



Educational Specialist

Admission Application

Nova Southeastern University
Enrollment Processing Services (EPS)
Fischler School of Education and Human Services (FSEHS)
3301 College Avenue
P.O. Box 299000
Fort Lauderdale, FL 33329-9905



Educational Specialist Admission Application

Thank you for applying to Nova Southeastern University's (NSU) Fischler School of Education and Human Services (FSEHS). Please read the pages that follow carefully and complete the application in its entirety. If you have any questions, please call 1-800-986-3223.

Application Instructions and Admission Criteria

1. Complete the admission application packet and submit with a \$50.00 non-refundable application fee (U.S. dollars) made payable to Nova Southeastern University. The admissions packet should be addressed to:

Nova Southeastern University
Enrollment Processing Services (EPS)
ATTN: Fischler School of Education and Human Services
3301 College Avenue
P.O. Box 299000
Fort Lauderdale, FL 33329-9905

2. Include with your application or send separately to the above address the following documents:
 - a. Official transcripts indicating conferral of a master's degree by a regionally accredited institution (minimum 3.0 cumulative grade point average required),

or

completion of one of the alternative admission requirements (pages 7 and 8 of this application),

 - b. Official transcripts from all previously attended postsecondary institutions,
 - c. Evidence of a valid temporary* or professional teaching certificate/license, if applicable (refer to admission criteria on pages 4 and 5 of this application) ,
 - d. State of Nevada Enrollment Agreement (required for Nevada applicants only).

*Applicants applying with a Temporary Teaching Certificate

Applicants entering with a temporary teaching certificate must provide

1. Evidence of student teaching experience **or** supervised teaching internship **or** have a minimum of two (2) years of full-time teaching experience in a K-12 setting.
2. Proof of a minimum combined verbal and quantitative GRE scores of 1000 taken within the past five (5) years **or** passing scores on the College Level Academic Skills Test (CLAST) (taken prior to July 1, 2002) **or** passing scores on the General Knowledge Test (GKT).

Educational Leadership Applicants

Educational Leadership applicants must provide evidence of the following:

- Valid teaching professional certificate issued by a state Department of Education (DOE) or any other recognized body. (The FSEHS Leadership Admission Review Committee will review certificates.)
- Letter from applicants school district verifying a minimum of two (2) years of teaching experience

Nevada applicants applying for Educational Leadership provide evidence of the following:

- Must have a valid renewable or non-renewable teaching license. A valid teaching license issued by the Nevada Department of Education (DOE) or any other recognized body. (The FSEHS Leadership Admission Review Committee will review certificates.)
- State of Nevada Enrollment Agreement (page 14 of this application packet).

Modified Core with Certification in Educational Leadership (Certificate Only) Applicants*

Modified Core with Certification in Educational Leadership (Certificate Only) Applicants must provide evidence of the following:

- Valid teaching certificate issued by a state Department of Education (DOE) or any other recognized body. (The FSEHS Leadership Admission Review Committee will review certificates.)
- Letter from applicants school district verifying a minimum of two (2) years of teaching experience.

*Financial aid is not available for applicants of this certificate program.

For Non-Native English Speakers

Applicants whose native language is not English are required to demonstrate English proficiency by providing proof of (1) a minimum score of 213 on the computer-based, **or** 550 on the paper-based, Test of English as a Foreign Language (TOEFL) exam, **or** (2) 6.0 on the International English Language Testing System (IELTS) exam.

For International Applicants

Students taking classes in certain FSEHS international clusters may be exempt from submitting MAT, GRE, and TOEFL scores. Please contact an FSEHS enrollment services representative regarding requirements for your international cluster.

Educational Specialist

Admission Requirements

Select **one** of the following student types that best describes your goal; admission requirements vary based on the student type selected. Requirements are subject to the admission qualifications and specific criteria for the goal selected as explained for each student type. If you require assistance with your selection, please contact our offices at 800-986-3223.

Student Type	Student Type Description	Specific Admission Criteria
<p>Educational Specialist Degree Only</p> <p>Not Intended to Lead to Certification</p>	<p>This plan is not designed to lead to initial certification or licensure. However, the applicant may wish to verify local or state requirements for the use of this program of study towards certification or licensure.</p>	<ul style="list-style-type: none"> • Application packet and application fee • Master’s degree (minimum 3.0 CGPA) • Official transcripts • State of Nevada Enrollment Agreement (Nevada applicants only)
<p>Online Cluster Format Educational Specialist Degree Only</p> <p>Not Intended to Lead to Certification</p>	<p>This plan is not designed to lead to initial certification or licensure. However, the applicant may wish to verify local or state requirements for the use of this program of study towards certification or licensure. These online specializations are available in a cluster format.</p> <p><u>Available Specializations:</u> Curriculum, Instruction Management and Administration Technology Management and Administration</p>	<ul style="list-style-type: none"> • Application packet and application fee • Master’s degree (minimum 3.0 CGPA) • Official transcripts • State of Nevada Enrollment Agreement (Nevada applicants only)
<p>Educational Specialist Degree</p> <p>Educational Leadership</p>		<ul style="list-style-type: none"> • Application packet and application fee • Master’s degree (minimum 3.0 CGPA) • Official transcripts <p>Valid teaching certificate issued by a state Department of Education (DOE) or any other recognized body. (The FSEHS Leadership Admission Review Committee will review certificates.)</p> <p>Letter from applicants school district verifying a minimum of two (2) years of teaching experience</p> <p>State of Nevada Enrollment Agreement (Nevada applicants only)</p>
<p>Modified Core with Certification in Educational Leadership</p> <p>State Approved Program for Florida</p>	<p>Applicants residing in states other than Florida and Nevada should verify local or state requirements for the use of this program of study towards certification or licensure.</p>	<ul style="list-style-type: none"> • Application packet and application fee • Master’s degree (minimum 3.0 CGPA) • Official transcripts • Valid teaching certificate issued by a state Department of Education (DOE) or any other recognized body. (The FSEHS Leadership Admission Review Committee will review certificates.) • Letter from applicants school district verifying a minimum of two (2) years of teaching experience <p>State of Nevada Enrollment Agreement</p>

<p>Non Degree Certification or Licensure Renewal</p>	<p>The non-degree option is available to applicants seeking recertification, professional development, or continuing education credit.</p> <p>Applicants can complete a maximum of 15 credits within this category.</p>	<ul style="list-style-type: none"> • Application packet and application fee • Master’s degree (minimum 3.0 CGPA) • Official transcripts • State of Nevada Enrollment Agreement (Nevada applicants only)
<p>Endorsement</p>	<p>The non-degree option is available to applicants seeking recertification, professional development, or continuing education credit.</p> <p>Applicants can complete a minimum of 15 credits within this category.</p> <p><u>Available Specializations:</u></p> <p>Autism (Available in Florida Only)* Gifted Education* Pre-Kindergarten Disabilities* Secondary Education (Available in Nevada Only) Teaching English to Speakers of Other Languages (TESOL)</p> <p>*Applicants must have a valid certificate/licensure in Exceptional Student Education/Special Education or Generalist License.</p>	<ul style="list-style-type: none"> • Application packet and application fee • Valid Professional Certificate in Exceptional Student Education or Special Education • Master’s degree (minimum 3.0 CGPA) • Official transcripts <p>Nevada Applicants</p> <ul style="list-style-type: none"> • Application packet and application fee • Valid Renewable or Non-Renewable License with a Generalist Endorsement • Master’s degree (minimum 3.0 CGPA) • Official transcripts • State of Nevada Enrollment Agreement

General Information Section

Ethnic Origin Data:

(The provision of this information is voluntary and we request it for reporting purposes only. This information will not be used in any discriminatory manner.)

- | | | |
|---|--|--|
| <input type="checkbox"/> White (not of Hispanic origin) | <input type="checkbox"/> Thai | <input type="checkbox"/> Asian Indian |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Puerto Rican | <input type="checkbox"/> Unknown or not reported |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Other Asian not listed |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Other Hispanic or Latino | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Mexican | <input type="checkbox"/> Native American or Alaskan Native | |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Korean | |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> I decline to respond | |

Veterans' Information

Have you ever served in the United States Armed Forces? Yes No

If yes, complete the following:

Branch of service: _____ Rank: _____

Entry date: _____ Date and type of discharge: _____

Reserve status: _____ Are you eligible for veterans benefits? Yes No

If so, under what law? _____

Citizenship Status

Failure to complete this information may delay the processing of your financial aid and delay your matriculation should you require certain documentation in order to attend classes in the United States.

United States Citizen Temporary resident

Nonresident Alien Permanent Resident

If you are a nonresident alien, please complete the following.

Country of Birth

Country of Citizenship

Is English your native language? Yes No If not, documentation of English literacy is required.

Do you currently have a U.S. visa? Yes No If yes, what type? _____

What is the expiration date? ___/___/___ (mm/dd/yy)

Do you require an I-20? Yes No

If you have any questions, please visit our Web site: <http://www.nova.edu/cwis/registrar/iss>

Financial Aid

Have you applied for financial aid? Yes No

Have you filed a Free Application for Federal Student Aid (FAFSA)? Yes No

If yes, when was the FAFSA sent to Iowa? Date: _____

Alternative Admission Requirements

If you have earned a degree at a school that is not accredited by one of the regional or international accrediting associations/universities, must submit the following information and documentation to petition to receive admission into a FSEHS program at NSU.

Option One

- 1) Submit an admission application and include a \$50.00 non-refundable application fee payment payable to NSU.
- 2) Send an official course-by-course evaluation with cumulative GPA, by one of the following organizations:
 - Josef Silny & Associates, Inc. Available online at: <http://www.jsilny.com/>
 - World Education Services. Available online at: <http://www.wes.org/nova.asp>

If the evaluation is not favorable, (i.e., does not indicate equivalency to a bachelor of science or a master of science degree), applicants must complete the career portfolio.

All applicants who have not earned a bachelor's or master's degree from an accredited college or university must produce a portfolio prior to admission to the program. This portfolio must demonstrate academic and pedagogical growth appropriate for entry into all master's programs. Applicants applying to the master of science in education program, the type and amount of the evidence required is listed in the Career Portfolio Guide available at <http://www.schoolofed.nova.edu/sso>. *Applicants whose main job responsibilities are administrative in nature will modify their evidence to reflect the clientele they serve.*

Upon completion of the portfolio, send it to:

Nova Southeastern University
Fischler School of Education and Human Services
Office of Enrollment Services – Admissions Department
1750 NE 167th Street
North Miami Beach, FL 33162

Option Two

- 1) Submit an admission application and include a \$50.00 non-refundable application fee payment payable to NSU.
- 2) Send an official evaluation directly to NSU at the address above from one of the following documents:
 - The National Board of License for Teachers and Principals (NBL)
 - Continuing Teachers License from Merkos Linyonei Chinuch International Board of License (MERKOS)
- 3) Submit a \$350.00 portfolio evaluation fee, payable to NSU.
- 4) Submit the Career Portfolio (refer to page 8 of this application or refer to Enrollment Services Web site at <http://www.schoolofed.nova.edu/sso>).
- 5) Complete a writing assessment.

Career Portfolio

The Career Portfolio is a compilation of evidence that documents the attainment of a level of knowledge, experience, and expertise. The Career Portfolio contains evidence that is appropriate for entry into a master's program in education. It is a collection of various artifacts used as evidence of acquisition of professional teaching skills, as defined in the Accomplished Practices. The portfolio is your property. It is your responsibility to ensure that the evidence is in accordance with the procedures stated in the portfolio guide that is available upon request from the FSEHS-Office of Academic Affairs.

OR

Option Three

- 1) Submit an admission application and include a \$50.00 non-refundable application fee payment payable to NSU.
- 2) Send an official transcript from **one** of the following institutions directly to NSU.
 - Binah Institute
 - College of the Bahamas
 - Dalhousie University
 - GC Foster College of Physical Education
 - Institute of Management and Production
 - Jamaican Theological Seminary
 - McMaster University
 - Northern Caribbean University
 - The University of Alberta
 - The University of Guelph
 - The University of Guyana
 - The University of Ontario
 - The University of Ottawa
 - The University of Technology
 - The University of Toronto
 - The University of Victoria
 - The University of the West Indies (all campuses)
 - The University of Windsor
 - York University

NOTE: The institutions listed above are subject to change without prior notification.

Academic Goal

Select **one** of the following student types that best describes your goal. Admission requirements vary based on the student type selected; this is subject to the admission qualifications and specific criteria for the goal selected as explained for each student type. If you require assistance with your selection, please contact our offices at 800-986-3223, ext. 8500.

Student Type	Specialization Areas
<p>Educational Specialist Degree Only</p> <p>This plan is not designed to lead to initial certification or licensure. However, the applicant may wish to verify local or state requirements for the use of this program of study towards certification or licensure.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Computer Science Education (F541) <input type="checkbox"/> Curriculum and Teaching (F540) <input type="checkbox"/> Educational Media (F543) <input type="checkbox"/> Elementary Education (F511) <input type="checkbox"/> Gifted Education (F527) <input type="checkbox"/> Mathematics Education (F653) <input type="checkbox"/> Science Education (F656)
<p>Educational Specialist Degree</p> <p>Online Cluster Format Only</p>	<p>These online specializations are available in an online cluster format only. For additional information visit the Web at: http://www.schoolofed.nova.edu/gtep/ngeonline/</p> <ul style="list-style-type: none"> <input type="checkbox"/> Curriculum, Instruction, Management and Administration (F519) <input type="checkbox"/> Technology Management and Administration (F518)
<p>Educational Specialist Degree Educational Leadership</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Educational Leadership (A534)
<p>Endorsement</p> <p>The non-degree option is available to applicants seeking recertification, professional development, or continuing education credit.</p> <p>Applicants can complete a minimum of 15 credits within this category.</p> <p>*Applicants must have a valid certificate/licensure in Exceptional Student Education/Special Education or Generalist License.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Autism (Available in Florida Only)* (F555) <input type="checkbox"/> Gifted Education* (A527) <input type="checkbox"/> Pre-Kindergarten Disabilities* (A556) <input type="checkbox"/> Secondary Education (Available in Nevada Only) (A530) <input type="checkbox"/> Teaching English to Speakers of Other Languages (TESOL) (A660) <p>*Applicants must have a valid certificate/licensure in Exceptional Student Education/Special Education or Generalist License.</p>
<p>Modified Core Program with Certification in Educational Leadership</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Modified Approved Program of Educational Leadership (A542)
<p>Non Degree Certification or Licensure Renewal</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Non-Degree/Special Student (F524)

For Office Use Only		
College – FE	Degree Program _____	Level _____
Rate _____	Major Code _____	Concentration _____
Minor _____	Department _____	Admit Type _____
Student Type _____	Term Code _____	Campus _____
Cohort: F _____		

Teaching Certification/Licensure

State: _____ Expiration Date: _____

List Area(s) of Certification/License: _____

Certificate Type: Professional/Renewable/Non-Renewable Temporary Statement of Eligibility

Current Employment

Position	School/Company	City/State	Date Employed From	Date Employed To

Declarations

Employment Statement of Understanding

I understand that I am responsible for gaining access to an educational setting related to my selected specialization in order to complete the Applied Professional Experience (APE), as applicable for degree completion requirements.

Initial here: _____

Certification/Licensure Waiver

I understand that the educational specialist in education program and does not guarantee certification or licensure at the local, regional, or state level. Students seeking certification/licensure should contact the department of education in the state in question to confirm certification or licensure requirements.

Initial here: _____

Please note the following statements:

1. I declare that the above information, to the best of my knowledge, is complete and accurate. I have read and understand the requirements, policies, and procedures stated in the catalog and student handbook. I agree to abide by all the rules and regulations of Fischler School of Education and Human Services and Nova Southeastern University.
2. I give Nova Southeastern University permission to publish and use any photos in which I appear that may be taken during class or other University activities.
3. I understand that all required official and final admission documents must be received within 90 days from the official start date of the term. If my documents are not received by the end of this 90 day period I understand the following will apply until my student status is changed to “fully admitted.”
 - a. Further attendance will be disallowed.
 - b. Financial aid will not be disbursed.

Initial here: _____

Have you ever been convicted of a criminal offense, been found guilty or entered a plea of guilty or nolo contendere (no contest), regardless of adjudication?

Yes

No

If the answer is yes, please explain. _____

The disclosure obligation is a continuing one. All applicants must report to the Fischler School of Education and Human Services any such event that occurs after filing their application. The admissions committee and the Fischler School of Education and Human Services will consider new information submitted and, in appropriate circumstances, may change the status of applicant or student.

Permission is hereby given to make any necessary inquiries. I voluntarily and knowingly authorize any former school, government agency, employer, person, firm, corporation, its officers, employees and agents, or any other person or entity making a written or oral request for such information.

Applicant's Signature: _____ Date: _____

Nova Southeastern University is accredited by the Commission on colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097 (<http://www.sacscoc.org/>), Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying handicap, religion or creed, or national or ethnic origin.



**NOVA SOUTHEASTERN UNIVERSITY
STATE OF NEVADA
STUDENT ENROLLMENT AGREEMENT**

Nova Southeastern University (NSU) has established specific policies, procedures and guidelines defining its relationship with its students. This student relationship is outlined in an enrollment agreement contained with the Application of Admission. It is a requirement that every student receives a copy of the enrollment agreement, signed by the student or his/her guardian and by an authorized representative of NSU. Please complete the form and submit with your Admission Application.

Name of Student _____ Telephone Numbers: (____) _____
(Last) (First) (Middle)

Address of Student _____ Business (____) _____
(Street)

(City) (State) (Zip) (Social Security Number)

Nova Southeastern University
Fischler School of Education and Human Services
1750 NE 167th Street
North Miami Beach, Florida 33162
(800) 986-3223, ext. 8500

Nova Southeastern University
Las Vegas Student Educational Center
8945 West Russell Road, Suite 170
Las Vegas, Nevada 89148
(702) 942-3450

Check Degree and/or Licensing/Endorsement areas that you are enrolled in:

- | | |
|--|---|
| <input type="checkbox"/> Masters Degree | <input type="checkbox"/> Elementary |
| <input type="checkbox"/> Educational Specialist Degree | <input type="checkbox"/> School Administrator |
| <input type="checkbox"/> Non-Degree Enrollment | Other _____ |

Tuition Refund Policy based upon a 3-credit course:

- 100% refund if withdrawal in writing prior to first class meeting.
- 50% refund if withdrawal in writing prior to second class meeting.
- 25% refund if withdrawal in writing prior to fifth class meeting.
- No refund will be made after the conclusion of the fifth class of a meeting.

TRANSFER OF CREDIT:

Transfer of graduate-level credits up to a maximum of six (6) semester hours from an accredited institution (with a grade of “A” or “B”) may be allowed upon approval of the Dean of Academic Affairs. These credits must have been earned within the past five years, were not used as part of a completed degree and will be used in the overall total of 36 credits required for the M.S. or Ed.S. degree, but not toward the student’s grade point average or candidacy requirement. No transfer of credit will be allowed for CUR 526, EDU 708, EDU 721, Capstone, Administrative Internship, Supervised Teacher Internship or Applied Professional Experience courses.

I have reviewed the FSEHS catalog and I understand that the catalog is part of the student contract
<http://www.schoolofed.nova.edu/fgshome/fgscatalogs.htm>

I HEREBY DECLARE THAT I HAVE READ AND UNDERSTOOD THE CONTENT WITHIN THIS STUDENT ENROLLMENT AGREEMENT.

Applicant’s Signature Date

Signature, NSU Representative Date

A NSU representative will also sign the form and return a copy to the student.