10.pdf](http://www.sfcc.edu/files/ESS_Declaration_Major_form-AUG10.pdf)
- D. Provide each of the three references you listed on page 8 of the application with a professional reference form (page 9) to complete and submit to the Teacher Academy. These can be past employers, supervisors, co-workers, professors, etc, but should be current within the past five years. Please do not use personal friends as references. Reference forms can be mailed, faxed, or e-mailed.  
Fax: 505-428-1611 Address: SFCC, 6401 Richards Avenue, Santa Fe, NM 87508 Attn: Audrey Lucero.  
E-mail: [audrey.lucero@sfcc.edu](mailto:audrey.lucero@sfcc.edu)
- E. Applicants who are accepted as candidates for the program will receive a provisional letter of acceptance and be registered by the education department for the first two pre-requisite courses. Please follow the instructions in the acceptance letter regarding payment deadlines for the courses. If payment is not received by the deadline, you will be automatically dropped from the courses. Once all application materials are received and you have successfully completed your first semester courses and successfully passed the NMTA Basic Skills Exam you will receive email notification of your full acceptance to the program.
- F. First semester courses (successful completion is required for full acceptance into the program):
- Elementary, secondary, and special education candidates:** *EDUC 201A: Orientation to the Teaching Profession* and *EDUC 201B: Critically Reflective Teacher.*
- Early Childhood Candidates:** *ECED 250: ECE Profession in New Mexico* and *ECED 251: Foundations of Early Childhood*
- Note:** For tuition information and payment deadlines visit: <http://www.sfcc.edu/enrollment/tuition> .
- G. Purchase your books from the SFCC Bookstore or order them through any online book seller of your choice (i.e. Barnes & Noble, Amazon, ABE books).

**Note:** Textbooks must be purchased by the time courses begin.

**SANTA FE COMMUNITY COLLEGE  
TEACHER ACADEMY**



***TEACHER CERTIFICATION PROGRAM***

**PROGRAM APPLICATION**

*Please print in ink or type.*

Please indicate which program you are applying for: [ ] **Online** [ ] **On Campus**

Please indicate the semester and year for which you are applying: [ ] Fall, [ ] Spring, [ ] Summer, Year: \_\_\_\_\_

Please indicate the license you are seeking: [ ] Birth through Grade 3 Early Childhood, [ ] K-8 Elementary, [ ] 7-12 Secondary, [ ] Special Ed. (K-12)

If secondary, please indicate what content/subject area: \_\_\_\_\_

If secondary, you must have 30 hours of coursework in your content area (see section on PED Requirements).

A# \_\_\_\_\_

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Please indicate any other identifying name(s) which may appear on your documentation:  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Is English your native language? \_\_\_\_\_ If not, please indicate native language: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip code

Telephone \_\_\_\_\_  
Home Business/Daytime

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**(REQUIRED)**

The following information is for reporting use only to provide statistical information requested by various State and Federal agencies:

Ethnic Background: Circle one (optional)

- 01 White (non Hispanic)
- 02 African American (non Hispanic)
- 03 Hispanic
- 04 Asian, Pacific Islander, Oriental American
- 05 Native American or Alaskan Native

Equal Employment Policy

SFCC does not discriminate on the basis of color, religion, sex, age, national origin, veteran status, or disability in admission or access to, or treatment of employment in its programs and activities in compliance with applicable federal and state laws.

### Employment History

This section **must** be completed. A resume cannot be substituted. Start with your most recent work experience, including military service, and list your employment history for the past twelve (12) years. Add extra pages if necessary.

<i>Date Started</i>	<i>Date Left</i>	<i>Name of Organization</i>	<i>Address</i>
<i>Supervisor's Name</i>		<i>Supervisor's Title</i>	<i>Phone</i>
		<i>Your Title Upon Leaving</i>	

Description of duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<i>Date Started</i>	<i>Date Left</i>	<i>Name of Organization</i>	<i>Address</i>
<i>Supervisor's Name</i>		<i>Supervisor's Title</i>	<i>Phone</i>
		<i>Your Title Upon Leaving</i>	

Description of duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<i>Date Started</i>	<i>Date Left</i>	<i>Name of Organization</i>	<i>Address</i>
<i>Supervisor's Name</i>		<i>Supervisor's Title</i>	<i>Phone</i>
		<i>Your Title Upon Leaving</i>	

Description of duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Education

*Please include **official** transcripts with your application. Attach additional pages, if necessary.*

<i>Degree Granted in</i>	<i>Month</i>	<i>Year</i>
<i>College/ University</i>		
<i>City</i>		
<i>State</i>		
<i>Major</i>		
<i>Minor</i>		
<i>Type of Degree</i>		

<i>Degree Granted in</i>	<i>Month</i>	<i>Year</i>
<i>College/ University</i>		
<i>City</i>		
<i>State</i>		
<i>Major</i>		
<i>Minor</i>		
<i>Type of Degree</i>		

<i>Degree Granted in</i>	<i>Month</i>	<i>Year</i>
<i>College/ University</i>		
<i>City</i>		
<i>State</i>		
<i>Major</i>		
<i>Minor</i>		
<i>Type of Degree</i>		

## Questions

Answer each of the following questions. Attach additional pages if necessary.

1. Are you a Santa Fe County Resident? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Are you a United States citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If not, are you a resident alien with the right to work in this country? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (If yes, attach proof of permanent residence to this application.)
3. Are you fluent in a language other than English? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, what language? \_\_\_\_\_ Speak \_\_\_\_\_ Write \_\_\_\_\_
4. Have you ever applied to this program before? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, date of application \_\_\_\_\_
5. Have you ever applied to or participated in any other teacher preparation program? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, please explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Are you a graduate of a teacher education program? \_\_\_\_\_ Yes \_\_\_\_\_ No
7. Have you ever taught in a private and / or a public school? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, when, where, and what subject? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Professional References

These references can be past employers, supervisors, co-workers, professors etc... Please do not use personal friends as references.

Name & Work/Position Title	Address	Telephone Number
1.		
2.		
3.		

**\*Professional Reference Letters:** Three are required from the individuals you listed above in the format provided on the subsequent page of this application packet. *Reference forms may be faxed or mailed.*

Santa Fe Community College  
 Teacher Academy  
 6401 Richards Avenue  
 Santa Fe, NM 87508  
 (505) 428-1687  
 Attn: Director of Teacher Education

**Reference Form**

\_\_\_\_\_ is applying for the Teacher Certification Program at Santa Fe Community College and has identified you as one who is acquainted with his/her qualifications, characteristics, and abilities. Please rate this applicant in the chart below. All information given will be treated with strict confidence. We trust that your interest in school children, more than your desire to serve the applicant, will inspire your reply.

**Please mail to the address above in a signed and sealed envelope.**

Please rate each with a check mark or an "X":

Rating Area	Outstanding	Above Average	Average	Below Average	Unknown
Professionalism					
Judgment					
Interpersonal Communication					
Creativity					
Critical Thinking					
Organization					
Written Communication					
Verbal Communication					
Enthusiasm					
Commitment					
Leadership					
Flexibility					
Responsibility/ Reliability					
Attitude					

Name of Person Completing Form: \_\_\_\_\_ Title: \_\_\_\_\_

(Printed Name)

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

## PED Licensure Requirements

### New Mexico Alternative Licensure Requirements

#### I. Degree Requirements

- A. Bachelor's degree (or higher) from a regionally accredited college or university.
  - a. Secondary (7-12) Licensure students must have 30 undergraduate semester hours (OR a Master's/Doctoral Degree with 12 graduate credits) in a teaching field.
    - i. The Secondary "teaching field" is recognized on your license as an Endorsement. See Endorsement Areas listed below for a list of all endorsements (content areas) recognized by the PED and typical coursework accepted for each area.
  - b. Early Childhood Licensure students must have 30 undergraduate semester hours (OR a Master's/Doctoral Degree with 12 graduate credits) in early childhood related coursework.
- B. See Public Education Department (PED) website for details on the various licensure pathways:  
[www.ped.state.nm.us/Licensure](http://www.ped.state.nm.us/Licensure)  
Email PED at [LicensureUnit@state.nm.us](mailto:LicensureUnit@state.nm.us) or phone at 505-827-5821.

#### II. New Mexico Teacher Assessments

- A. Successful completion of the Basic Skills, Teacher Competency, and Content Area portions of the New Mexico Teacher Assessment is a requirement to receive a level one (three-year) provisional teaching license from the N.M. Public Education Department.
- B. Testing dates and information can be found at <http://www.nmta.nesinc.com/>

#### III. Professional Education Requirement: The Teacher Academy program credit hours are listed below:

Early Childhood (B-3)	21 credit hours
Elementary (K-8)	21 credit hours
Secondary (7-12)	18 credit hours
Special Ed. (K-12)	21 credit hours

#### IV. Fingerprinting and Criminal Background check

For more detailed information on alternative teacher licensure routes and advancement, visit [www.ped.state.nm.us](http://www.ped.state.nm.us) or visit <http://www.teachnm.org/>.

I hereby certify that I understand the process of alternative licensure in New Mexico and have determined that A) I meet the qualifications and B) I have chosen this route for teacher licensure.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

**ENDORSEMENT AREAS:** For each of the content areas indicated, suggestions are listed for typical coursework accepted for that academic content area's competencies.

**Agriculture:** any agriculture related coursework is acceptable.

**Bilingual:** includes coursework in the areas of Spanish or Native American language, methods of bilingual education, methods of teaching English as a second language, culture, parent/community involvement, assessment. We accept up to 12 hours of Spanish or Navajo language. Foreign language is not required if the individual has passed a language proficiency exam, but 12 hours of methodology & culture coursework is still required

**Business Education:** includes business law, accounting, marketing, management, office machines, office procedures, shorthand, secretarial skills, computers, public relations, retailing, business policy, business analysis, finance, advertising, interviewing, and business math.

**Family & Consumer Science:** includes food science, family studies, nutrition, marriage & family relations, consumer decisions, consumer education, parent-community interaction, clothing & textiles, interior design, contemporary family lifestyles, family management theories, entrepreneurship, child development, family finance, food preparation, housing, costume design, tailoring, experimental foods, etc.

**Health:** includes first aid, safety, personal health, nutrition, drugs & behavior, human sexuality, human anatomy and physiology, human growth & development, life skills, conflict resolution, stress management, family relationships, mental health, community resources, wellness. Some nursing coursework also accepted

**Information Technology Coordinator:** includes any coursework specific to computers. This endorsement has the distinction of allowing an alternative route through submission of a portfolio based on experience in the field. The portfolio must include the matrix and checklist forms available on Licensure's portion of the Public Education Department's website: [www.ped.state.nm.us](http://www.ped.state.nm.us).

**Language Arts:** includes poetry, theatre, rhetoric, literature, writing, communication, composition, drama, English grammar, speech, journalism, English linguistics, and reading, English as a second language, public speaking, and handwriting.

**Library Media:** includes design and utilization of media, instructional design and development, selection and acquisition of materials, reference and bibliography, cataloging and classification of materials, children's literature, educational uses of computers and research. Some literacy coursework also accepted

**Mathematics:** includes calculus, algebra, geometry, number theory, differential equations, computations, algorithms, modern analysis, statistics, chemical engineering, bioengineering, biomedical engineering, industrial engineering, mechanical engineering, finance, microeconomics, macroeconomics chemistry, physics, biochemistry, biophysics, civil engineering, electrical engineering.

**Modern & Classical Languages:** includes foreign language, culture & civilization, literature and linguistics in another language, (coursework must all be the same language to receive the endorsement)

**Performing Arts:** music, theatre or dance, with a concentration of 30 hours in one of those areas.

**Psychology:** includes all psychology coursework and child or human development

**Physical Education:** includes all areas of sports, weight training, kinesiology, movement, dance, coaching, methods for physical education and most recreation courses

**Reading:** all coursework for teaching of reading or any literacy courses that are reading methods coursework. This includes the teaching of writing.

**Science:** includes biology, electricity, chemistry, geology, astronomy, meteorology, agricultural science courses, mineralogy, physics, physical science, ecology, botany, zoology, microbiology, anatomy & physiology, human growth & development, environmental science/studies, chemical engineering, bioengineering, biomedical engineering, industrial engineering, mechanical engineering, electrical engineering, civil engineering, health science, nutrition, kinesiology, biochemistry; evolutionary biology, biophysics, biological anthropology, nursing coursework also accepted.

**Social Studies (History, Geography, Economics, Civics and Government):** includes American history, world history, government, sociology, economics, geography, anthropology, political science, and art history. Also accepted are law courses, criminal justice coursework and military coursework.

**Technology Education:** includes welding, drafting, industrial arts, woodworking, and any coursework specific to computers.

**TESOL (Teaching English to Speakers of Other Languages):** includes up to 6 hours of any foreign language, methods for teaching English as a second language, culture (i.e. History of Southwest, Literature of the Southwest, education across cultures, cultural anthropology), English linguistics or phonetics, English grammar, assessment and parent/community involvement.

**Visual Arts:** includes drawing, painting, sculpture, art history, art appreciation, photography, art lab, visual art design, basics of line, shape, form, color texture, art and culture, art of the southwest, computer graphic design.

**CONSENT BY STUDENT FOR DISCLOSURE OF ACADEMIC INFORMATION**

I hereby authorize Santa Fe Community College (“SFCC”) and the Teacher Academy staff to provide any information regarding my participation and/or progress in the SFCC Teacher Academy program to:  
(check all that apply)

The school district (s) listed below:

\_\_\_\_\_

NM Public Education Department Licensure Unit administration and staff for purposes of licensure.

This information may include, but is not be limited to: name, social security number, student ID number, address, home telephone, work telephone, cellular, facsimile transmission, email address, NMTA test score results, course schedule/registration, program enrollment/admissions status and information, transcript, payment authorization for third party payment by my employer, and details of progress through the Teacher Academy Program.

This consent will expire six months after my completion of or withdrawal from the Teacher Academy program, termination of my employment with the employer identified above, or upon my written notification to SFCC of termination and withdrawal of consent. I agree to notify the SFCC Teacher Academy program Director of termination of employment and termination of consent.

CANDIDATE NAME: \_\_\_\_\_  
(print full name, including any former names)

SSN: \_\_\_\_\_ A#: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Student Responsibilities**

***Failure to meet these responsibilities may result in dismissal from the program:***

Initial each to acknowledge your responsibility and sign at the bottom of the page.

I have read and agree to abide by the SFCC Teacher Academy Student Guide. \_\_\_\_\_

I have read and agree to abide by the SFCC Code of Conduct. \_\_\_\_\_

I understand that I am expected to be fully admitted to the Teacher Certification Program by the end of my first semester of enrollment. I understand that I will be allowed to register for subsequent courses only after being fully admitted to the Teacher Certification Program. \_\_\_\_\_

I understand that I must successfully complete the first semester/pre-requisite courses as described on page 3 of the application before being fully accepted into the program and that these courses are the pre-requisites for all other program courses. \_\_\_\_\_

I understand that the coursework in the Program is rigorous and is structured for post-baccalaureate students. \_\_\_\_\_

I understand that short – term classes may require advanced coursework and that it is **my** responsibility to secure a copy of the syllabus to complete the required work. \_\_\_\_\_

I understand that there will be technology requirements in some classes that will require consistent access to a computer for the purpose of word processing, email, Blackboard (classroom web support sites) discussion, etc. \_\_\_\_\_

I understand that most communication within the program is done via E-mail and that I must have an E-mail address during the time I am enrolled in the program. I understand if I change my e-mail it is my responsibility to notify the Teacher Academy to ensure that I receive all correspondence. \_\_\_\_\_

I understand that I have to provide evidence of a background check (by submitting a copy of an Intern License, Subbing License, or SFPS Volunteer Clearance Notification). \_\_\_\_\_

I understand that there is an application process for the Supervised Field Experience course, and that I must apply for Supervised Field Experience during the semester prior to taking this course. \_\_\_\_\_

I understand that there is an exit process and I am required to exit the program within 30 days of completing the supervised field experience and all required coursework as stated in the Student Guide. \_\_\_\_\_

I understand that if I am admitted to the Teacher Certification Program, I must maintain a minimum of a **3.0 GPA** (in education coursework) throughout the duration of my enrollment in the program and upon exiting the program. I understand that if I receive a “D” or an “F” in any course I will be required to retake the course and earn a grade of “C” or better. I understand that if my GPA drops below a 3.0, I will be placed on academic probation within the program. \_\_\_\_\_

I understand that completion of the SFCC Teacher Academy Teacher Certification Program does not guarantee employment. \_\_\_\_\_

I understand that it is my responsibility to keep my contact information current on “JACK”. \_\_\_\_\_

I understand that it is solely my responsibility to submit an application to the NM Public Education Department for a level-one license upon exiting of the program. \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_