

# Application Requirements

12-6-11

## **Teacher Leader Master of Arts (for candidates who are already certified)**

The following requirements apply to those wishing to apply to the Teacher Leader Master of Arts program:

1. Application for admission. Complete the online application at: <https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=GEORGETCG> or request an application form by sending an email to [grad@georgetowncollege.edu](mailto:grad@georgetowncollege.edu). There is no fee required.
2. One official transcript of all undergraduate and graduate coursework. The undergraduate and graduate coursework / degrees must be from a regionally accredited institution and must be posted on the transcript(s).
3. One photocopy of a Kentucky Teaching Certificate or Statement of Eligibility OR evidence of knowledge of content in your area of specialization. For those who hold a valid and current Kentucky teaching certificate that required a passing score on PRAXIS, no additional evidence is required. For those from states where PRAXIS is not required, submit some form of evidence that you have acquired knowledge of content in your specialty area(s), e.g., other standardized test scores or scores from senior exit examinations. Candidates who intend to enroll in the Teacher Leader Master of Arts—Reading Specialist program must hold a valid professional teaching certificate showing evidence of having passed the KTIP.
4. Two Program Entry Recommendation/Evaluations: one from your school principal and one from a peer teacher (forms are contained in the online application or can be found in the application packet)
5. Signed copies of the Kentucky School Personnel Code of Ethics and the confidentiality form (FERPA) (forms are contained in the online application or can be found in the application packet)
6. A writing sample: compose a letter to the Associate Dean of Graduate Education answering the following four questions:
  - Why did I choose teaching as a profession?
  - What experiences do I have as a teacher so far?
  - Why am I interested in becoming a teacher leader?
  - What professional development goals and activities have I been involved in recently?
7. Submit the following application-related documents to: Associate Dean of Graduate Education, Georgetown College, 400 E. College Street, Georgetown, KY 40324, by the posted application deadline (see the [Graduate Education website](#) for application deadline dates).

## **Master of Arts with Alternative Certification (MA-AC) In Secondary Teaching**

The following requirements apply to those wishing to seek initial certification through the Master of Arts—Alternative Certification (MA-AC) program at the secondary teaching level.

**NOTE:** *Students enrolled in alternative route programs should consult with their respective program director regarding all certification matters.*

1. Before applying, contact the Alternative Certification Program Director to verify the completion of a certifiable major.
2. Application for admission. Complete the online application at: <https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=GEORGETCG> or request an application form by sending an email to [grad@georgetowncollege.edu](mailto:grad@georgetowncollege.edu). There is no fee required.
3. Request that two official transcripts of all undergraduate and graduate coursework (if any) be sent to the Associate Dean of Graduate Education, Georgetown College, 400 E. College Street, Georgetown, KY 40324. Degree must be posted on the transcript(s).
4. Show evidence of professional dispositions by submitting two signed Program Entry Recommendation/Evaluations from (1) an individual who is familiar with your subject matter competency, and (2) an individual who is familiar with your rapport with children/youth (forms are contained in the online application or can be found in the application packet)

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5. Provide a type-written, personal statement essay of 300-500 words that demonstrates your knowledge of and experience with issues facing schools today. You may use the Kentucky Teacher Standards as a template (forms are contained in the online application or can be found in the application packet)
6. A written Human Relations Incident (instructions available through the online application and included in the MA-AC application packet)
7. Read, sign, and return the Kentucky School Personnel Code of Ethics and confidentiality form (FERPA) available through the online application or found in the MAAC application packet.
8. Once these materials have been received, candidates will be asked to schedule an interview with the Alternative Certification Program Director to complete the application and evaluation process.
9. The interview is an integral component of the admissions process and must be scheduled well in advance of the proposed enrollment date.
10. All application materials should be mailed to the following address: Associate Dean of Graduate Education, Georgetown College, 400 E. College Street, Georgetown, KY 40324-1696.

## **Master of Arts in Special Education (LBD) Alternative Certification**

The following requirements apply to those wishing to seek initial and/or additional certification through the Master of Arts in Special Education (LBD) Alternative Certification program.

**NOTE:** *Students enrolled in alternative route programs should consult with their respective program director regarding all certification matters.*

1. Application for admission. Complete the online application at: <https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=GEORGETCG> or request an application form by sending an email to [grad@georgetowncollege.edu](mailto:grad@georgetowncollege.edu). There is no fee required.
2. Request that two official transcripts of all undergraduate and graduate coursework (if any) be sent to the Associate Dean of Graduate Education, Georgetown College, 400 E. College Street, Georgetown, KY 40324. Degree must be posted on the transcript(s). If candidate currently holds a Kentucky certificate, only one official transcript is required.
3. Show evidence of professional dispositions by submitting two signed Program Entry Evaluations from (1) a principal, a professor, or former supervisor, and (2) an educator or individual who is familiar with your rapport with children/youth.
4. Read, sign and return the Kentucky School Personnel Code of Ethics and confidentiality form (FERPA) found in the MA-LBD application packet.
5. A writing sample: Compose a letter to the Associate Dean of Graduate Education answering the following questions:
  - Based on your experiences (while you were in school and/or more recently) what do you believe is the job of a teacher?
  - What experiences have you had working either with K-12 schools or students with disabilities?
  - How have those experiences led you to the decision to become a special educator?
6. All application materials should be mailed to the following address: Associate Dean of Graduate Education, Georgetown College, 400 E. College Street, Georgetown, KY 40324-1696.

## **RANK I -- Planned Sixth Year**

For the Rank I-Planned Sixth Year program, the entrance requirements are:

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1. Application for admission. Complete the online application at: <https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=GEORGETCG> or request an application form by sending an email to [grad@georgetowncollege.edu](mailto:grad@georgetowncollege.edu). There is no fee required.
2. Request that official transcripts of all undergraduate and graduate coursework (including the Master's degree) be sent to the Associate Dean of Graduate Education, Georgetown College, 400 E. College Street, Georgetown, KY 40324. The Master's degree must be from a regionally accredited institution with a GPA of 3.0 or higher. Submit one photocopy of your Kentucky Teaching Certificate or Statement of Eligibility.
3. Submit evidence of knowledge of content in your area of specialization. For those who hold a valid and current Kentucky teaching certificate that required a passing score on PRAXIS, no additional evidence is required. For those from states where PRAXIS is not required, submit some form of evidence that you have acquired knowledge of content in your specialty area(s), e.g., other standardized test scores or scores from senior exit examinations.
4. Submit a copy of the teaching certificate currently held.
5. Submit two Program Entry Recommendation/Evaluations: one from your school principal and one from a peer teacher (form is available online.)
6. Read, sign and return the Kentucky School Personnel Code of Ethics and the confidentiality form (FERPA) included in the application packet.
7. All correspondence should be mailed to the Associate Dean of Graduate Education, Georgetown College, 400 E. College St., Georgetown, KY 40324-1696.

## **Special Student**

A student who desires to continue his or her education but does not intend to become a candidate for the Master's degree may enroll as a special student. Students desiring to take graduate courses for one or more of the reasons listed below are classified as special students in the following categories:

- Category 1 (SP1): Students taking additional courses for professional development or to renew an expired teaching certificate
- Category 2 (SP2): Students beginning MA work while awaiting receipt of a certificate
- Category 3 (SP3): Students earning an endorsement separate from a degree
- Category 4 (SP4): Students beginning the Teacher Leader MA-Reading Specialist program before satisfying the one-year teaching requirement
- Category 5 (SP5): Student seeking to earn a certificate or participate in a cognate program designed by Georgetown College

For the special student category, the entrance requirements are:

1. Application for admission. Complete the online application at: <https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=GEORGETCG> or request an application form by sending an email to [grad@georgetowncollege.edu](mailto:grad@georgetowncollege.edu). There is no fee required.
2. One official transcript of all undergraduate and graduate work completed. Degree must be posted on the official transcript. Transcript(s) should be sent directly from the college or university's Registrar's Office to the Associate Dean of Graduate Education, Georgetown College, 400 E. College Street, Georgetown, KY 40324.
3. Photocopy of a valid Kentucky Provisional or standard teaching certificate or Statement of Eligibility from the Kentucky EPSB
4. Signed Professional Code of Ethics and FERPA forms
5. Program Entry Recommendation/Evaluation completed and sent by your principal. If not currently employed, this should be completed by an educator who is familiar with your ability to work with students.
6. If seeking endorsement, all other criteria for admission to the endorsement sought must be met. See [Graduate Education website](#) for more information concerning endorsements.

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7. Students in Category 5 only take the courses required in the selected cognate as noted on the curriculum contract. Special students are assigned an advisor and will complete and sign a curriculum contract upon admission.

To assure proper processing for admission, please send in all materials in a single packet (transcripts may need to be sent in separately). Application documents will be maintained by the graduate office for a period of one calendar year.

All documents for admission must be in the Graduate Office by the application deadline of the semester or term the student wishes to enroll. Admission deadlines are posted on the department website and are updated regularly.