

POST-BACCALAUREATE November 2010
APPLICATION FOR ADMISSION
(A NGCSU School of Education/CaseNEX Collaborative Program)
Required for All Candidates Seeking Initial Certification

All students entering the program must have a baccalaureate degree or higher from an accredited institution **before beginning any professional education course work leading to certification.** Each location 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 must be satisfied before submitting an application. *Copies of GACE Basic Skills scores or documentation of exemption scores, copies of GACE Content scores, official transcripts, and the consent form for a criminal background check must be attached to your application. Incomplete applications will not be held, pending receipt of missing information.*

APPLICATION DEADLINES

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

Program	When does the program begin?	Deadline
*Holiday Inn Express (HIE) (On Tuesdays from 5:45pm to 9:30pm) (Cumming, GA)	Tuesday- November 16, 2010	Tuesday- November 9, 2010

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 must be completed before beginning the Post-Baccalaureate Program.**
- 3) **Costs for the Post- Baccalaureate Initial Certification Program is \$7000. This covers all program costs, fees, and books for the Post- Baccalaureate Program excluding additional content if needed. The July Cohort payment schedule is November 11th \$2100, January 3rd \$2800, and March 7th \$2100.**
- 4) **Upon completion of the Post-Baccalaureate Program, you will receive PLU Credits from the NGCSU School of Education. Documentation of the completed PLUs will need to be submitted along with the Professional Standards Commission Certification Application to the Certification Official at North Georgia College & 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 regarding completing the certification process.**

Post-Baccalaureate APPLICATION
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Application Information				
Last name	First name, MI	Date of Birth	Social Security Number	
Mailing address	City	Sate	Zip	
Daytime phone	Cell Phone	Preferred email address		
In case of emergency notify: (name, phone, relationship)				
Class Standing at entry: <input type="checkbox"/> Baccalaureate Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> Doctorate Degree	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	
Location and Teaching Area of Interest				
I am applying for: _____ *Holiday Inn Express (HIE) (On Tuesdays from 5:45pm to 9:30pm) (Cumming, GA)		My intended teaching area is <input type="checkbox"/> Middle Grades Content Area _____ <input type="checkbox"/> Secondary Education Content Area _____ <input type="checkbox"/> P-12 Fields Content Area _____		

Application Qualifications		
<p>Your Present GPA:</p> <p>_____</p> <p>** Attach an official copy of your transcript to verify this GPA and completion of required courses.</p>	<p style="text-align: center;">GACE Basic Skills Requirement</p> <p>___ I am exempt because my SAT scores meet the minimum composite requirement of 1000.</p> <p>___ I am exempt because my ACT scores meet the minimum composite requirement of 43.</p> <p>___ I am exempt because my GRE scores meet the minimum composite requirement of 1030.</p> <p>___ I am exempt because I have a Masters or above from an NCATE accredited institution.*</p> <p>___ I have passed GACE Basic Skills</p> <p>You must attach GACE Basic Skills 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.)</p>	<p>GACE Content scores must be attached to your application.</p> <p>___ I have passed GACE Content exam in the following</p> <p>Content Area: _____</p> <p>___ I am scheduled to take the GACE Content exam on _____ in the following</p> <p>Content Area: _____</p> <hr/> <p>CRIMINAL BACKGROUND CHECK CONSENT FORM:</p> <p>You must complete the criminal background check consent form, and submit it with your application. This is a requirement for admission.</p>
<p>Post-Baccalaureate applications only:</p> <p>List all prior degree, including the institution, degree, and date conferred:</p> <p>Are you teaching on a provisional certificate? Yes No If yes, field and expiration date</p> <p>If so, name of school _____ Name of system _____</p> <p>Year & Semester in which you intend to enter: Year: Semester:</p>		
<p>Checklist</p> <p>___ GACE Basic Skills scores or exemption documentation attached</p> <p>___ Informal copy of transcript or official copy of transcript attached to verify GPA, required courses and content background. (Official Transcripts will be needed for you to become certified.)</p> <p>___ GACE Content exam documentation attached</p> <p>___ Criminal background check consent form, signed</p> <p>___ Letter of appeal if GPA is below 2.5 – Post-Baccalaureate student</p> <p>Revised 02/19/2010</p>		

*Go to the following link to see if your institution is NCATE accredited: <http://www.chea.org/search/search.asp>

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

**North Georgia College & State University
Public Safety**

Consent Form

I hereby authorize Dixie Hamilton with North Georgia College & State University Office or Department of School of Education to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal agency in Georgia.

Full Name (print)

Address (print)

Sex

Race

Hgt.

Eyes

Date of Birth

Social Security Number

Signature

Date

Special employment provisions (check if applicable):

- Employment with mentally disabled (Purpose code 'M')
- Employment with elder care (Purpose code 'N')
- Employment with children (Purpose code 'W')
- Employment with criminal justice agency – civilian (Purpose code 'J')
- Employment with criminal justice agency – P.O.S.T certified (Purpose code 'Z')
- 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 the date of signature.
- I _____ give consent to the above name to perform periodic criminal history background checks for the duration of my employment with this company.

Requested By : _____

Public Safety Office (USE ONLY)

Operator _____

Purpose C _____ **Date** _____

POST-BACCALAUREATE PROGRAMS:

All applicants must have passed or exempted the GACE Basic Skills examination (fee involved). Applicant must have passed the GACE Content examination prior to entering Student Teaching (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 Basic Skills 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; a Masters Degree or above from a PSC-accepted accredited institution. 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 official college transcript.

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 Post-Baccalaureate application.

Cohort Programs

Eligibility for admission is based upon the criteria listed above. Students are admitted into the Post-Baccalaureate Program as part of a cohort group based on the evaluation of the Post-Baccalaureate 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 Post-Baccalaureate programs are planned according to the month 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 amount of time. 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 may 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 cohort 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 reapplication to the program.

**Send your completed application packet to:
NGCSU – Dixie Hamilton
Department of Teacher Education
Memorial Hall, Room 107
Dahlonega, GA 30597**

Revised 5/4/2010