

**POST-BACCALAUREATE
APPLICATION FOR ADMISSION TO TEACHER EDUCATION
Required for All Candidates Seeking Initial Certification**

North Georgia College and State University has several programs leading to a first or initial teaching certificate. All students entering those programs must be accepted into Teacher Education **before beginning any professional education course work leading to certification.** Programs may close at different times if they reach maximum capacity. Candidates are accepted on a first come first served basis when all requirements are satisfied if space is available. All requirements, other than prerequisite coursework that may be in progress, must be satisfied before submitting an application. **Copies of GACE I scores or documentation of exemption scores, copies of GACE II scores, unofficial transcripts, and the notarized consent form for a criminal background check must be attached to your application. Incomplete applications will not be held, pending receipt of missing information; they will be returned without processing.**

APPLICATION DEADLINES

Please Note: Programs may close due to reaching maximum capacity before posted deadlines.

Program	When does the program begin?	Deadline
Post-bac Program Middle Grades, Secondary and P-12 fields *Pioneer Resa (Cleveland) *Chestatee Middle School (Hall) *South Forsyth High School (Forsyth)	Program begins Spring semester (every year) and Summer semester (every year)	*April 15th for Summer program that begins in June * December 1 of year before Spring program begins in January.

Important Notes for Program:

- 1) **The Post- Baccalaureate Program is a Professional Learning Unit (PLU) program that will lead to Initial Certification. The coursework in which you receive PLU credit can not be applied to Graduate degree work.**
- 2) **Depending on the undergraduate degree you received, you may have additional content coursework that is needed to obtain the Initial Certification. This content coursework is in addition to the Post- Baccalaureate Program. In order to receive the content, you will need to apply to Graduate Admissions. If content course work is needed, the tuition and fees for these courses will be in addition to the program costs set for the Post- Baccalaureate Program. The website for the Graduate Admissions is: <http://www.ngcsu.edu/enrollment/Graduate/>**
- 3) **Costs for the Post- Baccalaureate Initial Certification Program is \$6000. This covers all program costs, fees, and books for the Post- Baccalaureate Program.**
- 4) **Upon completion of the Post- Baccalaureate Program, you will receive PLU Credits from the NGCSU School of Education. This will need to be submitted with the Professional Standards Commission Certification Application to the Certification Official at North Georgia College and State University. The recommendation form will be completed by the Certification Official and forwarded to the Georgia Professional Standards Commission for certification. During the last semester of the program, you will be given detailed information for the certification process.**

**NORTH GEORGIA COLLEGE AND STATE UNIVERSITY
TEACHER EDUCATION APPLICATION**

Application Information				
Last name	First name, MI	Date of Birth	Social Security Number	NGCSU ID #
Mailing address	City	State	Zip	Campus PO Box
Street address while in the program.	City	State	Zip	
Daytime phone	Other phone (Evening, Parents?)	Preferred email address		
In case of emergency notify: (name, phone, relationship)				
Class Standing at entry: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Already have degree (Post-baccalaureate)	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Ethnic Origin: <input type="checkbox"/> Black Non-Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Mixed Race <input type="checkbox"/> White, non Hispanic	<input type="checkbox"/> Pacific Islander <input type="checkbox"/> Unknown <input type="checkbox"/> Alaska Native <input type="checkbox"/> Other	
Are you currently a student at North Georgia College & State University? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what institution, if any, are you currently attending?				
Program of Interest				
I am applying for: <u>Pioneer RESA Cleveland Campus</u> <input type="checkbox"/> Post-baccalaureate (Middle grades, secondary and P-12) Admission to Graduate School required for content Courses if needed. <u>Chestatee Middle Campus</u> <input type="checkbox"/> Post-baccalaureate (Middle grades, secondary and P-12) Admission to Graduate School required for content Courses if needed <u>South Forsyth High Campus</u> <input type="checkbox"/> Post-baccaalaureate (Middle grades, secondary and P-12) Admission to Graduate School required for content Courses if needed.		My intended teaching area is <input type="checkbox"/> Secondary Education (circle 1 area) Biology Chemistry History Mathematics Physics English <input type="checkbox"/> Middle Grades (Circle 1 area) Mathematics Science Social Studies Language Arts <input type="checkbox"/> P-12 Fields (Circle area) French Music Health & PE Spanish Art		

Application Qualifications

Your Present GPA:

Attach an unofficial copy of your transcript to verify this GPA and completion of required courses.

GACE I Requirement

___ I am exempt because my SAT scores meet the minimum composite requirement of 1000.

___ I am exempt because my ACT scores meet the minimum composite requirement of 43.

___ I am exempt because my GRE scores meet the minimum composite requirement of 1030.

___ I have passed GACE I

You must attach **GACE I scores or evidence of exemption**. Documentation means a copy of a score report or high school or college transcript containing scores. (If you took the SAT before April 1995 or the ACT before Oct. 1989, call the Teacher Education Office to have your scores recalculated.)

You must have taken GACE II to be eligible for admission if you are a post-baccalaureate student in a Middle Grades, Secondary or P-12 field. GACE II scores must be attached to your application.

CRIMINAL BACKGROUND CHECK CONSENT FORM: You must complete the criminal background check consent form, have it notarized, and submit it with your application. This is a requirement for admission.

Post-baccalaureate applications only:

List all prior degree, including the institution, degree, and date conferred:

Are you teaching on a provisional certificate? Yes No If yes, field and expiration date

If so, name of school _____ Name of system _____

Year and Semester in which you intend to enter: Year _____ Semester: (circle one) spring summer

Checklist

- ___ GACE I scores or exemption documentation attached
- ___ Informal copy of transcript attached to verify GPA, required courses and content background.
- ___ GACE II documentation attached if a post-baccalaureate student in Middle Grades, Secondary or P-12 field
- ___ Criminal background check consent form, signed and notarized
- ___ Letter of appeal if GPA is between 2.65 and 2.74 – undergraduate student
- ___ Letter of appeal if GPA is below 2.5 – post-baccalaureate student

Revised 3/27/2008

I affirm that, to the best of my knowledge, all information on this application is true and correct. I also understand that Professional Learning Units (PLU's) will be given for completion of this program. These PLU's will not be counted as graduate credit or applied to a Master's Degree.

Student Signature

Date

**Georgia Bureau of Investigation
Georgia Crime Information Center
Consent Form**

I hereby authorize Carol Croy Phone # 706-867-3247 with
(person picking up record)

North Georgia College and State University – Department of Teacher Education
(Agency)

to receive any Georgia Criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

(PRINT) Last Name First Name Middle/Maiden Phone Number

Address

Sex Race Hgt. Eyes Date of Birth Social Security Number

Student Signature

*MUST SIGN IN THE PRESENCE OF A NOTARY

NOTARIZED:

SEAL

comm....expires: _____

Date

THIS FORM MUST BE NOTARIZED BEFORE YOU SUBMIT IT. DO NOT TAKE THIS FORM TO THE SHERIFF'S OFFICE. YOU MAY BRING THE FORM TO ROOM 214 DUNLAP HALL TO HAVE IT NOTARIZED. DO NOT LEAVE THE FORM WITHOUT THE NOTARY'S SIGNATURE. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY.

Special employment provisions (check if applicable):

- ____ Employment with mentally disabled (Purpose code "M")
- ____ Employment with elder care (Purpose code "N")
- ____ Employment with children/ placement in schools for University Course Work (Purpose code "W")
- ____ Other Employment ____ Real Est. Lic. ____ Housing (Purpose code "E")

One of the following must be checked:

____ This authorization is valid for 90/180/____ (circle one) days from date of signature.
____ I, _____ give consent to the above named to perform periodic criminal history background checks for the duration of my employment (enrollment in school) with this company/university.

Public Safety Office (USE ONLY)

_____/ DATE: _____

RAN BY: (INT.) _____

POST-BACCALAUREATE PROGRAMS:

Applicants must have passed or exempted the GACE I examination (fee involved). Applicant must have passed the GACE II examination (fee involved). Documentation must be provided to be reviewed for acceptance into the program. Information about GACE registration can be found on the web site of the Georgia Professional Standards Commission: www.gapsc.com.

GACE I may be exempted with any of the following sets of scores: SAT—minimum composite of 1000; ACT—minimum composite of 43 (English and Math combined scores); or GRE—minimum composite of 1030. SAT or ACT scores may be verified with high school transcripts. If you took the SAT before April 1995, or the ACT before October 1989, call the Teacher Education Office (706/864-1533) to have your scores recalculated. Some scores may be higher than what appears on the old records.

Submit with the application a copy of your college transcript (unofficial is satisfactory—official ones will be needed for university admission if you need to take content courses to complete the certification process).

The minimum GPA requirement for Teacher Education Post-baccalaureate Programs is 2.5. If admitted to the program with a GPA lower than 2.5, the student must submit a letter of appeal with the Teacher Education application.

Cohort Programs

Eligibility for admission is based upon the criteria listed above. Students are admitted into the Teacher Education Program as part of a cohort group based on the evaluation of the Teacher Education Program Admissions Committee. The cohort group completes the professional education sequential course work together. This provides each group of students with a common set of experiences. It also ensures that students will not encounter schedule conflicts and will take courses in a logical fashion.

All teacher education programs are planned according to the semester that the student begins upper division or post-baccalaureate professional education course work. This requires the student to remain in sequence with a cohort group in order to complete the professional education program of study within the planned number of semesters. The student and advisor must plan and file a program of study during the first semester in the program. If a student fails to take a course, it will probably be a year before the course is offered again.

Students will be assigned to field placements by the program. They must not attempt to arrange such placements themselves, because in many programs the placements are in partner schools only. Post-baccalaureate supervision is offered within the NGCSU service area only. Students who are considering positions in remote locations must consult with the field placement office regarding the feasibility of program completion.

Transportation is the responsibility of the student.

Program Levels and Degrees

The post-baccalaureate certification program in Middle Grades, Secondary and P-12 fields is designed to provide initial certification for people who already hold at least a bachelor's degree in a content field. Students may pursue the master's degree after earning initial certification. PLU credits earned in the post-baccalaureate certification program will not apply as graduate credit toward master's degree.

Students are accepted to enter a particular program during a particular semester. Changing either the program or the entry date requires permission of the Program Coordinator of the desired program.

Send your completed application packet to:

Mrs. Dana Turner

Department of Teacher Education

NGCSU

Dahlonega GA 30597

3/31/2008