



Tift College of Education

- NL-5 Add-on Certification
- Ed.S. in Educational Leadership

◆ Atlanta ◆ Henry RAC ◆ Douglas RAC ◆ Macon ◆ Savannah

Graduate Application for Admission

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TIFT COLLEGE OF EDUCATION
Educational Leadership Program
3001 Mercer University Drive
Atlanta, Georgia 30341
Atlanta Area: (678) 547-6550
Macon Area: (800) 548-7115
www.mercer.edu/education

Graduate Admissions Requirements

NL-5 Add-on Certification Program Entrance Criteria

The NL-5 Add-on Certification in Educational Leadership is awarded by the Tift College of Education. It is designed as a certification program for education students who want to increase their instructional and leadership skills.

General Information

1. A master's degree from an accredited college or university will be required to enter into the program.
2. Graduate work taken at Mercer prior to regular admission to the Add-on Certification program cannot be applied to the degree.
3. A student may transfer three graduate hours to the Add-on Certification program providing the coursework was completed by the student while enrolled in an equivalent degree program at an accredited college or university. All transfer credit will be evaluated by the Department Chair or Coordinator.
4. Tift College of Education will provide courses to meet all program requirements within a minimum of two calendar years from the time the student enrolls. The College is not under any obligation to grant individualized study through directed/independent study courses or special topics research courses unless the College fails to schedule the course requirements within the time specified.
5. Must hold a current clear renewable certificate from the Georgia Professional Standards Commission.
6. **Admissions priority application deadline is May 1st. Regular admissions deadline is June 30th.**
Please note: *You will NOT be considered for admission into the program if your application packet is not completed by the final deadline.*

Admission Requirements: NL-5 Add-on Certification

All persons who wish to enter the add-on certification program in educational leadership must file a written application for admission. To be admitted to the add-on program, an applicant must:

- Hold a master's degree from an accredited institution and possess or be eligible for a master's level certificate in a teaching or service field. ***Candidates holding a master's degree outside the field of education may be required to take additional coursework.***
- Have a minimum of a 3.0 grade point average on all graduate coursework attempted.
- Have completed three years of acceptable experience.
- Submit results from a national standardized achievement/aptitude test predictive of the ability to complete a graduate program successfully.

These include the Graduate Record Examination (target score of 800, quantitative and verbal) or the Miller Analogies Test (target scaled score of 397 after October, 2004). [Note: A candidate who was required to take the GRE or MAT for the master's degree that s/he currently holds will NOT be required to retake the test for admission but must submit a copy of those scores prior to admission.]

- Two official copies of transcripts from all colleges/universities previously attended.
- A \$25 application fee.

- A recommendation from the school system in which the candidate is employed.

Admission Requirements: Ed.S. in Educational Leadership

All persons who wish to enter the Ed.S. program in educational leadership must have a master's level teaching certificate and must have completed the add-on program through Mercer. To be admitted to the Ed.S. program, an applicant must submit:

- A letter from his/her school system stating that the applicant is currently employed in a school leadership position. *This will determine if the applicant is eligible for the performance based internship.*
- A copy of current L-5 or NL-5 certification from the Georgia Professional Standards Commission.
- A score on the Graduate Record Examination (*target score of 900, quantitative and verbal*) and a target score of 4.0 on the analytical/writing or the Miller Analogies Test (*target scaled score of 397 after October, 2004*).
- A current vita or résumé
- Two official copies of transcripts from all colleges/universities previously attended showing a minimum cumulative GPA of 3.5
- Three official letters of recommendation; one of these must be from a school system supervisor, documenting that the applicant currently holds a position in school leadership.
- A \$30 application fee.

After submission of all materials, applicants are required to participate in an interview with the program faculty.

- A signed and dated writing sample will be completed at the interview.
- A signed, typed and dated narrative of career and academic goals must be sent in with your application.

Application Instructions for Graduate Admissions

The Tift College of Education's Educational Leadership Program uses self-managed applications for admission to its programs. The self-completing structure of this application process allows greater control of the completion of the application file. The applicant is responsible for collecting all required application materials, with the exception of official test scores, and submitting them in one packet. ***Missing documents may delay the evaluation of your application.***

- The only items that will be sent separately are **official GRE or MAT** score reports. **The Educational Testing Service institution code for submission of official score reports is Mercer University Atlanta, Institution Code 4369.**
- The Office of Admissions will notify applicants upon receipt of the application packet. The admission evaluation will not begin without a complete application.
- Send all application materials, regardless of campus location to which you are applying, to the Atlanta Campus, 3001 Mercer University Drive, Atlanta, Georgia 30341.

1. Application

Complete the application for graduate admission. Please provide all the information requested. You may submit a résumé in addition to the employment history if you prefer.

2. Application Fee

Please include the application fee in the form of a check or money order made payable to *Mercer University*. **Do not send cash.** The application fee is **non-refundable** and will not apply toward tuition. Former or current students of Mercer University need not submit another application fee.

3. Unofficial GRE or MAT

If you have already taken the GRE or MAT and have the score results, we request that you include this information with the application. For example, you may submit a copy of the unofficial score report given at the time the test was taken (sometimes referred to as the “walk-out score report”) or a copy of your examination score report received through the mail. This is especially critical if there is not sufficient time to receive the official score report before the desired semester of entry. This will expedite the admission decision process and allow the Tift College of Education to reach a conditional decision. **This does not replace the requirement of an official score report for those applicants who are offered admission. GRE or MAT scores awarded six or more years previously cannot be honored.**

4. Official Transcripts

Submit two official transcripts from each college and university attended. Transcripts are required for both undergraduate and graduate course work, regardless of length of stay or if the grades are listed on another school’s transcript. A transcript request form is provided to assist you in this process. Complete the transcript request form and submit it to each school’s registrar. The registrar will return the transcripts to you in a sealed institution envelope. **Do not open the envelope.** Include the official **sealed** transcript with your application materials.

- Transcripts from all colleges and universities attended (including Mercer University) must be submitted, regardless if the transcripts were previously provided in support of another application to Mercer University.

5. Letter of Recommendation

For NL-5 add-on certification candidates, a completed recommendation form (see last section of this application packet) is required from the school system in which he/she is currently employed. If the applicant is not currently employed, a letter from the most recent employer is required. Partner school systems may require additional application criteria before issuing recommendations on behalf of the candidate.

Ed.S. applicants must submit a letter from the school system documenting that the applicant currently holds a position in school leadership.

NL-5 Add-on Certification Ed.S. in Educational Leadership Graduate Application for Admission

◆ Atlanta ◆ Henry RAC ◆ Douglas RAC ◆ Macon ◆ Savannah

Send all application materials, regardless of campus location to which you are applying, to the following address:

**Mercer University
Tift College of Education
Educational Leadership Program
3001 Mercer University Drive
Atlanta, Georgia 30341**

Semester _____ Year 20____

Application Fee

Campus Location Atlanta Henry RAC Douglass RAC Macon Savannah Other _____

Track Building (Principalship) System (Superintendency)

Academic Program: Add-on Certification (NL-5) in Educational Leadership (Candidates must hold a master's degree in a teaching field and hold a current teaching certificate issued by the Georgia Professional Standards Commission.)

Add-on Performance-based Certification (PL). Candidates must hold an Ed.S degree or higher in Educational Leadership and hold a current leadership certificate issued by the Georgia Professional Standards Commission.

Ed.S. in Educational Leadership leading to performance-based certification (PL-6)

Ed.S. in Educational Leadership degree only option

(Please type or print)

Name

Last

First

Middle/Maiden

Address

Number and street

City

State

Zip

Social Security number _____ Birthdate _____ Birthplace _____

Telephone Home (_____) _____ Business (_____) _____

Cell (_____) _____ E-mail _____

Citizenship status (check one) U.S. citizen

Permanent resident (if resident alien, attach copy of permanent visa)

Non-resident alien (visa type _____)

Optional Information:

The following information is gathered for purposes of compliance with state and federal reporting requirements only. Failure to provide information will not adversely influence the admission decision.

Ethnic origin: White African American Native American Hispanic Asian
 Alaskan Native Other

Sex: Male Female

Veteran: Yes No

Marital Status: _____

Religious Preference: _____

In order to help advisors become more acquainted with new candidates, we ask that you attach a recent photo. This photo is not used for admissions purposes. Failure to attach a photo will not hinder the admissions process.

How did you hear about Mercer University’s Master of Education in Educational Leadership Program?

Test Information:

Have you ever taken the GRE? Yes No If yes, total score (Verbal and Quantitative) _____
Analytical _____ Date _____
mo/yr

Have you ever taken the MAT? Yes No If yes, total score _____ Date _____
mo/yr

Have you requested an official score to be sent to Mercer University Atlanta, Institution Code 4369?
 Yes No

If no, please indicate the date you plan on taking the GRE or MAT: _____
mo/yr

Education:

Please list in order of attendance each college or university you have attended (including Mercer University) regardless of length of stay, amount of credits earned, or if the grades are listed on another school’s transcript.

School	Location	Dates Attended	Credits/Degrees Awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment/Professional Experience:

Current/Most Recent Employer _____

Employer Address _____

Employer Telephone _____

Job Title _____ Dates _____
mo/yr to mo/yr

Major responsibilities (include number of people reporting to you) _____

If you have been employed for less than four years, please list previous employer.

Employer _____ Dates of Employment _____

If you are currently employed as a teacher, please indicate:

School _____ Grade Level _____

Level and Field of Current Teaching and/or Leadership Certificate

I certify that the information given on this application is true and complete. I understand that if found otherwise, it is sufficient cause for possible rejection or dismissal.

Signature of Applicant _____ Date _____

Mercer University does not discriminate based on race, religion, gender, color, or national origin and complies with applicable state and federal laws.

Tift College of Education

■ NL-5 Add-on Certification

■ Ed.S. in Educational Leadership

◆ Atlanta

◆ Henry RAC

◆ Douglas RAC

◆ Macon

◆ Savannah

Transcript Request Form

To the applicant:

Please complete this form and use it to request two (2) official transcripts from **all** colleges/universities you have attended. Photocopy this form as needed. The institution will return transcripts to you in an official sealed envelope. Transcript envelopes should be included unopened with your other required application documents.

Please note: Many institutions charge a fee for transcripts. Check your institution's transcript policy in advance.

Please print or type

Applicant's Name _____
Last First Middle/Maiden

Mailing address _____

College/University _____

Social Security number or student identification number -- _____

Dates in attendance _____ Degree and year _____

I authorize the release of two official transcripts of my academic record to the Tift College of Education, Mercer University, Atlanta Campus.

Signature _____ Date _____

To the Registrar:

The individual named above is applying to the Tift College of Education at Mercer University and requests that two (2) official transcripts be released to us. Please enclose this form with the transcripts in your envelope. Seal the envelope, sign across the seal, and return the sealed envelope to the applicant so it can be included with his or her application. If your institution has a policy that prohibits the release of transcripts directly to students, please send the transcripts to the following address:

**Educational Leadership Program
Tift College of Education
Mercer University
3001 Mercer University Drive
Atlanta, Georgia 30341**

Mercer University

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Recommendation from School System for Admission to the Add-on Certification in Educational Leadership Program

To Be Completed by the Candidate:

_____ (name of candidate) has applied for admission to the Tift College of Education of Mercer University in the Educational Leadership Program.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements and place your signature in the space provided so that the referee will be advised of your choice.

- Confidential file. I grant permission for this letter of recommendation to be held confidential.
- Open file. I retain the choice of having letters of reference available to me.

Sign: _____ Date: _____

To Be Completed by the School System Representative:

Please indicate your support for his/her admission by completing the following information. If you prefer, you may write a letter of support. Please return the form or letter to the following office:

Mercer University
Tift College of Education
Educational Leadership Program
3001 Mercer University Drive
Atlanta, Georgia 30341
ATTN: Dr. Mary Jacobs
Educational Leadership Admissions Committee

I highly recommend recommend recommend with reservation do not recommend

_____ for admission to Mercer's Add-on Certification Program in Educational Leadership.

