



Cohort MAT Programs

Student Information Packet

Thank you for your interest in Thomas University's graduate degree programs. We are pleased to bring our convenient, online graduate programs to your local area. A discounted tuition rate has been arranged for teachers, and space in each cohort is limited to 20 students. Once you submit your application and application fee (Steps 1 & 2 below), I will be able to hold your place in class until your application file is complete.

This packet includes all of the information you will need to complete your application to the graduate school. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at **(855) 296-7052** or by e-mail at kpeterston@graduateprogram.org.



NOTE: Thomas University strictly limits class size to 20 students and accepts applications on a first-come, first-served basis.

Complete steps 1 & 2 below to reserve your seat in this program.

Apply online at <https://www.graduateprogram.org/thomas-university/apply-now/mat-application-checklist/> for faster processing.

1 Application (Pages 4 & 5)

Submit your application [online](#) or complete pages 4 & 5 and return by fax to **(800) 504-7618**.



2 \$50 Application Fee (Page 6)

Use our secure payment center to submit your application fee [online](#) or complete page 6 and return by fax to **(800) 504-7618**.



Once you have reserved your seat, turn to Page 2 or visit the [online checklist](#) to complete the remaining admission steps. Congratulations on your pursuit of a graduate degree with Thomas University!

Sincerely,

Kate Peterson

Graduate Information Office
(855) 296-7052

kpeterston@graduateprogram.org



Once you have reserved your seat, please continue with the following steps to complete your admission file.
Note: You will not be eligible for financial aid until your admission file is complete.

3

Financial Aid & Payment Options (Pages 7 & 8)

Determine how you plan to pay for the program: Financial Aid or Tuition Payment Plan. If using Financial Aid, complete the [FAFSA](#). For more information, see page 7. It is in your best interest to complete the financial aid process as early as possible. If using a Tuition Payment Plan plan, follow the instructions on Page 8.

4

Official Transcripts (Page 9)

All MAT applicants must submit official/sealed transcripts from all post high school institutions attended, even if a degree was not obtained. If you need help, further instructions are listed on page 9.

The Office of Admissions, Thomas University, 1501 Millpond Road, Thomasville, GA 31792

5

Professional Recommendation Forms (Page 10)

The easiest and fastest way to request a recommendation is to use our [online system](#). This will allow us to e-mail reference forms directly to your recommenders on your behalf.

If you prefer to use a traditional paper form, see page 10. Each applicant must submit three recommendation forms from professional or academic references.

6

Personal Statement (Page 11)

You must submit a personal statement that should answer one of the following prompts (500–750 words maximum): a. What experiences have influenced your decision to become a teacher in your chosen discipline? b. What specific personal traits do you believe will make you a great teacher? c. To you, what is the purpose of K-12 schooling? You may upload your statement directly to the Graduate Information Office by email to kpeterston@graduateprogram.org. **For those that have a GPA lower than 3.0 - Please explain the circumstances which adversely impacted your previous academic performance.**

7

GACE Program Admission and Georgia Ethics Assessment (Page 12)

8

Evidence of Expertise in the content of the field sought (MAT Pedagogy Concentration ONLY) (Page 13)

9

Professional Liability Insurance (Page 14)

10

Certified Castlebranch Background Check (Page 15)

- 11 Professional Experience Form (if currently employed by district) (Page 16)**

- 12 Schedule an Interview, GaPSC Pre-Service Application, &VLP (Pages 17-20)**

When you have turned in all admissions materials to the Division of Education, and it has been verified to be complete, an interview will be scheduled. The interview consists of both an oral and a written component, and focuses on questions related to working with children in school settings. Professional dress is required. Distance students may attend the interview via Zoom session.

Complete your application steps online at: <https://www.graduateprogram.org/thomas-university/apply-now/mat-application-checklist/>

If you choose to submit paper forms, all documents should be e-mailed, faxed, or mailed to:



The Office of Admissions
Thomas University
1501 Millpond Road
Thomasville, GA 31792



(800) 504-7618



kpeterston@graduateprogram.org



Cohort MAT Programs Application for Graduate Admission (page 1 of 2)

PERSONAL INFORMATION

Name First Middle Initial Last
 Maiden Preferred

Address Street City State
 Zip Code County Country

Home Phone () **Cell Phone** () **Work Phone** ()

Personal Email (e.g. gmail, yahoo, hotmail) **SSN** - -

Date of Birth **Gender** M F **Veteran Status** Yes No

Ethnicity American Indian or Alaska Native Native Hawaiian or Other Pacific Islander Asian White
 Black or African-American Non-Resident Alien Hispanics of any race Race and Ethnicity Unknown

Citizenship Status

PROGRAM INFORMATION AND START DATE

Semester: FA20 **Format:** Synchronous Online

Have you ever received an ethics reprimand on your certificate? Yes No

Program: MAT in Elementary Education (P-5) MAT in Pedagogy Area of Certification sought for Pedagogy
 I understand that the MAT in Pedagogy is awaiting GaPSC Approval which is expected in the summer of 2020*

Check all that apply:

- I have a passing score on the Georgia state-approved content assessment in the field of certification sought (GACE)
- I have a major in the field of certification earned in conjunction with a bachelor's or higher degree from an accredited institution of higher education (MAT Pedagogy only)
- I have evidence of successful completion of at least 21 semester hours of content area coursework earned in conjunction with a bachelor's or higher degree from an accredited institution of higher education (MAT Pedagogy only)

If you are currently teaching, please list your employment information below:

School Name: **District:** **City:** **Start Date:**

ACADEMIC HISTORY

Thomas University requires MAT applicants to provide official transcripts from all post high school institutions attended

College / University	City/State	Dates Attended	Degree Earned (if none, enter N/A)

EMERGENCY CONTACT INFORMATION

Name First Last **Relationship**

Address Street City State Zip Code

Phone Number () **Email**



Cohort MAT Programs Application for Graduate Admission (page 2 of 2)

TERMS AND SIGNATURE

I certify that this information is true and complete to the best of my knowledge. Falsification of information on this Application could invalidate my enrollment and acceptance. I authorize any schools or colleges I have previously attended to release my personal and academic information to Thomas University representatives. I understand that all my official academic transcripts, regardless of whether a degree was earned or not, must be received by Thomas University before any admission decisions will be made. I agree, if accepted, to abide by the rules and regulations of Thomas University.

Acknowledgment

I hereby agree to the above conditions for application for admission to Thomas University.

Signature

Date

You may also submit this form [online](#). If you choose to submit a paper form, please fax or mail to:



The Office of Admissions
Thomas University
1501 Millpond Road
Thomasville, GA 31792



(800) 504-7618



kpeterston@graduateprogram.org



Cohort MAT Programs Application Fee Payment Form

In order to reserve a seat in a cohort program, please submit this Application Fee Payment Form and your Graduate Application for Admission (Pages 3 & 4) by fax to **(800) 504-7618**, by mail to The Office of Admissions, Thomas University, 1501 Millpond Road, Thomasville, GA 31792, or online at <https://www.graduateprogram.org/thomas-university/apply-now/mat-application-checklist/>.

TO PAY BY CREDIT CARD ONLINE

- Go online to <https://www.graduateprogram.org/thomas-university/apply-now/mat-application-checklist/> and click the "Application Fee." button.
- **Note:** Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.

TO PAY BY CREDIT CARD USING THIS FORM OR BY PHONE

- Complete this section only to pay your \$50 non-refundable application fee.
- If you prefer, contact the Graduate Information Office at **(855) 296-7052** to make your payment by credit card via phone.
- **Note:** Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.

Student Name

Name on Card

Cardholder Address

City State Zip Code

Card Type Visa MasterCard Discover American Express

Card Number Expiration Date 3 Digit Security Code
(Found on back of card)

Cardholder Signature Today's Date

TO PAY BY PERSONAL CHECK:

- Complete this section only to pay your \$50 non-refundable application fee.
- Please make checks payable to Thomas University and mail your check to the The Office of Admissions, Thomas University, 1501 Millpond Road, Thomasville, GA 31792

Student Name

I will be sending my application fee by check on (date)

Student Signature Today's Date

The fastest and easiest way to submit this form is [online](#). If you choose to submit a paper form, please fax or mail to:



The Office of Admissions
Thomas University
1501 Millpond Road
Thomasville, GA 31792



(800) 504-7618



kpeterston@graduateprogram.org

Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** We recommend that you complete these steps as soon as possible, as your student account must be in settled/in order by the Friday before your first class begins. Please note: Students who are not enrolled in a degree program will not be eligible for financial aid. For assistance, please contact the Financial Aid Office at **(229) 584-2460** or email finaid@thomasu.edu.

HOW TO APPLY FOR FINANCIAL AID

- 1 Complete the Free Application for Federal Student Aid at www.fafsa.gov.** Fall 2020 students must complete the 2020-2021 form, you will need your 2018 Federal Tax Returns, your Federal Student Aid ID - FSA ID (<https://fsaid.ed.gov/npas/index.htm>) and Thomas University's School Code (001555). Graduate students are considered independent for financial aid purposes.
- 2 Review your Student Aid Report (SAR) for accuracy.** You will receive this form 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.
- 3 You will receive your financial aid award letter from Thomas University once you have been fully admitted.** Conditionally admitted students will need to submit all required documents to receive full acceptance. The award letter lists all financial aid for which you qualify. If you wish to decline all or a portion of the award, you may do so via Hawklink. Be sure to contact the Financial Aid Office at **(229) 584-2460** or email finaid@thomasu.edu if you have questions about your award.
- 4 Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is required for Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at www.studentloans.gov (you will need your FSA ID from Step 1).

**Questions? Call the Financial Aid Office at (229) 584-2460
or email finaid@thomasu.edu**

FEDERAL LOAN REQUIREMENTS

To be eligible to borrow funds under the Federal Direct Loan Program, you must:

1. File the Free Application for Federal Student Aid (FAFSA)
2. Be a U.S. Citizen or permanent resident
3. Not be in default on prior educational loans
4. Be enrolled at least half-time in a degree-seeking course of study
5. Maintain satisfactory academic progress

THE FEDERAL (TITLE ONE) TEACHER LOAN FORGIVENESS PROGRAM

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program; Thomas University is not responsible to verify your eligibility for this program. Please do not base your enrollment on this program, as it can be difficult to ensure qualification for government programs which are subject to reform and funding changes.

You must call 1-800-4-FED-AID to verify your eligibility or visit <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher> for an application

THE TEACH GRANT PROGRAM

The TEACH Grant program provides grants of up to \$4,000 a year to students who are completing or plan to complete course work needed to teach in a high need field and will commit to work as an educator in a low-income area. A minimum GPA of 3.25 is required. Thomas University is approved to participate in the TEACH grant, however, the determination of whether your position when you finish the program will qualify for the program is determined by your school district based on the federal government guidelines.

For more information, please visit <https://studentaid.ed.gov/sa/types/grants-scholarships/teach>

Thomas University offers Payment Plans for the cost of your tuition and fees through the Student Accounts Office. A payment plan allows you to spread your tuition payments over a period of several months each semester. No interest charges apply so long as your payments are made on time. Payment plans must be in place with both the payment plan application and first payment submitted to the Student Accounts Office before the 1st day of class.

ENROLLING IN A TUITION PAYMENT PLAN

- 1 **Visit the Student Accounts Office website** at <https://www.thomasu.edu/cost/student-accounts/> for payment schedules and details.
- 2 **Visit the Student Accounts Office website** and click the “Thomas University Payment Plan” link in for more information regarding requesting a payment plan.
- 3 **Make Payments** according to your chosen payment schedule. If you have questions about payment methods or types, please contact the Student Accounts Office or visit the above website.

Payment plans are available for all semesters, but the student must apply for the payment plan each semester. Consequently, students must satisfy their current payment plan according to its terms to register for the following semester. When a plan is set up, monthly payments are due on the 15th of each month with the first payment due upon sign-up.

Fall 4 Payments	Spring 4 Payments	Summer 3 Payments
First day of classes	First day of classes	First day of classes
September 15	February 15	June 15
October 15	March 15	July 15
November 15	April 15	

**Questions? Contact the Student Accounts Office at (229) 584-2461
or email student.account@thomasu.edu**

IMPORTANT NOTES

- If you are using financial aid to pay for tuition, you must be enrolled and fully admitted to the program of your choice before your student loan funds can be released. You may be required to make payments until your financial aid funds are released.
- We work with students who receive tuition reimbursement from their employers. Contact the Student Accounts Office at (229) 584-2461 or student.account@thomasu.edu with your employer information so it may be determined if a reimbursement can be accommodated.

MAT applicants must provide official sealed or official electronic transcripts from every post high school institution attended, even if a degree was not awarded.

TO ORDER TRANSCRIPTS

There are multiple ways to request transcripts, and each college or university will have its own process.

Typically, the easiest way to order official transcripts is:

- 1 Contact the Registrar's office at your previously attended school, either by phone, e-mail, or through your university's website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.



Note: Many colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

- 3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days of making a transcript request, please contact us at **855-296-7052**.

Please have all official transcripts sent to:



The Office of Admissions
Thomas University
1501 Millpond Road
Thomasville, GA 31792

Or, email official electronic transcripts to:



admissions@thomasu.edu



Cohort MAT Programs Three Professional Recommendation Forms

TO THE APPLICANT

Please complete the top portion of this form and submit it to your chosen recommender. Professional references are current or previous employment supervisors. Academic references are instructors who can speak to your previous academic performance. Having at least one of these will make your application packet stronger. Please have this form returned to the Graduate Information Office by email to kpeterseon@graduateprogram.org; by fax to (800) 504-7618, or by mail to the The Office of Admissions, Thomas University, 1501 Millpond Road, Thomasville, GA 31792.

Applicant Name

- I waive my access to this data under the provisions of the Family Educational Rights and Privacy Act.
- I do not waive my access to this data under the provisions of the Family Educational Rights and Privacy Act.

Applicant Signature **Date**

TO THE RECOMMENDER

The person whose name appears above has applied for admission to Thomas University's Graduate Program. The Admissions Committee would appreciate your assessment of the applicant according to the questions asked on this form. Please indicate your association or contacts with the applicant which serves as a basis for your impressions of the applicant as a prospective graduate candidate:

- I have observed the applicant's professional role. I have had the applicant in class.
- I have had only casual, infrequent contacts with the applicant.
- I am not in a position to express an opinion about the applicant. *(If so, please return this form to the address above without completing the other parts.)*

I have known the applicant for **years.**

Please use a check mark to indicate your judgment of the applicant with regard to the following traits when compared to other students, nurses, and/or employees whose work you have guided and observed. Please use the following scale to rank the applicant's competency in the areas indicated:	1- Always	2- Most of the Time	3- Often	4- Rarely	5- Never	6- Not able to judge
Does the applicant show clear self-direction in the pursuit of his/her goals?						
Does the applicant approach problems in a constructive manner?						
Is the applicant able to take well-meant criticism and use it constructively?						
Does the applicant show insight in identifying problems?						
Does the applicant select and utilize relevant resources in problem solving?						
Does the applicant participate willingly and effectively as a group member?						
Does the applicant show leadership ability?						
Does the applicant reflect originality in approaching problems?						
Does the applicant exhibit appropriate communication skills?						
Does the applicant display willingness to expand current knowledge?						
Does the applicant indicate ability to internalize and apply new concepts?						
Does the applicant speak clearly and effectively?						
Does the applicant express ideas clearly in writing?						
Does the applicant accurately and effectively interpret the ideas of others?						
Does the applicant appraise his/her own strengths & weaknesses objectively and accurately?						
Does the applicant demonstrate ethical and honest behavior?						

Additional Comments:

Please indicate your judgment regarding this applicant's promise as a candidate for graduate studies:

- Highly Recommended Recommended Not Recommended

Signature **Printed Name**

Credentials **Position and/or Title** **Institution**

Address, City, State, Zip **Phone**

Please submit a personal statement that answers one of the following prompts (500–750 words maximum):

- a. What experiences have influenced your decision to become a teacher in your chosen discipline?
- b. What specific personal traits do you believe will make you a great teacher?
- c. To you, what is the purpose of K-12 schooling?

For those that have a GPA lower than 3.0 - Explain the circumstances which adversely impacted your previous academic performance. If applicable, explain circumstance surrounding any ethics reprimand on your certificate.

To upload your statement using our online system, visit <https://www.graduateprogram.org/thomas-university/apply-now/mat-application-checklist/> and click "Upload Statement" on Step 6.

You may also submit your statement by email, fax, or mail to:



The Office of Admissions
Thomas University
1501 Millpond Road
Thomasville, GA 31792



(800) 504-7618



kpeterston@graduateprogram.org

Note: Before registering for the GACE PAA or the GA Ethics Entry Assessment, you must create a MYPSC account.

A video on how to set up a MYPSC account can be viewed here: <https://youtu.be/3wuHRuChNYg>

Your MYPSC account can be created here: <https://mypsc.gapsc.org/>

GACE Program Admission Assessment

Passing scores on all three tests within the GACE Program Admission Assessment [Reading (210), Mathematics (211), and Writing (212)] are required for admission into the Teacher Education Programs, **unless you are exempted** by one of the following:

- SAT® (1000 Verbal/Critical Reading, and Math prior to 7/1/19)
(1080 on Evidence-based Reading/Writing and Math on or after 7/1/19)
- ACT® (43 English and Math)
- GRE® (1030 Verbal and Quantitative; after 8-1-11, 297 Verbal and Quantitative).
- Possess a current Georgia Professional Standards Commission (GaPSC) Provisional Teacher Certification (exclusion, Provisional Teacher Certification in Career and Technical Specialization fields).

SIGNING UP FOR THE GACE ADMISSION TEST

Follow the directions in this video to learn about this two part process: https://www.youtube.com/watch?v=cgkyj0-u2_c&feature=youtu.be

For GACE Program Admissions Assessment test dates and information, go to <http://gace.ets.org/>

Documentation: If your scores are not recorded on your official transcripts, **you must submit a copy of official pass notification from testing agency**. If you do not have official copies of your scores, you can receive them from the following websites:

Scores before Sept. 2013: <https://www.gace.nesinc.com/>

Scores after Sept. 2013: https://mygace.ets.org/portal/site/iserpraxis/menuitem.4052e1bc70f83a54aea08a10c1d2c2a0/?%20WT.ac=mygace_150503

SAT Scores, ACT Scores, GRE Scores: <https://collegereadiness.collegeboard.org/sat/scores>

If you would like GACE PAA Preparation & Study Resources, let us know and we can provide some for you.

Georgia Ethics Entry Assessment (Test 350)

Evidence of having completed each section of the Georgia Ethics Entry Assessment Program (Test 350). An individual holding a current Georgia Professional Standards Commission Provisional Teacher Certification will be exempt from taking the GAPSC Ethics Entry Exam for program admission.

Follow the directions in this video to learn how to register for the Georgia Ethics Entry Assessment: <https://youtu.be/RmNcJ04iKkk>

For more information about the Ethics exam click: (<http://gace.ets.org/ethics/about>)

Evidence of Expertise in the Content of the Field of Certification Sought

Provide evidence of expertise in the content of the field of certification sought. This can be accomplished through one of three ways:

- A major in the field of certification earned in conjunction with a bachelor's or higher degree from an accredited institution of higher education
- A passing score on the Georgia state-approved content assessment in the field of certification sought
- Evidence of successful completion of a specified number of semester hours of content area coursework earned in conjunction with a bachelor's or higher degree from an accredited institution of higher education. The number of semester hours of content area coursework required is:
 - Secondary (6-12) and P-12 fields - 21 semester hours
 - Middle Grades (4-8) fields - 15 semester hours in one the content areas of Language Arts, Math, Reading, Science, or Social Studies

Teacher candidates must obtain liability insurance through membership in the student chapter of the Georgia Association of Educators (SGAE), the Student Professional Association of Georgia Educators (SPAGE), or the National Education Association. Teacher candidates who hold a paid position within a school system such as a paraprofessional, substitute teacher, bus driver and/or staff (school nutrition, maintenance, school support or central office personnel) must have a support level liability insurance policy. All certified staff in schools and school system offices, including counselors, social workers, technology specialist, nurses and security officers must purchase the professional level of liability insurance. These policies are typically required for employment in a school system; however, when coverage is needed, it must be purchased through Georgia Association of Educators (GAE), the Professional Association of Georgia Educators (PAGE), or the National Education Association.

PAGE (Professional Association of Georgia Educators) at <http://www.pageinc.org/>

GAE (Georgia Association of Educators) State member of NEA at <http://gae2.org>

NEA (National Education Association) at <http://www.nea.org/home/1600.htm>

Documentation: Provide a copy of your receipt, letter, and/or membership card.

Every student going into PK-12 classrooms for any field experience, including observations, must obtain a background check prior to being placed in a classroom. Clear background checks are retained by the Office of Field Experiences in order to assure partner schools that our TU students are cleared to work with Pk-12 learners.

The cost for the initial background check is \$45.00. The background check must be completed prior to being admitted into an education program.

Follow the steps below to obtain your background check:

- Go to the CastleBranch website: <https://mycb.castlebranch.com/>
- Select: Students
- Enter Client Package code: TD27, submit
- Read the information; check that you have read the information. **You must sign the release box to continue and complete the process.**
- Click Continue order at Certified Profile
- Place order by completing form and following prompts.

Important Notice: Before exiting the program, you must select and check the Release and Authorization box in order for Certified Background to complete the background check and send the results to Thomas University for you.

For additional assistance, please contact the CastleBranch Service Desk at **888-723-4263** or visit <https://mycb.castlebranch.com/help> for further information.



Cohort MAT Programs Professional School Experience Form

The following is only applicable if you are employed as a school professional.

As a school professional applying for admissions to the Thomas University Division of Education you must discuss your professional plans with your district Superintendent or his/her designee and gain their support for working with you throughout the program to assist you in completing the required field-based learning experiences (multiple grade bands and diverse ethnic and linguistic groups). Use the Master of Arts Field Progression chart (Pedagogy Concentration or Elementary Concentration) in this packet when you meet with your administrator to help describe these experiences.

Candidate's Name:

List Areas of Service:

Are you currently serving as a school professional (circle one)? Yes or No

Current area of Service:

List all schools and years you have served:

Year(s) in Classroom	School District	School Name	*Grade Level	Lead Teacher Name (if applicable)	Additional Info/Description of Service
Ex: 2017-2018	Thomas County	Thomas County Middle School	6th	Susan Hagood	Worked with I.E.P/504 students Paraprofessional

**Grade Level – If you serve(d) multiple grade levels, across multiple teachers or multiple positions, please list each experience separately.*

Schedule an Interview

When you have turned in all admissions materials to the Division of Education, and it has been verified to be complete, an interview will be scheduled. The interview consists of both an oral and a written component, and focuses on questions related to working with children in school settings. Professional dress is required. Long Distance students may attend the interview via Zoom.

GaPSC Pre-Service Application & VLP

The GAPSC pre-service certification application and verification of lawful presence documents on the following pages are time sensitive. Do not enter dates on either of them. Bring both of them with you to your interview. If a virtual interview is conducted, submit them electronically to the Division of Education on the day of your interview. Do not submit them prior to the day of your interview.

The VLP Affidavit must be completed in front of a notary and notarized – do that no sooner than one week prior to your interview. A notary can usually be found at your local courthouse.

An individual holding a current Georgia Professional Standards Commission Provisional Teacher Certification will be exempted from the Pre-Service Application & VLP Requirements.



Cohort MAT Programs GaPSC Pre-Service Application (Page 1 of 3)

1. Please use ALL CAPS to print your legal name

Name First Middle Last

SSN - - Date of Birth Phone () ()

Address Street

City State Zip Code

Home Phone () () Cell Phone () () Work Phone () ()

Gender Male Female Ethnicity Are you Hispanic or Latino of any race? Yes No

Race Asian American Indian or Alaska Native Black or African-American Native Hawaiian or Pacific Islander White

2. Personal Affirmation: The applicant should enter a truthful "Yes or No" response to each of the following questions. All questions must have a response in order for the application process to continue. **"YES"** responses automatically open an investigation and required an attached explanation along with any additional supporting documentation. **DO NOT include matters that the GaPSC has investigated or is currently investigating.**

1. Have you ever had an adverse action (i.e. warning, reprimand, suspension, revocation, denial, voluntary surrender, disbarment) taken against a professional certificate, license or permit issued by an agency **OTHER THAN the Georgia Professional Standards Commission**? Yes No
2. Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency **OTHER THAN the Georgia Professional Standards Commission**? Yes No
3. Have you ever received a less than honorable discharge from any branch of the armed service? (if "yes", provide a copy of form DD214.)
 Yes No
4. While under investigation, have you ever left an employment position (retired, resigned, been dismissed, terminated, non-renewed or otherwise)?
 Yes No
5. Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child? Yes No
6. Are you the subject of a pending investigation involving a criminal act? Yes No
7. For any **felony** or any **crime involving moral turpitude**, have you ever:
Pled guilty, entered a plea of nolo contendere, been found guilty, pled guilty to a lesser offense, participated in a pre-trial diversion program, been granted first offender treatment without adjudication of guilt, been found not guilty by reason of insanity, or been placed under court order whereby an adjudication or sentence was withheld? Yes No
8. Have you ever been convicted, or pled guilty to a lesser offense for any sexual offense? Yes No
9. Have you ever been convicted of a drug offense (felony or misdemeanor)? Yes No

Consent: I hereby authorize the Georgia Professional Standards Commission to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia, and to perform periodic criminal history background checks for the duration of my certification in the state of Georgia.

Signature Date

Note: This application must be received by the GaPSC **within 90 days of the date signature.**

Instructions for Completing Verification of Lawful Presence Affidavit

In order to obtain a certificate/license from the Georgia Professional Standards Commission (GaPSC), Georgia law requires every applicant to complete an affidavit (sworn written statement) before a Notary Public that establishes that the applicant is lawfully present in the United States of America. This affidavit is a material part of your GaPSC certification/licensure application and must be completed truthfully. Your application may be denied or your certificate may be revoked by the GaPSC if it is determined that you have made a material misstatement of fact in connection with your application. Please follow the instructions listed below.

You must submit the following with your Pre-Service Application and GCIC Consent Form:

1. Notarized Affidavit (next page of this document)

2. A copy of an acceptable ID (see below)

1. Select the ONE option on the affidavit that applies to you:

- **Option 1** is to be initialed/selected by you if you are a United States citizen; or
- **Option 2** is to be initialed/selected by you if you are a legal permanent resident of the United States: you are not a U.S. citizen but you have a green card; or
- **Option 3** is to be initialed/selected by you if you are a qualified alien or non-immigrant (but not a U.S. citizen or a legal permanent resident).

If you selected **Option 2 or 3**, please provide the number (whether or not it is called an "alien number") issued by the Department of Homeland Security or other federal immigration agency in the blank space following this statement: "My alien number issued by the Department of Homeland Security or other federal immigration agency is:"

2. Select an acceptable ID based on your selection in Step 1.

- Acceptable IDs for **Option 1 (U.S. citizen)** are:
 - o An unexpired driver's license issued by a U.S. state, D.C., or certain U.S. territories
 - o An unexpired United States passport or passport card, An unexpired United States military identification card, any document listed here: <http://www.gapsc.com/certification/downloads/SecureVerifiableDocuments.pdf>
- The only acceptable ID for **Option 2 (legal permanent resident)** is a copy of the front and back of your unexpired United States Permanent Resident Card.
- Acceptable IDs for **Option 3 (qualified alien or non-immigrant)** are:
 - o An unexpired work authorization card
 - o I-94 documentation reflecting the I-94 number and expiration date AND a valid foreign passport
 - o A valid Certificate of Eligibility reflecting your SEVIS number AND a valid foreign passport

Fill in the type of ID (e.g. Georgia driver's license, U.S. passport, etc.) that you are using on the affidavit on the line after "The secure and verifiable document provided with this affidavit can best be classified as:"

- 3. Print out the affidavit** (page 4 of this document).
- 4. Find a local Notary Public.** Check the yellow pages, the internet, or with a local business such as a bank.
- 5. Bring your affidavit and the ID** you selected (from the list in Step 2) to appear before the Notary Public.
- 6. Show the Notary Public your ID and state under oath in the presence of the Notary Public that you are who you say you are and that you are in the United States lawfully. Then sign your name.**
- 7. Make certain that the Notary Public signs and dates the affidavit and lists when their notary commission expires.**
8. Make a copy of the affidavit and the ID that you presented to the Notary Public for your own records.
- 9. Submit the following with your Pre-Service Application and GCIC Consent Form:**
 - A copy of the signed and notarized affidavit; and
 - A copy of the ID you presented to the Notary Public.



Cohort MAT Programs GaPSC Pre-Service Application (Page 3 of 3)

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a **Georgia Educator Certificate/License**, as referenced in O.C.G.A. § 50-36-1, from the **Georgia Professional Standards Commission**, the undersigned applicant verifies one of the following with respect to application for a public benefit:

- 1) _____ I am a United States citizen.

- 2) _____ I am a legal permanent resident of the United States.

- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON

THIS THE DAY OF _____

Printed Name of Applicant

NOTARY PUBLIC

My Commission Expires:

Georgia wants YOU...to be a teacher!

For:

The Master of Arts in Teaching (MAT) in Elementary Education program is designed for paraprofessionals who have a bachelor's degree, career-changing professionals with a bachelor's degree, and teachers who hold a Provisional certificate and want to earn an Induction certificate at the master's degree level.

What you learn:

The curriculum provides both knowledge of the content and instructional strategies required of PK-5 educators. Instead of completing a traditional undergraduate teaching preparation program, the MAT in Elementary Education allows a person to obtain certification in grades PK-5 while completing an advanced degree. Graduates of this program will enter the profession at the master's degree level (T5) and garner a higher compensation than those who enter at the bachelor's degree level.

How you learn:

Students coming to this program may be working full-time in schools or another career, so we understand that our program must be both high-quality as well as flexible. Because highly experienced faculty deliver courses in the MAT in Elementary Education synchronously and asynchronously online, students will be a part of an educational program tailored to meet their personal and professional needs. We employ a cohort model with Fall and Spring semester courses meeting for 16 weeks every other week on Saturdays, with independent online coursework in the off weeks. In the Summer semester, courses will meet each Saturday for 8 weeks. Field experiences will be offered in localities where students live. The MAT in Elementary Education requires 48 credit hours.

Career Outcomes:

The Master of Arts in Teaching (MAT) in Elementary Education leads to an advanced degree and initial certification in elementary grades (PK-5).

Degree Requirements:

Courses and Credit Hours		
RSC 600	Introduction to Graduate Programs	3
EDU 605	Foundations of Instruction	3
EDU 606	Clinical Practice I	3
EDU 607	Culturally Relevant Pedagogical Content Knowledge	3
EDU 608	Clinical Practice II	3
EDU 609	Leadership, Collaboration, and Advocacy in Education	3
EDU 620	Applying Technology for Effective Instruction	3
EDU 626	Early Childhood Curriculum and Instruction	3
EDU 623	Educational Assessment and Decision-Making	3
EDU 624	Collaborative Classrooms Through Social Emotional Learning	3
EDU 625	Diversity and Exceptionality in the 21st Century Classroom	3
RDE 656	Patterns of Practice in English Language Arts	3
RDE 652	Teaching Reading	3
ECE 660	Social Studies Curriculum	3
ECE 670	Mathematics Curriculum Development	3
ECE 680	Science Curriculum Development	3
Total Hours		48

Georgia wants YOU...to be a teacher!

For:

The Master of Arts in Teaching with a concentration Pedagogy is designed for those who have demonstrated content expertise in one of the teaching areas for middle grades (4-8), secondary (6-12), and all P-12 fields (except special education) and would now like to become certified to teach that subject.

How you learn:

Students come to this program having already completed a bachelor's degree, and may be working full-time, so we understand that our program must be both high-quality as well as flexible. Because highly experienced faculty deliver courses in the MAT-Pedagogy Concentration synchronously and asynchronously online, students will be a part of an educational program tailored to meet their personal and professional needs. We employ a cohort model with Fall and Spring semester courses meeting for 16 weeks every other week on Saturdays, with independent online coursework in the off weeks. In the Summer semester, courses will meet each Saturday for 8 weeks. Field experiences will be offered in localities where students live. The MAT-Pedagogy Concentration can be completed in 4 semesters with 34 credit hours.

Career Outcomes:

The Master of Arts with a concentration in Pedagogy leads to an advanced degree and initial teacher certification in middle grades (4-8), secondary (6-12), or a P-12 fields (except special education). Graduates of this program will enter the profession at the master's degree level (T5) and garner a higher compensation than those who enter at the bachelor's degree level.

Degree Requirements:

Courses and Credit Hours		
RSC 600	Introduction to Graduate Programs	3
EDU 605	Foundations of Instruction	3
EDU 606	Clinical Practice I	3
EDU 607	Culturally Relevant Pedagogical Content Knowledge	3
EDU 608	Clinical Practice II	3
EDU 609	Leadership, Collaboration, and Advocacy in Education	3
EDU 620	Applying Technology for Effective Instruction	3
EDU 623	Educational Assessment and Decision-Making	3
EDU 624	Collaborative Classrooms Through Social Emotional Learning	3
EDU 625	Diversity and Exceptionality in the 21st Century Classroom	3
RDE 656	Patterns of Practice in ELA	3
Total Hours		33



Cohort MAT Programs Important Info

About Thomas University

Thomas University is a four-year co-educational university that serves the post-secondary educational needs of south Georgia and north Florida. The university is located in Thomasville, Georgia, a relatively small town of over 20,000 people in rural southwest Georgia. The town is 35 miles north of Tallahassee, Florida, 55 miles south of Albany, Georgia, and 45 miles west of Valdosta, Georgia. Thomas University provides quality education through a dynamic learning environment. Innovative models for reaching learners by our caring faculty and staff change the lives of students in our local, regional, and global communities. Offering associate's, bachelor's, master's, and specialist degrees, our highest goal is to provide an educational experience that explores and develops each student's full potential.

Admissions Requirements

1) All documents specified on the application checklist. 2) Have access to a classroom for field work. 3) Report a minimum GPA of 3.0 on a 4.0 scale. Applicants with a GPA lower than 3.0 or an identified writing deficiency may be considered for provisional admission. Provisionally admitted students may be required to take one or more writing classes prior to or during the first semester or during the program. Decisions about additional admission requirements are determined by the University Graduate Council after a complete review of all materials presented by the applicant.

International Students Seeking Admission

International Students seeking admission will need the following:

- 1) A completed Graduate Application for Admission
- 2) A completed Supplemental Program Application (if applicable)
- 3) A US \$125 nonrefundable application fee (made payable to Thomas University)
- 4) For non-native speakers of English: Test of English as a Foreign Language (TOEFL) minimum score of 79 (internet-based); OR International English Language Testing System (IELTS) minimum 6.
- 5) Official transcripts from all institutions attended. Any transcript from an institution outside of the United States must be translated into English; translation must be certified for accuracy and accompanied by a professional evaluation (see Foreign Transcript section)
- 6) A signed confidential statement of finances with evidence of sponsorship and support
- 7) A stamped and signed statement from student's bank certifying finances
- 8) Copy of current passport and visa (if applicable)

Thomas University Tuition Guarantee

The tuition rate for students beginning in Spring and August 2020 is \$495 per credit hour and is guaranteed to students provided that they remain continuously enrolled in the program. A student is considered "continuously enrolled" provided that the student does not miss more than two courses (one semester) in their cohort sequence. Students will also be responsible for a \$100 technology fee per semester.

Important Contacts

Graduate Information Office	Kate Peterson	(855) 296-7052	kpeterson@graduateprogram.org
Admissions Office		(800) 538-9784 x1074	
Financial Aid Office		(229) 584-2460	finaid@thomasu.edu
Student Accounts Office		(229) 584-2461	student.account@thomasu.edu
MAT Coordinator	Susan Hagood	(229) 226-1621 x1030	shagood@thomasu.edu
Student Success Advisor	Heather Cessna	(229) 226-1621 x1012	hcessna@thomasu.edu