

Georgia State University New Teacher Institute (NTI) for Trade and Industrial (T&I) and Healthcare Science (HSTE)

Purpose: The purpose of this packet of information is to help you get enrolled in GSU's NTI. The process is not complicated, but since it is new to you it may seem a little overwhelming at first glance. Dr. Burns will be the "go to" person in this process, helping things move along at GSU. Her email address is:

jburns@gsu.edu.

The NTI takes place over a 5 week period; however only 4 weeks are spent on campus. You will be sent a schedule after your pre-registration form is received.

GACE 1: Please be aware that the Georgia Professional Standards Commission (PSC) requires that you pass the GACE 1 exam before entering a teacher education program. The passing score for each part is 220. There is no composite or combining all three tests. Each section must be passed. *After completing the summer NTI*, you will officially enter the teacher education program. Therefore, after the Summer NTI you will need to have passed the GACE 1 exam. PLEASE TAKE CARE OF THIS GEORGIA REQUIREMENT IN A TIMELY MANNER, AS THIS IS OUT OF OUR CONTROL AT GSU.

Exemptions to GACE 1

Having a Masters degree or higher from a PSC accepted accredited institution.

Having passed all three parts of the Praxis 1 or posted a composite score of 526 before March 6, 2007.

SAT – 1000 on Verbal and Math - for scores prior to 1995, check with the Georgia Professional Standards Commission for a current link:

www.gapsc.com

ACT – 43 on English and Math- for scores prior to October 28, 1989 click on the following link:

<http://www.gapsc.com/EducatorPreparation/Assessment/Documents/ACTRecentering.pdf>

Welcome Letter/General Information Georgia State University NTI

Dear T&I or HSTE Teacher:

Thank you for your interest in the New Teacher Institute (NTI) at Georgia State University (GSU). Our staff looks forward to working with you. Please read the following information carefully. Please save this document as it has many helpful links to answer your questions and provide needed forms.

Dates and Location

Georgia State University's 2014 New Teacher Institute (NTI) will begin Monday, June 9th. Classes run from this date [daily] through Friday, for a total of five weeks, with 4 weeks spent on campus. Friday, July 11 is the last class for the NTI program. Daily class times are 10:00 a.m. to 3:45 p.m. Classes will be held at GSU's North Metro campus located in Alpharetta.

Admission to GSU

NTI is a special non-degree alternative “certification only” program and admission requirements are not the same as for students entering a degree program. You will be admitted to this program even if you would not meet the “normal” GSU admission criteria. In the **How to Apply Online** section of this letter, instructions are provided for completing the online application.

Program Cost

Please understand that you must first apply to GSU online and be accepted to GSU in order to participate in this unique alternative certification program. **You will be required to pay the same registration and course fees as all other undergraduate GSU students.** Tuition and fee information can be found on GSU’s web site at the following link, http://www.gsu.edu/studentaccounts/tuition_and_fees.html Once you are on this webpage, click on 2013-2014 Academic year. A chart appears. The Board of Regents has not set the tuition cost for Summer Semester, 2014 at this time. The Spring Semester tuition has been set. To read the chart on this link, find 6 undergraduate hours and follow the row to the right which adds in the mandatory fees. For example, 6 in-state semester hours for Spring Semester 2014 is \$2,624.00.

Financial Aid

Anyone seeking financial aid must apply and be accepted as a GSU student and have

completed the Federal FAFSA form. *NOTE: You will need to complete a 2013-2014 FAFSA form for Summer NTI classes and a 2014-2015 FAFSA for Fall 2014 and Spring 2015 NTI courses. The web site is www.fafsa.ed.gov. Our contact person for all NTI students is Ms. Selethia Bell. Her email address is sthorpe@gsu.edu. She is the dedicated person who works with NTI and knows our program well. Please direct all inquiries and communications regarding financial aid to her only.

Summer Courses

When you successfully complete the summer NTI you will have earned six semester credit hours as a Georgia State University student. Three credit hours will be granted under the EDBT 3020 curriculum and methods course titled "Instructional Development in Technology/Career Education" and three credit hours will be granted as EDBT 3360, "Foundations of Management and Safety in Technology/Career Education".

A Final Note

Dr. Burns is your resource person to assist you throughout the admission process. Please don't let anything become a stumbling block. Let her know if you need assistance. She can be reached at jburns@gsu.edu.

Let's Get Started . . .

Steps:

Complete and return the New Teachers Institute Pre-Registration Form (page 8). Please return via email to jburns@gsu.edu

Complete GSU's online admissions application (see information below), and then email Dr. Burns so that she can track your application and get it to the correct person. (Our contact person in admissions is Donald Weatherington), dweatherington@gsu.edu
Submit all necessary official transcripts directly to Dr. Janet Burns. DO NOT SEND THEM TO THE ADMISSIONS OFFICE.

Complete the immunization form, make a copy for your records, and send to Health Services. Please wait until you are officially admitted to submit the document as it will need your student id number on it.

http://health.gsu.edu/files/2013/03/2012_6_21_immunizationFormandInformation.pdf

Arrange financing for your education. See previous page of this document for information about financing your education. Ms. Bell is available to answer your questions. Her email is sthorpe@gsu.edu. Also, please indicate on the Pre-Registration Form if you intend to apply for financial aid.

Register for the two classes which comprise the summer NTI. Dr. Burns will assist you

with this step.

Let's Go On line . . .

How to Apply On line to Georgia State University

Please follow the following steps to apply for GSU admission online. Since updates are made constantly to the system, steps may or may not vary slightly to what is written below:

Part I: Set up an account (*please read these tips before you apply online*)

Click on this link: <https://www.applyweb.com/aw?gsu>

Click on the link that says "Create Your Account".

Fill in the requested user information on this page.

Create a username and password that you can easily remember.

Click on the box that says **Create My Account**.

Once you have done this successfully, you will receive a message that says "Please Print for Your Records". Print this page.

After you print this, click on the link for post baccalaureate admission.

After you read through these instructions, click on "apply for admission."

Please note that all public universities in Georgia now require students to fill out information for citizenship verification and lawful presence.

Part II: Complete the Online Application (*please read these tips before you apply online*):

Do not use the transcript request form that is provided. Instead, contact the schools you attended and request that they send official transcripts to Dr. Janet Burns, Middle Secondary Education, P.O. Box 3978, Atlanta, GA 30302-3978. If your former school issues official on line transcripts, have those sent to jburns@gsu.edu.

Remember the following:

Term of Entrance: choose **Summer 2014**

Intended College: choose **College of Education**

Entrance Status: choose **Post Baccalaureate (non-degree)**

Answer the questions about your residency status. **Be sure to answer every question, or you will be categorized as Non-Resident for tuition purposes.** (You will then have to supply a lot of information to prove your residency.)

Contact Dr. Burns and forward the email you receive stating that Admission has received your application. She can then become your contact person.

Part III: Required Supporting Documents

Transcripts:

Submit your official, sealed transcripts to Dr. Janet Burns, MSIT, College of Education, P.O. Box 3978, Atlanta, GA 30302-3978. Dr. Burns will deliver these documents to the Admissions Officer, Mr. Donald Weatherington, to help expedite your admission to GSU.

If you have a Baccalaureate or higher degree:

You must submit **official transcripts**, in a sealed envelope with the registrar's stamp, from the college that denotes the degree confirmed on the transcript.

If you do not have a Baccalaureate degree, but have attended college or a technical school:

You must submit **official transcripts**, in a sealed envelope with the registrar's stamp, from all colleges and/or technical schools attended. This includes all technical institutes.

If you have not attended college or technical school:

You must submit a copy of your **high school diploma** or **GED certificate**.

Immunization form:

Submit your immunization form directly to Health Services. Be sure to make a copy for your own files of the immunization form. Please direct any questions about the form directly to Health Services. Dr. Burns cannot become involved in this part of the process.

Use the following link to obtain the immunization form.

http://health.gsu.edu/files/2013/03/2012_6_21_immunizationFormandInformation.pdf

Out-of-State Residents only:

If you reside outside of the state of Georgia, or have not established residency in Georgia, but you are working in the state of Georgia, you must **submit a copy of your 2014-2015 teaching contract, or you will be charged out of state tuition**. Our contact person is Mr. Jared Foster, and he can be reached at 404 413-2225 if you would like to talk with him.

A Quick Review . . .

Please look at the following categories and locate the one that describes you. Each category recaps what you need to do.

Category 1. If I don't have a Bachelors or Master's Degree I need to:

- a. Apply to GSU online.
- b. Pay the \$60.00 application fee online.
- c. Have Official transcripts (in sealed envelope with registrar's stamp) sent to Dr. Janet Burns (see address below) from all colleges attended. This includes all Technical Institutes. Contact all colleges and/or technical schools as soon as possible, so that transcripts can be submitted to the admissions office before the admissions deadline for summer semester.
- d. If you have not attended a college or technical college you must send a copy of a high school diploma or GED certificate to Dr. Janet Burns.
- e. Send completed immunization form directly to Health Services. Dr. Burns does not handle this form. Please note this often takes several weeks to clear. The university system of Georgia will not waive this requirement and the university will place a hold on your registration until this requirement is fulfilled.
http://health.gsu.edu/files/2013/03/2012_6_21_immunizationFormandInformation.pdf
- f. Dr. Burns will help you register for classes.
- g. Pay fees for credit hours to be taken.

Category 2.

I have a Bachelors or Masters degree so I need to:

- a. Apply to GSU online.

- b. Pay the \$60.00 application fee online.
- c. Send official transcript (in sealed envelope with registrar's stamp) from college that denotes degree conferred on the transcript to Dr. Janet Burns (see address below).
- d. Send completed immunization form directly to Health Services. Dr. Burns does not handle this form. Please note this often takes several weeks to clear. The university system of Georgia will not waive this requirement and the university will place a hold on your registration until this requirement is fulfilled.

http://health.gsu.edu/files/2013/03/2012_6_21_immunizationFormandInformation.pdf

- e. Dr. Burns will help you register for classes.
- f. Pay fees for credit hours to be taken.

Category 3. I am re-entering GSU so I need to:

- a. Complete an online application for re-entry. There is a re-entry fee that you will pay online.
- b. Register for classes.
- c. Pay fees for credit hours to be taken.

Attached is a preliminary information/pre-registration form. Please complete and return this form to Dr. Janet Burns by email. Her email address is jburns@gsu.edu. Please note that this information form is for NTI administrative purposes only. This is not a NTI admissions form; however, it will reserve a place for you in the NTI. If the NTI is full when you pre-register, you will be placed on a waiting list.

We have designed a comprehensive program that will provide you with practical and applicable skills to help you succeed and improve in the classroom. If you have any questions about the NTI, please email me at jburns@gsu.edu. I am happy to assist you in any way I can.

Sincerely,

Dr. Janet Burns
Georgia State University
jburns@gsu.edu
phone: (404) 413-8417

Georgia State University - New Teacher Institute for T&I and HSTE
Information and Pre-registration Form, Summer 2014

Name (of teacher):

Home Address:

Home Phone:

E-mail Address:

Career/Technical Program Area:

School and System:

Supervisor of Teacher and Phone number or email address:

Current Certificate Level:

Have you passed or exempted the GACE 1 exam? Yes No

If the above answer is "no," please set up an exam date so that you have passed the exam by the fall semester.

Number of years teaching: 0 1 2 3 more than 3

Which of the following is applicable?

Residence Out of State Baccalaureate Degree Masters Degree or higher

High School Diploma GED Technical Diploma or Associate Degree

Do you intend to apply for federal financial aid? yes no

Please return this form to: Dr. Janet Burns Email: jburns@gsu.edu

Please send completed immunization form directly to Health Services. Dr. Burns does not handle the immunization form. Please do not submit until you have a student id.

http://health.gsu.edu/files/2013/03/2012_6_21_immunizationFormandInformation.pdf

**Overview of the Trade & Industrial and Healthcare Science and Technology
Education PSC Approved Teacher Certification Program**

Course Names and Credit Hours	When offered	When the course meets
EDBT 3020 —Instructional Development in Technology/ Career Education (3 hours)	Summer 2014	Monday – Friday 10am – 3:45pm On some Friday’s students work on course projects on line.
EDBT 3360 —Foundations of Management & Safety in Technology/Career Education (3 hours)	Summer 2014	Monday – Friday 10am – 3:45pm On some Friday’s students work on course projects on line.
EDBT 4570 —Instructional Strategies in Technology/ Career Education (3 hours)	Fall 2014	Class meets one afternoon/ evening on-line per week during the semester.
EDBT 3690 —Teaching Practicum in Technology/ Career Education (3 hours)	Fall 2014	Site visits by GSU instructors during the semester plus 2 Saturday class sessions from 10am – 4pm.
EDBT 4250 —Principles and Practices in Technology/Career Education (3 hours)	Spring 2015	Class meets one afternoon/ evening on-line per week during the semester.
EDBT 3700 —Teaching Practicum in Technology/ Career Education (3 hours)	Spring 2015	Site visits by GSU instructors and 2 Saturday class sessions from 10am – 4pm during the semester.
EDBT 3710 —Teaching Practicum in Technology/ Career Education (3 hours)	Spring 2015	Same as above.
EXC—Exceptional Children and Instruction	Every Semester	May be taken as PLU’s through local system.
GACE 1 Exam*		See note below*

*Note: students are also required by the Georgia Professional Standards Commission (PSC) to exempt or pass the GACE I exam in order to register for the fall semester. This PSC rule is part of the accreditation process of Georgia State University. Students may attend the summer portion of the program without having passed GACE 1.

