



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, 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 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 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>*Financial aid is not available for applicants of this certificate program.</p>	<ul style="list-style-type: none"> • Application packet and application fee • Master’s degree (minimum 3.0 CGPA) • Official transcripts
<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> <ul style="list-style-type: none"> • Autism (Available in Florida and Nevada Only)* • Gifted Education • Pre-Kindergarten Disabilities* • Secondary Education (Available in Nevada Only) • Teaching English to Speakers of Other Languages (TESOL) <p>*Applicants must have a valid certificate/licensure in Exceptional Student Education/Special Education or Generalist License.</p>	<p>Florida Applicants</p> <ul style="list-style-type: none"> • Application packet and application fee • Valid Professional/Temporary Teaching Certificate • 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 Professional Teaching License • Master’s degree (minimum 3.0 CGPA) • Official transcripts • State of Nevada Enrollment Agreement

Primary Phone Number (_____) _____ International Access Code (if applicable)
Permanent Phone Number (_____) _____ International Access Code (if applicable)
Cell Phone Number (_____) _____ International Access Code (if applicable)
Email Address _____

The University collects the following information primarily for purposes of identification and aggregate reporting. The questions and possible responses on Ethnicity and Race are written explicitly to comply with U.S. Department of Education reporting requirements. The collected information will not be used in any discriminatory manner.

Social Security Number _____

NSU ID# _____
(If known)

Birth Date _____
(mm/dd/yyyy)

Sex Female Male

Ethnicity

Mexican Puerto Rican Other Hispanic or Latino Not Hispanic or Latino.

Race (If you identify yourself as being of more than one race, you may select multiple options.)

American Indian or Alaska Native Korean Black or African-American
 Asian Indian Origins of Chinese Native Hawaiian or Pacific Islander
 Filipino Thai
 Japanese Other Asian Not Listed

Citizenship

U.S. Citizen Foreign (nonstudying in the U.S.)
 Resident Alien I decline to respond.
 Nonresident Alien

What is your nation of citizenship? _____

If you are an international student and will be studying at one of our U.S. locations, what will your Visa status be?

Student Visa Dependent Other Visa Type _____
Indicate Visa Type

Is English your native language? Yes No If no, documentation of English literacy is required.

Military/Veterans Information

Are you a U.S. active-duty military service member? Yes No

Are you a spouse/dependent family member of a U.S. active-duty service member? Yes No

If "Yes" to either of the two questions above, what military branch of service is your affiliation? _____

What is the anticipated active-duty discharge date of the military service member? _____

Are you a U.S. military veteran? Yes No If a U.S. veteran, please indicate your veteran category.

Vietnam Veteran Other Eligible Veteran Both Vietnam Veteran and Other Eligible Veteran

Are you eligible for veteran's benefits? Yes No If yes, under which law?

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>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"/> Early Literacy and Reading (F547) <input type="checkbox"/> Educational Media (F543) <input type="checkbox"/> Elementary Education (F511) <input type="checkbox"/> English Education (F652) <input type="checkbox"/> Gifted Education (F527) <input type="checkbox"/> Mathematics Education (F653) <input type="checkbox"/> Reading Education (F513) <input type="checkbox"/> Science Education (F656) <input type="checkbox"/> TESOL (F660)
<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> <p>Florida and Nevada State approved</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>	<ul style="list-style-type: none"> <input type="checkbox"/> Autism (Available in Florida (F555) and Nevada (A555) Only*) <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> <p>Florida State approved</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Modified Approved Program of Educational Leadership (A542) <p>*Financial aid is not available for applicants of this certificate program.</p>
<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 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.

Disclosure:

Have you ever been convicted in any state or country of:

- a criminal offense (other than a minor traffic offense) where you have been found guilty by a judge or jury or entered a plea of nolo contendere (no contest);
- any offense where the records have been expunged or sealed;
- any conviction that you are currently appealing regardless of adjudication.

Yes No

As a result of the conviction, are you currently incarcerated or will you be incarcerated upon or during your enrollment at NSU?

Yes No

If the answer is YES to either question above, please explain.

The disclosure is a continuing duty. All applicants must report to Nova Southeastern University (NSU) any such arrest or conviction after the filing of the application for admissions or during the time that the student is enrolled at the college. The admissions committee and NSU will consider new information submitted, and in appropriate circumstances, may change the status of an applicant or student.

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.

Signature of Applicant _____ Date _____

Notices of Nondiscrimination and Accreditation

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, and Title IX), it is the policy of Nova Southeastern University not to engage in any discrimination or harassment against any individuals because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, or political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

This nondiscrimination policy applies to admissions; enrollment; scholarships; loan programs; athletics; employment; and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, or political beliefs or affiliations, to all the rights, privileges, programs, and activities generally accorded or made available to students at NSU, and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

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, Telephone number: 404-679-4501) to award associate's, bachelor's, master's, educational specialist, and doctoral degrees.

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 _____



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:

- Masters Degree
- Educational Specialist Degree
- Non-Degree Enrollment
- Elementary
- School Administrator
- Other _____

Tuition Refund Policy based upon a 3-credit course:

Refund Amounts based on a 16-week schedule

- 100% Refund: Written notice of drop/withdrawal before the official start date of the term.
- 50% Refund: Written notice of drop/withdrawal before the end of the 6th week of class following the official start date of the term.
- 25% Refund: Written notice of drop/withdrawal by the end of the 8th week of class following the official start date of the term.
- No refunds will be made after the end of the 9th week of the class meeting

Refund Amounts based on a 8-week schedule

- 100% Refund: Written notice of drop/withdrawal before the official start date of the term.
- 50% Refund: Written notice of drop/withdrawal before the end of the 3rd week of class following the official start date of the term.
- 25% Refund: Written notice of drop/withdrawal by the end of the 4th week of class following the official start date of the term.
- No refunds will be made after the end of the 6th week of the class 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