

## Certificate Deadline is April 17

If you are pursuing one of [CITL's teaching certificates](#), the deadline for finishing the requirements this year is Monday, April 17. If you don't submit your application by April 17, all of your progress still counts and you have until next April to finish the remainder of the requirements. See the bullet points below for information that may answer some questions you currently have.

- You may email your completed applications to Lucas Anderson at [lander23@illinois.edu](mailto:lander23@illinois.edu). You will need to attach the PDF of your completed application along with any other required documents, such as reflective essays, examples of original work, or a teaching philosophy statement. You may instead submit a paper copy of your application to the CITL main office in room 156 of the Armory building.
- If you are missing any signatures of CITL staff on your application, you may submit the otherwise completed application and we can provide signatures upon receipt of your application. This includes signatures for CITL workshops you attended – just be sure to indicate the dates and titles of any workshops on your application.
- If someone outside of CITL helped you complete a requirement, such as a faculty member observing your class, and you did not get their signature on your application, ask that person to digitally sign your application, or send that person an email asking them to affirm that they helped you, then forward their response on to Lucas.
- If you still need to get your class observed for a certificate, there is still time to conduct an observation of your in-person or online class. [Contact CITL using this form to schedule an observation.](#)
- If you are pursuing a certificate that requires a teaching philosophy statement, be sure to get feedback from someone outside of CITL, revise the statement in light of that feedback, and submit the revision as part of your application. You don't need to get CITL's feedback on the statement before the April 17 deadline, but you do need to get your outside feedback and revise the statement before that deadline.
- If you are pursuing the Graduate Teacher Certificate and are using this semester as one of the two required semesters of teaching, you will note the certificate deadline is before you should collect ICES for this semester. If you have all requirements *except* the second set of ICES completed, you may still submit your application by April 17. We will assume you go on to collect ICES at the end of the semester.
- We plan to award certificates in May. We also plan to have a certificate awards ceremony on campus you may attend on May 5, probably 3:30pm. You will be invited to the awards ceremony after your application is reviewed, but you can save the date now.

Other questions about the certificate may be posed directly to Lucas at [lander23@illinois.edu](mailto:lander23@illinois.edu)