



# **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**

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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, ext. 28500

**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 3 and 4 of this application),
  - b. Official transcripts from all previously attended postsecondary institutions,
  - c. Evidence of a valid 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).

***For Non-Native English Speakers***

Applicants who have indicated a language other than English as their primary language on their application form will need to demonstrate English Language proficiency. This can only be done by submitting any one of the following:

- TOEFL score: 79
- IELTS score: 6.0
- SAT Verbal score: 480
- GMAT score: 450
- Academia 2 certificate from NSU's Language Institute
- High School diploma or GED issued in the U.S.
- College Level Freshman English course passed with a grade of C or better
- GRE score (Verbal & Quantitative): 1000

### ***For International Applicants***

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

## **Alternative Admission Requirements**

If you have earned a degree at a school that is not accredited by one of the regionally or internationally accrediting associations/universities, you must submit the following information and documentation to petition for 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) An official course-by-course evaluation **with cumulative GPA**, provided by an outside evaluation agency approved by the National Association of Credential Evaluation Services (NACES), available online at <http://www.naces.org>
  - If the evaluation is not favorable, (i.e., does not indicate equivalency to a bachelor or higher degree), applicants must complete the career portfolio.

### **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.

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 must provide the type and amount of evidence as listed in the Career Portfolio Guide available at <http://www.schoolofed.nova.edu/ssc>. *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:

Attn: Dr. Sandra Trotman

Nova Southeastern University  
Fischler School of Education and Human Services  
Office of Student Services – Admissions Department  
1750 NE 167<sup>th</sup> 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 organizations:
  - 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 7 of this application).
- 5) Complete a writing assessment.

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
- Brock University
- 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
- Talpiot College
- The University of Alberta
- The University of British Columbia
- 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 Windsor
- The University of the West Indies (all campuses)
- York University

\*Note: The institutions listed above are subject to change without prior notification



<p>Modified Core with Certification in Educational Leadership</p> <p>State Approved Program for Florida</p>	<p>Applicants residing in states other than Florida should verify local or state requirements for the use of this program of study towards certification or licensure.</p> <p><b>*Financial aid is not available for applicants of this certificate program.</b></p>	<ul style="list-style-type: none"> <li>• Application packet and application fee</li> <li>• Master’s degree (minimum 3.0 CGPA)</li> <li>• Official transcripts</li> </ul>
<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"> <li>• Application packet and application fee</li> <li>• Master’s degree (minimum 3.0 CGPA)</li> <li>• Official transcripts</li> <li>• State of Nevada Enrollment Agreement (Nevada applicants only)</li> </ul>
<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> <ul style="list-style-type: none"> <li>• Autism (Available in Florida and Nevada Only)*</li> <li>• Gifted Education</li> <li>• Pre-Kindergarten Disabilities*</li> <li>• Secondary Education (Available in Nevada Only)</li> <li>• Teaching English to Speakers of Other Languages (TESOL)</li> </ul> <p>*Applicants must have a valid certificate/licensure in Exceptional Student Education/Special Education or Generalist License.</p>	<p><b>Florida Applicants</b></p> <ul style="list-style-type: none"> <li>• Application packet and application fee</li> <li>• Valid Professional/Temporary Teaching Certificate</li> <li>• Master’s degree (minimum 3.0 CGPA)</li> <li>• Official transcripts</li> </ul> <p><b>Nevada Applicants</b></p> <ul style="list-style-type: none"> <li>• Application packet and application fee</li> <li>• Valid Professional Teaching License</li> <li>• Master’s degree (minimum 3.0 CGPA)</li> <li>• Official transcripts</li> <li>• State of Nevada Enrollment Agreement</li> </ul>



The university is required to collect the following information to comply with federal reporting requirements of the U.S. Department of Education. The collected information will not be used in any discriminatory manner.

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**General Information:**

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Date of Birth (mm/dd/yy)                      City                      State                      Country of Birth

Sex:    Male         Female

**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.)

- White (not of Hispanic origin)                       African American (not of Hispanic origin)
- Hispanic                       Native American or Alaskan Native
- Asian or Pacific Islander                       Other \_\_\_\_\_

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**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? \_\_\_\_\_

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**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 (Copy of resident alien card is required for Provisional status in the program).

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

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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    International Applicants should contact the Office of International Students and Scholars at (954) 262-7240 or visit the Web site: <http://www.nova.edu/internationalstudents/>

## 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. 28500.

Student Type	Specialization Areas
<p><b>Educational Specialist Degree Only</b></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"> <li><input type="checkbox"/> Computer Science Education (F541)</li> <li><input type="checkbox"/> Curriculum and Teaching (F540)</li> <li><input type="checkbox"/> Early Literacy and Reading (F547)</li> <li><input type="checkbox"/> Educational Media (F543)</li> <li><input type="checkbox"/> Elementary Education (F511)</li> <li><input type="checkbox"/> English Education (F652)</li> <li><input type="checkbox"/> Gifted Education (F527)</li> <li><input type="checkbox"/> Mathematics Education (F653)</li> <li><input type="checkbox"/> Reading Education (F513)</li> <li><input type="checkbox"/> Science Education (F656)</li> <li><input type="checkbox"/> TESOL (F660)</li> </ul>
<p><b>Educational Specialist Degree</b></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: <a href="http://www.schoolofed.nova.edu/gtep/ngeonline/">http://www.schoolofed.nova.edu/gtep/ngeonline/</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Curriculum, Instruction, Management and Administration (F519)</li> <li><input type="checkbox"/> Technology Management and Administration (F518)</li> </ul>
<p><b>Educational Specialist Degree Educational Leadership</b></p> <p><b>Florida and Nevada State approved</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Educational Leadership (A534)</li> </ul>
<p><b>Endorsement</b></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>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Autism (Available in Florida (F555) and Nevada (A555) Only*)</li> <li><input type="checkbox"/> Gifted Education (A527)</li> <li><input type="checkbox"/> Pre-Kindergarten Disabilities (A556)*</li> <li><input type="checkbox"/> Secondary Education (Available in Nevada Only) (A530)</li> <li><input type="checkbox"/> Teaching English to Speakers of Other Languages (TESOL) (A660)</li> </ul> <p>*Applicants must have a valid certificate/licensure in Exceptional Student Education/Special Education or Generalist License.</p>
<p><b>Modified Core Program with Certification in Educational Leadership</b></p> <p><b>Florida State approved</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Modified Approved Program of Educational Leadership (A542)</li> </ul> <p><b>*Financial aid is not available for applicants of this certificate program.</b></p>
<p><b>Non Degree Certification or Licensure Renewal</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Non-Degree/Special Student (F524)</li> </ul>

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 program capstone, 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: \_\_\_\_\_

**Note: Please be certain to read the following disclosure and sign the application for further processing. No application will be processed without your signature.**

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**Disclosure Statement:**

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. \_\_\_\_\_

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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.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**Notices of Nondiscrimination and Accreditation**

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin or marital status or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Nova Southeastern University is in compliance with Title IX, Title VI, Title VII, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and all other laws, rules, or regulations pertaining to these policies.

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 associate's, bachelor's, master's, educational specialist, and doctoral degrees.

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**Acknowledgment Statement**

I have read and understood the instructions. I certify that the information submitted in this application is complete and correct to the best of my knowledge. False and/or omitted information will invalidate this application and could result in rejection of the applicant or dismissal from the university if the applicant has already been admitted. Permission is hereby given to NSU to make any necessary inquiries and 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. I agree that this information may be used by Nova Southeastern University for research and development purposes aimed at improving education and admissions programs.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



