



Post Baccalaureate Teacher Certification Program

Application for Transcript Evaluation

March 2009

Thank you for your interest in the Post Baccalaureate Teacher Certification program. This program is designed for individuals who hold a baccalaureate or higher degree from an accredited college or university but who are not eligible for a license to teach. The successful completion of all program requirements will result in a clear, renewable certificate. A non-renewable (NR) teaching certificate is a separate process and may be made through the Professional Standards Commission (PSC), in Atlanta (1-800-736-4322 or 1-800-869-7775) or visit the website at www.gapsc.com or www.gapsc.org. If you are adding on an additional certification level, also contact the GA PSC.

By completing the Application for a Transcript Evaluation you are asking the Department of Art, Music and Theatre and the College of Education to examine your transcripts of completed coursework and to prepare a program of study (list of requirements) which must be completed in order to be recommended for a clear, renewable teaching certificate. Official transcripts **must be provided directly to the Department of Art, Music and Theatre with your application**. If official transcripts have been sent to the University Admissions Office or to the Graduate Office, *students must request that a photocopy of the original be sent to this office for a transcript evaluation*. When official copies are received, the program of study becomes official and is valid for three years from the date of preparation. If the program of study is not completed within three years, any requirements implemented after the expiration date must be met before a recommendation for a clear, renewable certificate will be made. Any requirements implemented by the Professional Standards Commission (PSC) during the completion of the program of study must also be met before a recommendation for a clear, renewable certificate will be made.

Minimum Admission Criteria

Admission criteria for the graduate post baccalaureate program include:

- (1) an earned baccalaureate degree or advanced degree from a regionally-accredited institution of higher education in a certifiable content area;
- (2) cumulative GPA of 2.50 on a 4.0 scale for all college coursework attempted thus far. (**students may be admitted to the post baccalaureate program with less than an overall cumulative grade point average of 2.5 if (a) they completed their degree three or more years before admission to the program, or (b) completed their degree one or more years before admission to the program and participated in a quality long-term service commitment in an educational environment. However, once admitted, all students must establish and maintain a 3.0 GPA for all post baccalaureate graduate level course work which applies to their teaching license)

Admission to Candidacy

Admission to Candidacy must be completed by the end of your first semester of enrollment in education courses. Applications for Admission to Candidacy are available from the Department of Art, Music and Theatre office and are due *October 15, March 15, and June 15*. Admission to Candidacy requirements are set by each individual department, please be sure to obtain a list of those requirements as early as possible. Meet

with your advisor 2-3 weeks prior to the deadline to turn in your application. Admission requirements are outlined in the AASU catalog.

- **Passing GACE Basic Skills Assessment is a requirement for Admission to Candidacy. *Students earning qualifying scores on the SAT, GRE, or ACT may be exempt from this requirement.* SAT – minimum required score – 1000 with no minimum Verbal score or Math score required. The composite score is obtained by adding the Verbal and Math scores -both sections must be taken. ACT – minimum required score – 43 with no minimum English score or Math score required. The composite score is obtained by adding the English and Math scores – both sections must be taken. GRE – minimum required score – 1030 with no minimum Verbal Score or Quantitative score required. The composite score is obtained by adding the Verbal and Quantitative scores – both sections must be taken. You can get your scores from the ETS website.**

After satisfactory completion of the admission requirements, you are ready to complete and submit your Application for Admission to Candidacy.

Admission to AASU

Courses taken to satisfy the graduate post baccalaureate program requirements are available on the main campus at Armstrong Atlantic State University. Some classes may also be offered at the Liberty Center, the Brunswick Center, and Savannah State University. Admission to AASU is required before enrollment in the program. The Graduate Studies Admissions Office is located in Victor Hall on the AASU campus.

Completing the Application

Complete the attached application form, indicating the field(s) of interest. No refunds will be given once an analysis has been completed. Requests for transcript analysis without designated field(s) will be returned to the applicant.

Instructions:

Please use dark ink or type to complete the form. **Please print and write legibly.** The information provided will be used in establishing your record and department file. Information from your file is not released to outside sources for any reason without contacting you first.

Post Baccalaureate Certification Fields

Armstrong Atlantic State University and the Department of Art, Music and Theatre in conjunction with the College of Education offers teacher preparation leading to initial licensure in the following fields:

- *Art Education* FINE ARTS Room 125
- *Music Education* FINE ARTS Room 125

Please sign and date the application.

Evaluation Fee

The fee for the initial evaluation of transcripts is \$25.00 for one field. **Check, cashier's checks or money orders should be made payable to AASU.**

If the transcript evaluation is more than three years old, the fee of \$25.00 is charged for a new evaluation. If the transcript evaluation is less than three years old and you want a second or third field evaluation, a \$10 fee is charged for each additional evaluation.

Applicants can mail a check, cashier's check, or money order and send with their application and **OFFICIAL** transcripts to:

Armstrong Atlantic State University
Department of Art, Music and Theater
Post-Baccalaureate Evaluation
Fine Arts 125
11935 Abercorn Street
Savannah, GA 31419-1997

Processing Time

Please allow a minimum of **three weeks** for the evaluation process to occur after all the required documents have been submitted. Required programs of study will be mailed to the applicant along with information about contacting your advisor to discuss your schedule for the upcoming semester.

Colleges/Universities Attended	City, State	Degree (BA, BS, Etc.)	Dates Attended	Major	Official Transcript Received

8. Have you applied to the College of Education at AASU or requested a program of study within the last three years? ___YES___NO

Signature of Applicant _____ Date _____



FOR OFFICE USE ONLY:

Revised March 2009

Receipt #: _____ **Date Paid** _____ **Amount Paid** _____