

## CEI Application Information

*The CEI program will culminate in a Master of Science in Education degree and fulfills course requirements for initial and professional New York State certification in Childhood Education (Grades 1-6).*

### **Application requirements:**

1. Applicants must meet with a department advisor to review all college transcripts to determine eligibility prior to applying to the program. {Please e-mail Dr. Henry, henryd@buffalostate.edu) to schedule an appointment. During this meeting you will complete a CEI distribution worksheet detailing your college-level work in English, mathematics, science, and social studies. Two years of high school or two semesters in college in one foreign language is also required (high school transcript should be submitted with application).
2. Applicants must hold a bachelor's degree from an accredited college or university with an academic major in one of the liberal arts or sciences. Minimum undergraduate cumulative GPA of 3.0 (4.0 scale).
3. There is a SUNY Teacher Certification Program requirement to submit a score from either the Miller Analogies Test (MAT) OR the Graduate Record Exam (GRE).
4. Complete the SUNY Buffalo State online [Graduate School Application](#) You will also submit official transcripts from all colleges attended with your application. Buffalo State transcripts are automatic and no action is required.
5. Write a well-crafted statement addressing the following:
  - a) Your reasons for seeking childhood certification and your related professional experiences.
  - b) Your professional goals.

Your statement will be evaluated according to the following criteria:

- i) Content
  - ii) Organization
  - iii) Conventions of language
6. Submit two reference letters on the CEI application form. The letters should attest to the applicant's potential as a graduate student and as a teacher. If possible we recommend that at least one reference be from a college professor or instructor who is familiar with the applicant as a college student.

Applicants will be judged on demonstrated academic record, the strength of recommendations, and the quality of the candidate's statement. To receive initial certification, students must successfully pass the applicable New York State certification exams and other certification requirements including fingerprinting.

### **Further information about this program is available from:**

Dr. David Henry

E-mail: henryd@buffalostate.edu

### **Recommended Application Dates** *(Following these dates will allow for adequate registration time.)*

*Spring: November 1; Summer: March 1; Fall: June 1*

*All documentation needs to be submitted in order to process your application.*

Please return your completed application and all supplemental materials to the Graduate School Office, GC 204.

**Professional Reference Form**

**CANDIDATES PLEASE NOTE:** References should be professional in nature (work supervisor, colleague). Please return the completed reference form to the Graduate School Office (GC 204) with all application materials.

**REFERENCE PLEASE NOTE:** Return this form **to the candidate** in a sealed and signed envelope.

Applicant's Name: \_\_\_\_\_

How long and in what capacity have you known the applicant?  
\_\_\_\_\_

Please rate the applicant in the following areas:

	Outstanding	Good	Average	Below Average	Unknown
The applicant's academic writing is...					
The applicant's expressive communication is...					
The applicant's ability to work independently is...					
The applicant's professionalism is...					
The applicant's work ethic is...					
The applicant's ability to work with others is...					
The applicant's potential as a graduate student is...					
The applicant's potential as a childhood teacher is...					

Additional comments can be attached or included on the back of this form, if necessary.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Title/Position \_\_\_\_\_

Name of School/Business \_\_\_\_\_

Address \_\_\_\_\_

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