

The logo features a blue arc at the top that curves down to form a partial circle around the text. The text 'University of Dayton' is in red, and 'TRANSITION TO TEACHING' is in blue. The word 'TO' is enclosed in a dark blue oval.

University of Dayton

TRANSITION TO TEACHING

Recruiting and preparing individuals for an
Alternative Educator License in Special Education

Information
&
Application
Packet

Cohort #11
2011 - 2012



Information & Application Packet



Cohort #11
2011-2012

ALL APPLICATION MATERIAL IS DUE BY:
FEBRUARY 18, 2011

Please send ALL application material to:

Thad Haddad
Project Coordinator
Transition To Teaching Program
University of Dayton - Columbus Office
936 Eastwind Drive, Suite 100
Westerville, OH 43081
Phone: (614) 785-1163
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PROGRAM INTRODUCTION

Thank you for your interest in the University of Dayton’s Transition To Teaching program. This information and application packet describes the program and application process in detail. It is important to read through the entire packet as it will likely answer most of your questions concerning this program. For your convenience, a complete checklist of requirements has been included on page 31 of this packet. Please retain this packet throughout the entire application and selection process for future reference.

The University of Dayton’s Transition To Teaching program is a five—year project, funded by the U.S. Department of Education. It is designed to recruit eligible, qualified, and degreed individuals and prepare them through an accelerated timeline to fulfill the teaching requirements for Ohio’s Alternative Educator License for Intervention Specialists, Grades K—12. This license is a two—year, non—renewable license that allows an individual to assume a full—time position and begin instructing students with special needs while continuing to complete coursework toward full licensure in special education.

The program uses a cohort design in which a selected group (cohort) of participants moves through the program together by completing the courses on—line and/or by attending the designated courses at the same time and location. The program is designed to offer a level of accessibility and flexibility that is not always available through a traditional teacher—preparation program. Every effort has been made to arrange coursework and program requirements to accommodate the schedules of participants with full—time jobs and families. Participants should be able to keep their current jobs while participating in the program until they are placed in a full—time position within the school district.

The Transition To Teaching project provides participants with over \$10,000.00 to help defray the cost of tuition for the 30 credit hours of coursework needed to obtain an Alternative Educator License. Participants are expected to assume the remaining cost of tuition up to \$3,000.00.

Upon successfully completing the program and obtaining the Alternative Educator License, participants will be assigned to and fully employed by represented school districts. All participants who receive assistance with tuition will be required to sign a three—year service agreement with the school district in which they are placed. Please visit our website at <http://www.ssko.org/transition> for the most recent list of participating school districts. This list may change depending upon district staffing requirements.

During the two years that the Alternative Educator License is valid, participants must also pay for and complete additional coursework and pass the Praxis II exam to obtain a Provisional Educator License. It is necessary for participants to obtain a Provisional Educators License in order to fulfill the third year of the 3—year service agreement. Please refer to page 4 for additional information regarding the Provisional Educators License. This additional coursework may be taken through the University of Dayton or at other qualifying institutions. The Transition To Teaching program grant does not provide assistance for the additional coursework required to obtain a Provisional Educator License or a Professional Educator License.

PROGRAM OVERVIEW

MISSION

The mission of the Transition To Teaching project is to recruit and prepare eligible and qualified individuals as Intervention Specialists for teaching students with Mild/Moderate Special Education needs in grades K—12 at high—need, high—poverty school districts in Ohio.

ELIGIBILITY

1. A bachelor’s degree in any field other than education.
2. Participants cannot hold any current teaching licenses or certifications from the state of Ohio. However, those with substitute teaching, tutoring, or instructional assistant licenses may be eligible.

IMPORTANT DATES AND DEADLINES

We are currently taking applications for the upcoming Cohort #10. Important dates are as follows:

- January 18, 2011: Suggested last day to take the Praxis I exam (refer to page 26)
- February 18, 2011: ALL application requirements must be completed and RECEIVED
- March 1 – 25, 2011: School district interviews conducted
- April 5 – 7, 2011: Participant notification
- April 16, 2011: Program orientation conducted (mandatory)
- April 16, 2011: Classes begin and first workshop

BENEFITS

1. Financial assistance to help defray the cost of tuition for the required coursework.
2. Receive an Alternative Educator License in approximately 16 months.
3. Full—time employment with a participating school district for three years upon successful program completion and issuance of the Alternative Educator License.
4. Structured mentoring program when assigned to a participating school district.
5. Highly qualified and experienced instructors provided through the University of Dayton and from education professionals throughout the state of Ohio.

COST

Over \$10,000.00 of the cost of tuition will be provided by the Transition To Teaching project for the 30 hours of coursework required to obtain the Alternative Educator License. Participants will assume the remaining cost of tuition up to \$3,000.00. Participants will be required to pay \$100.00 per credit hour.

The approximate cost per academic term and due dates have been outlined on pages 9 and 10. Most Transition to Teaching participants use some form of financial aid to assist with their financial responsibility. A majority of this financial aid is in the form of student loans.

COURSEWORK

The program is designed so that participants can maintain their current occupations while completing the required training and coursework. The majority of coursework is delivered online through the University of Dayton's distance—learning program. Therefore, it is essential that participants have access to the Internet. Most online courses contain applications that require high—speed Internet connections. Face—to—face seminars will be held approximately one Saturday per month. A few courses require evening classes during the week, limited daytime classroom observation, and field experience.

Unfortunately, no previously completed coursework can be applied to the 30 semester hours of coursework within the Transition to Teaching program. All prescribed program courses must be taken in sequence as outlined.

It is possible for participants to become employed as a paraprofessional (substitute teacher, tutor, or instructional assistant) within the school district during the school year that falls within the Transition to Teaching program. There are many benefits for becoming a paraprofessional. Participants gain valuable classroom experience, become acclimated to the processes and procedures of the school district, and build their professional network within the school district before assuming a full-time position upon program completion. This option should be carefully considered. Please note that employment during this year is not applied toward the three-year service commitment.

SERVICE AGREEMENT

The U.S. Department of Education requires that those who have accepted financial incentives as part of the Transition to Teaching program are required to instruct for three years in the district in which they were selected and initially hired. Therefore, selected participants will be required to sign a three—year service agreement with the employing school district when the program begins. The agreement requires the participant to assume a full—time special education position for three years in the district and successfully complete all additional work required to obtain a Provisional Educator License. The Alternative Educator License is valid for two—years. Therefore, it is necessary to obtain the Provisional Educator License to fulfill the third year of the required three—year service agreement.

OHIO LICENSURE REQUIREMENTS

A brief description and a list of requirements of each teaching license under the Alternative Routes to Educator Licensure can be found below. For more information on teacher licensure in the state of Ohio, please refer to the Ohio Department of Education website at <http://www.ode.state.oh.us> and select the “Teaching in Ohio” link from the home page. Licensure requirements may change. Therefore, it is important to consult with the Ohio Department of Education for the most current licensure requirements.

ALTERNATIVE EDUCATOR LICENSE FOR INTERVENTION SPECIALISTS: MILD/MODERATE, K—12

This is a two-year non-renewable license that allows the educator to teach as an Intervention Specialist in Ohio schools while continuing work towards the Provisional Educator License. The requirements to obtain this license are:

1. Baccalaureate degree from an accredited college.
2. Passage of an Ohio civilian background check AND FBI background check via the Bureau of Criminal Identification and Investigation (BCI). All background check reports must be submitted to the Ohio Department of Education electronically from BCI.
3. Applicants must pass all three sections of the Praxis I Pre—Professionals Skills Test (PPST).
4. Applicants are required to have the Educational Testing Service send an official Praxis I score report directly to the Office of Educator Licensure. Photocopies of this report are not acceptable.
5. Negative Tuberculosis (TB) test.
6. Successful completion of 30 semester hours of coursework in the principles and practices of teaching exceptional children, including such topics as: child and adolescent development, diagnosis and assessment of children with disabilities, curriculum design and instruction, applied behavioral analysis, methods of teaching students from diverse backgrounds with different learning styles, content and methods of teaching reading, teaching methods, field experience and developmental characteristics of adolescent youths.
7. Minimum GPA of 2.5 in the content area of special education, or extensive work experience directly related to the content area.
8. License is issued at the request of the Superintendent of the employing school district.
9. Applicant agrees to participate in a structured mentoring program provided by the school district.

PROVISIONAL EDUCATOR LICENSE FOR INTERVENTION SPECIALISTS: MILD/MODERATE, K—12

This is a two—year, non—renewable license that allows the educator to continue teaching as an Intervention Specialist in Ohio schools. The requirements to obtain this license are:

1. Applicant must complete two years of teaching under the Alternative Educator License within a structured mentoring program administered by the school district.
2. Successfully complete an additional 12 semester hours of college coursework (with a GPA of 2.5 or higher) in the principles and practices of teaching, student development and learning, pupil assessment procedures, curriculum development, classroom management, and teaching methodology.
3. Passing score on the Praxis II Core Knowledge in Special Education test.
4. Passing score on the Praxis II Principles of Learning and Teaching (PLT) test.
5. Superintendent recommendation for issuance of license.
6. Passage of an Ohio civilian background check AND a FBI background check via the Bureau of Criminal Identification and Investigation (BCI). All background check reports must be submitted to the Ohio Department of Education electronically from BCI.
7. Negative Tuberculosis (TB) test.

PROFESSIONAL EDUCATOR LICENSE:

This is a five—year, renewable license that allows the educator to teach as an Intervention Specialist. The requirements to obtain this license are:

1. Applicant must complete a structured mentoring program provided by the employing school district that is consistent with the performance assessment required for Entry—Year teachers.
2. Applicant must pass the performance—based assessment by a state appointed evaluator (Praxis III).
3. Passage of an Ohio civilian background check AND a FBI background check via the Bureau of Criminal Identification and Investigation (BCI). All background check reports must be submitted to the Ohio Department of Education electronically from BCI.
4. Negative Tuberculosis (TB) test.
5. Renewal of license every five years upon completion of prescribed professional development.

COURSEWORK

The Transition To Teaching program is designed to fulfill Ohio’s licensure requirements for obtaining an Alternative Educator License (refer to Column A below). Coursework beyond the scope of the Transition To Teaching project has been identified by the University of Dayton and approved by the Ohio Department of Education to meet the requirements for the Provisional Educator License (refer to Column B below). The courses needed to obtain a Provisional Educator License may be taken at the University of Dayton or at another qualifying institution. **All courses under the Transition To Teaching program required to obtain an Alternative Educator License must be taken with your cohort through the University of Dayton (Column A).**

The Transition To Teaching program is a licensure program offered through the University of Dayton. It is possible that some coursework credit received within this program may be applied towards a Master’s degree at the University of Dayton or at other institutions. This will be determined by your academic advisor at the University of Dayton or by the Graduate Admissions Office at the desired institution.

State of Ohio Licensure Requirements

Column A

Column B

Coursework commensurate with the Alternative Educator License	Coursework commensurate with the Provisional Educator License
3SH EDT 508: Human Development 3SH EDT 570: Educating Students with Diverse Educational Needs 3SH EDT 572: Introduction to Learners with Mild/Moderate Needs 3SH EDT 574: Behavior Management 3SH EDT 659: Field Experience in Special Education 3SH EDT 575: Assessment: Mild/Moderate 2SH EDT 576: Curriculum: Mild/Moderate 2SH EDT 579: Instructional Strategies: Mild/Moderate 2SH EDT 578: Applications of Computers in Special Education 3SH EDT 600: Reading Methods 3SH EDT 603: Teaching Reading Through Children’s Literature	3SH EDT 601: Phonics 3SH EDT 602: Critical Reading in the Content Areas 3SH EDT 573: Collaborating with Families, Professionals & Agencies 2SH EDT 577: Career Education/Special Education 1SH EDT 659: General Education Methods: Praxis II preparation
Total = 30 Semester Hours	Total = 12 Semester Hours

NOTES:

- The **bold** courses (EDT 600, EDT 603, EDT 601, and EDT 602) fulfill Ohio’s 12 semester hour reading requirement.
- The state requirement for student teaching is fulfilled through the combination of *EDT 659: Field Experience in Special Education* and two (2) years of teaching under the Alternative Educator License with a mentor.
- *EDT 659: Field Experiences in Special Education* consists of 39 contact hours arranged individually with the instructor and conducted throughout the school year (September 1, 2011 - April 30, 2012) across multiple settings in grades Kindergarten through 12 **during the school day**. Paid work assignments may not be eligible to satisfy this requirement.
- Courses and course numbers may change at the discretion of the University.

COURSE DESCRIPTIONS

EDT 508: Theories of Learning and Human Development (3SH)

Study of the contemporary theories of learning, including Behaviorism, Gestalt, and Cognitive Psychology, as they relate to the stages of human growth and adolescent development (physical, social, emotional, intellectual, and moral) with implications for P — 12 practice.

EDT 570: Educating Students with Diverse Learning Needs (3SH)

Study of the characteristics, legal aspects, and educational needs of students with learning problems. Role of the general educator in making curricular modifications and accommodations, adapting instruction, and collaborating with other educators to facilitate learning in the regular classroom for these students.

EDT 572: Introduction to Learners with Mild/Moderate Learning Needs (3SH)

This course is the study of the role and function of the special educator. This course presents issues of definition, identification and placement procedures. The candidate will acquire knowledge of major researchers and historians, variations in belief, traditions and values across cultures, and current practices in the field.

EDT 574: Behavior Management (3SH)

This course examines the principles and methods of observing, recording, measuring and managing human behavior with an emphasis on students with mild/moderate disabilities.

EDT 659: Field Experience in Special Education (3SH)

Field Experiences in Special Education consists of 39 contact hours arranged individually with the instructor between September 1, 2010 and April 30, 2011. Classroom observation hours must take place during the school day and include observations across multiple disability settings in grades Kindergarten through 12. Paid work assignments may not be used to satisfy this requirement. Classes with the course instructor take place approximately 1 evening per month in the evenings at the discretion of the instructor.

EDT 575: Assessment: Mild/Moderate (3SH)

This course is the study of the multidisciplinary use of assessment devices and techniques in the diagnosis, planning and evaluation of the special needs learner and the development of individual education plans.

EDT 576: Curriculum: Mild/Moderate (2SH)

Curriculum for development of motor, cognitive, academic, social, language, affective, functional, life skills and individual programming for students with mild/moderate disabilities.

EDT 579: Instructional Strategies: Mild/Moderate (2SH)

Strategies, materials, and evaluation techniques for teaching students with mild/moderate learning problems.

EDT 578: Applications of Computers/Technology in Special Education (2SH)

Introduction and application of computer software programs and technology used in Special Education within the specific district.

EDT 600: Reading Methods**(3SH)**

An integrated language arts course focusing on the knowledge base underpinning the teaching of reading and related language arts processes within the language arts and across the curriculum to students of various ages, needs, and abilities. Topics include: planning, instructional methods, materials, assessment, and evaluation techniques.

EDT 603: Teaching Reading Through Children's Literature**(3SH)**

This course explores the important role children's and young adult literature has in literacy development. It addresses selection of books for specific needs, interests, and reading abilities in eight genres as well as techniques for use in classroom and home settings for children birth through adolescent/young adult.

COURSE SCHEDULE - COHORT #11

Please find the tentative course schedule for cohort #11 below. Although unlikely, this schedule may be modified. Please keep in mind that some course requirements will need to be completed in the evenings, on Saturdays, and during the workday.

SUMMER 2011 SCHEDULE (04/16/2011 – 08/06/2011)		
SH	COURSE	DELIVERY METHOD
3	EDT 570: Educating Students with Diverse Educational Needs	Online/WebCT
3	EDT 572: Introduction to Learners with Mild/Moderate Needs	Online/WebCT
6 Term Semester Hours (Accumulated Semester Hours = 6)		

Your cost = \$600.00 (due approximately May 25, 2011)

NOTES:

- Required monthly face—to—face workshop dates: 04/16, 05/07, 06/11, 07/09.
- EDT570 & EDT572 both have field experience requirements beyond the online coursework. Some of this field experience will need to be completed during the workday.

FALL 2011 SCHEDULE (08/20/2011 – 12/16/2011)		
SH	COURSE	DELIVERY METHOD
3	EDT 508: Human Development	Online/WebCT
3	EDT 574: Behavior Management	Online/WebCT
2	EDT 578: Computer Technology in Special Ed.	Face-to-Face
3	EDT 659: Field Experience in Special Education	Face-to-face. Course BEGINS
8 Term Semester Hours [does not include EDT659] (Accumulated Semester Hours = 14)		

Your cost = \$800.00 (due approximately August 25, 2011)

NOTES:

- Required monthly face—to—face workshop dates: 08/20, 09/17, 10/08, 11/12, 12/03.
- EDT578: Computer Technology in Special Education is taught face—to—face within the school district. Course is usually taught in the evenings, one night per week for 2.5 hours over 10 weeks.
- EDT659: Field Experience in Special Education BEGINS. Classroom observation hours are arranged individually with the course instructor between September 1, 2011 and April 30, 2012. Observation hours and classes take place within the respective school district. Classroom observation hours must take place during the school day. Classes with the course instructor take place approximately 1 evening per month. Credit is not earned until the course is completed in May, 2011.

SPRING 2012 SCHEDULE (01/09/2012 – 05/04/2012)		
SH	COURSE	DELIVERY METHOD
3	EDT 575: Assessment: Mild/Moderate	Online/WebCT
2	EDT 576: Curriculum: Mild/Moderate	Online/WebCT
2	EDT 579: Instructional Strategies: Mild/Moderate	Online/WebCT
3	EDT 659: Field Experience in Special Education	Course ENDS/credit earned
10 Term Semester Hours [includes EDT659] (Accumulated Semester Hours = 24)		

Your cost = \$1000.00 (due approximately January 25, 2012)

NOTES:

- Required monthly face—to—face workshop dates to be determined. One workshop per month will be held January through May. Attendance is required.
- EDT659: Field Experience in Special Education ENDS on 04/30/2012 and credit is earned.

SUMMER 2012 SCHEDULE (05/12/2012 – 08/04/2012)		
SH	COURSE	DELIVERY METHOD
3	EDT 600: Reading Methods	Online/WebCT
3	EDT 603: Teaching Reading Through Children’s Literature	Online/WebCT
6 Term Semester Hours (Accumulated Semester Hours = 30)		

Your cost = \$600.00 (due approximately May 25, 2012)

NOTES:

- Required monthly face—to—face workshop dates to be determined. One workshop per month will be held May through September. Attendance is required.
- Participants will apply for their Alternative Educator Teaching License as a Mild/Moderate Intervention Specialist for grades K–12 after summer 2012 courses are completed.
- Participants will be placed in full—time special education positions within the respective school district in August/September 2012 for the 2012/2013 school year.

WORKSHOP SCHEDULE - COHORT #11

The Transition To Teaching program requires that all participants attend a monthly seminar/Professional Development Workshop. The purpose of these seminars is twofold: (1) to provide additional preparation for the program participants and (2) to answer questions from the program participants.

The seminars will provide participants with real—world, hands—on experiences to supplement on—line coursework. Education practitioners from the state of Ohio will address topics that will be taught throughout the program curriculum. A tentative schedule can be found below. Most workshops will be held on Saturdays, in Columbus, Ohio at the University of Dayton—Columbus Center.

DATE	START TIME	END TIME	LOCATION	TOPIC
04/16/11	10:00 AM	4:30 PM	U-D, Columbus	Orientation
05/07/11	10:00 AM	3:00 PM	U-D, Columbus	TBA
06/11/11	10:00 AM	3:00 PM	U-D, Columbus	TBA
07/09/11	10:00 AM	3:00 PM	U-D, Columbus	TBA
08/20/11	10:00 AM	3:00 PM	U-D, Columbus	TBA
09/17/11	10:00 AM	3:00 PM	U-D, Columbus	TBA
10/08/11	10:00 AM	3:00 PM	U-D, Columbus	TBA
11/12/11	10:00 AM	3:00 PM	U-D, Columbus	TBA
12/03/11	10:00 AM	3:00 PM	TBA	TBA

- Workshop dates for 2012 will be scheduled at a later date. Participants will be required to attend one workshop per month January 2012 through September 2012.
- While every attempt will be made to follow the proposed schedule above, the project staff reserves the right to change the schedule, as circumstances require. In such cases, notice will be provided.

PROGRAM APPLICATION PROCEDURE AND REQUIREMENTS

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CONTACT PERSON

All application requirements listed in this packet must be sent directly to Thad Haddad at the address listed on the first page of this packet.

APPLICATION DEADLINE

ALL application requirements must be completed and received by February 18, 2011.

The application requirements may be submitted individually as they are completed or as a complete package.

SELECTION PROCEDURE

Immediately following the application deadline, all application materials will be sent to the University of Dayton Graduate School. When accepted to the University of Dayton and upon receiving the official Praxis I score report, criminal background check reports, and Tuberculosis test report, all application materials are reviewed by the appropriate school district. Only, qualified applicants receive an interview with school district personnel. Each school district will select its respective participants for the program based on their own criteria. It is important to remember that acceptance to the University of Dayton Graduate School does not guarantee acceptance to the Transition To Teaching program. Participants must also be accepted by participating school districts after a screening interview. All interviewed candidates will be notified, regardless of the outcome, after all interviews have been conducted. All selected participants are required to attend the orientation on April 16, 2011. This is a competitive program. Not all candidates will be selected.

APPLICATION REQUIREMENTS

1. A completed Transition To Teaching application form.
 - a. This form also serves as your application to the University of Dayton Graduate School. **Do not apply on-line through the University of Dayton application process.** A completed hard copy of the application must be sent to the Transition To Teaching Project Coordinator.
2. A letter of interest for participating in the program.
 - a. An original and signed letter must be sent. This letter should describe your aspirations for becoming a special education teacher and why you are a qualified candidate for the Transition To Teaching program.
3. An updated resume.
4. One (1) official undergraduate college transcript documenting a Bachelor's Degree earned in a field other than education.
 - a. If undergraduate GPA is below a 2.75, official GRE or MAT reports must be sent (refer to page 22).
 - b. If applicable, one (1) official transcript documenting all transfer credits from all institutions must be sent.

c. If applicable, one (1) official transcript documenting all graduate coursework beyond a bachelor's degree from all institutions must be sent.

d. In summary, one (1) official transcript from all colleges and universities must be submitted.

5. Three letters of recommendation.

a. Original and signed letters must be sent. Emailed or photocopied letters will not be accepted.

6. Ohio civilian background check report **AND** a FBI background check report via the Bureau of Criminal Identification and Investigation (BCI) (refer to pages 17 and 18).

7. Tuberculosis (TB) test report (refer to page 19).

8. A copy of the official Praxis I Pre—Professionals Skills Test (PPST) score report documenting minimum passing scores (refer to page 26).

a. Passing Scores: Reading = 173, Writing = 172, Math = 172

IMPORTANT TIP:

When items 1 through 5 are completed, it is strongly suggested that this material be sent to Thad Haddad at the address listed on the first page of this packet. This will help to facilitate your admittance into the University of Dayton Graduate School. Do not wait for your Praxis I results, criminal background check, or Tuberculosis test to submit items 1 through 5.

LETTER OF INTEREST

The Transition To Teaching project requires a written expression of your interest to participate in the program. Letters of interest must be mailed to the address listed on the first page of this packet. The letter of interest should include your name, address, telephone number, **original signature**, and an explanation of your qualifications and reason for applying to the program.

RESUME

The Transition To Teaching project requires that you submit an **updated resume** as a part of your application to the program. The resume should include your educational background and employment history, including employers, job titles, and dates of employment. It is recommended that you include any other information or activities that is relevant in applying to the Transition To Teaching Program. Resumes must be mailed to the address listed on the first page of this packet.

TRANSCRIPTS

The Transition To Teaching project requires that you submit one (1) official undergraduate transcript documenting your Bachelor’s Degree. Your bachelors degree must be in a field other than education in order for you to be eligible for the program. **Transcripts must be official** and contain the university seal. Photocopies are not acceptable.

Transfer Credits (if applicable):

If your official undergraduate transcript that documents your Bachelor’s degree contains transfer credits from other institutions, you must submit one (1) official transcript from each institution as well.

Graduate Coursework (if applicable):

If you have graduate coursework or degrees beyond your Bachelor’s degree, please send one (1) official transcript from each institution as well.

The project staff will submit your official transcripts to the University of Dayton Graduate School for processing. Please have all official transcripts sent directly from your University’s Registrar to the “Preferred” Address listed below. If your University’s Registrar will not send transcripts directly to the “Preferred” address, then have them sent to the “Alternate” address listed below. Regardless, your official transcripts must be sent to one of the addresses below. Addresses must appear exactly as indicate.

PREFERRED ADDRESS

Transition to Teaching Program
Attn: Thad Haddad
University of Dayton — Columbus Office
936 Eastwind Drive, Suite 100
Westerville, OH 43081

ALTERNATE ADDRESS

Transition to Teaching Program
Attn: Gina Seiter
Graduate School Admissions
University of Dayton
300 College Park
Dayton, OH 45469-0510

LETTERS OF RECOMMENDATION

The Transition To Teaching project requires that applicants submit three (3) letters of recommendation for consideration for the program. The letters of recommendation can be written by any three individuals who are in a position to provide information regarding your qualifications to participate in the Transition To Teaching program. Letters of recommendation must be received with original signatures. Emailed letters cannot be accepted. Please have all letters sent to the address listed at the bottom of this page.

Copies of the letters will be submitted by the Transition To Teaching project staff to the University of Dayton Graduate Admissions Office as a part of your enrollment into the graduate school.

HELPFUL TECHNIQUES FOR INDIVIDUALS WRITING A LETTER OF RECOMMENDATION

Below are some helpful techniques that may assist those individuals drafting Letters of Recommendation for you. This information is extremely helpful to who will be submitting letters for you.

When writing a letter of recommendation for the Transition To Teaching program, it may be useful to consider the following:

A. Provide your candid opinion of the individual in reference to his/her application for admission to the Transition To Teaching program, as well as his/her potential for being a classroom special education teacher. These descriptions may include:

- Compassion
- Responsibility
- Professional conduct
- The ability to work with others
- School and/or work performance
- The ability to write and communicate effectively

B. You may also want to consider leadership capability, ability to adapt to changing situations, and ability to manage multiple tasks effectively.

For your reference, there is a sample Letter of Recommendation contained on the following page.

Send all Letters of Recommendation to:

Transition to Teaching
Attn: Thad Haddad
University of Dayton — Columbus Office
936 Eastwind Drive, Suite 100
Westerville, OH 43081

SAMPLE LETTER OF RECOMMENDATION

Below is a sample letter of recommendation that you may share with the individuals who will write your letters. It will be helpful to the writer if you provide as much information as possible. Whenever possible, the letters should be written on official letterhead. Be sure that the writer's contact information is included on the letter, so that they may be contacted if necessary.

June 1, 2010

Transition To Teaching Program
ATTN: Project Coordinator
University of Dayton - Columbus Office
936 Eastwind Drive, Suite 100
Westerville, OH 43081

Dear Project Coordinator:

I write to express my support of _____'s application for the Transition To Teaching program. I have known _____ for _____ years as a [you may want to describe the nature of your relationship and/or the responsibilities the person had under your direction].

_____ is a person of intelligence with a strong moral sense. _____ demonstrates an ability to act responsibly and handle assignments effectively and efficiently. On a personal level, _____ seems quite committed to the idea of service and exhibits a strong sense of direction and purpose.

I believe _____ to be a good candidate for the program. Please feel free to contact me if you have questions.

Sincerely,

Etc.

OHIO CIVILIAN (BCI) CRIMINAL BACKGROUND CHECK

In order to be considered for a school district interview, applicants are required to submit an Ohio Civilian Background Check through the Ohio Bureau of Criminal Identification and Investigation (BCI). **In addition to the Ohio Civilian background check, applicants must also have a background check conducted by the Federal Bureau of Investigation (FBI), regardless of Ohio residency.** Information regarding the Ohio and FBI criminal background checks is provided below, including locations, instructions, and approximate costs (cost subject to change). For more information, you may visit the Ohio Attorney General website at <http://www.ag.state.oh.us/business/fingerprint/index.asp>.

OHIO CIVILIAN BACKGROUND CHECK

The most efficient and cost effective method to receive an Ohio Civilian Background Check through the BCI is by visiting your county's Educational Service Center (ESC). Fees range from \$15 to \$35 and must be paid in cash (costs subject to change). Your fingerprints will be taken electronically and submitted to BCI. The process takes between 15 and 45 minutes, depending on the wait. In most cases, an appointment must be scheduled. The report takes between two (2) and ten (10) days to receive. Official paper reports may be mailed to you, or you may pick them up from the ESC. **You must request that an official paper report be sent directly to Thad Haddad.** You may be required to sign a release form in order for this to occur. Reports must be submitted electronically to the Ohio Department of Education directly from BCI.

Akron Area

Summit County ESC (BCI only)
420 Washington Avenue, Suite 200
Cuyahoga Falls, OH 44221
(330) 945-5600
<http://cybersummit.org>

Cincinnati Area

Hamilton County ESC (BCI only)
11083 Hamilton Avenue
Cincinnati, OH 45231
(513) 674-4200
<http://www.hcesc.org>

Cleveland Area

ESC of Cuyahoga County (BCI & FBI)
Cedarwood Landing
5811 Canal Road
Valley View, OH 44125
(216) 524-3000
<http://www.cuyahoga.k12.oh.us>

Columbus Area

ESC of Central Ohio (BCI only)
2080 Citygate Drive
Columbus, OH 43219
(614) 445-3750
<http://www.escofcentralohio.org>

Dayton / Trotwood Area

Montgomery County ESC (BCI & FBI)
200 South Keowee Street
Dayton, OH 45402-2242
(937) 225-4598
<http://www.montgomery.k12.oh.us>

Mansfield Area

Mid-Ohio ESC (BCI & FBI)
Richland Office
890 W. 4th Street, Suite 100
Mansfield, OH 44906
(419) 774-5520
<http://www.moesc.k12.oh.us>

Warren Area

Trumbull County ESC (BCI only)
6000 Youngstown Warren Road
Niles, OH 44446-4603
(330) 505-2800
<http://www.trumbull.k12.oh.us>

Youngstown Area

Mahoning County ESC (BCI & FBI)
100 DeBartolo Place, Suite 105
Boardman, OH 44512
(330) 965-7828
<http://www.mcesc.k12.oh.us>

FBI CRIMINAL BACKGROUND CHECK

FEDERAL BUREAU OF INVESTIGATION (FBI) BACKGROUND CHECK

New legislation requires that you have an Ohio Civilian background check AND a FBI criminal background check, regardless of Ohio residency.

You must have your FBI background check conducted electronically. Many local agencies offer this service. In some cases, this service can be conducted at the Educational Service Centers (ESC) where your Ohio background check was conducted. If the ESC does not offer the electronic FBI background check, be sure to ask the ESC technician for a location that offers this service. Many Bureau of Motor Vehicle locations and Sheriffs' Offices offer this service as well. The typical cost for the electronic FBI background check ranges from \$20 to \$40 and must be paid in cash (cost subject to change). This cost is in addition to your Ohio background check. A paper report must be sent to Thad Haddad. You may be required to sign a release form in order for this to occur. Reports must be submitted electronically to the Ohio Department of Education directly from BCI. Below is a list of agencies that conduct electronic FBI background checks.

Akron Area

Bureau of Motor Vehicles
Canton Regional Service Center
(330) 471-1108
<http://bmv.ohio.gov/county/cantoff.htm>

Cincinnati Area

Bureau of Motor Vehicles
Southwest Ohio Regional Service Center
(513) 742-7535
http://bmv.ohio.gov/county/cinn_off.htm

Cleveland Area

ESC of Cuyahoga County (BCI & FBI)
(216) 524-3000
<http://www.cuyahoga.k12.oh.us>
or
Bureau of Motor Vehicles
Cleveland Regional Service Center
(440) 845-2007
http://bmv.ohio.gov/county/clev_off.htm

Columbus Area

ESC of Franklin County (BCI & FBI)
(614) 445-3750
<http://www.fcesc.org>
or
Bureau of Motor Vehicles
Columbus Regional Service Center
(614) 752-7600
http://bmv.ohio.gov/county/cols_off.htm

Dayton / Trotwood Area

Montgomery County ESC (BCI & FBI)
(937) 225-4598
<http://www.montgomery.k12.oh.us>

Mansfield Area

Mid-Ohio ESC (BCI & FBI)
Richland Office
(419) 774-5520
<http://www.moesc.k12.oh.us>

Warren Area

Bureau of Motor Vehicles
Northeast Ohio Regional Service Center
(330) 797-5550
http://bmv.ohio.gov/county/y-town_off.htm

Youngstown Area

Mahoning County ESC (BCI & FBI)
(330) 965-7828
<http://www.mcesc.k12.oh.us>
or
Bureau of Motor Vehicles
Northeast Ohio Regional Service Center
(330) 797-5550
http://bmv.ohio.gov/county/y-town_off.htm

TUBERCULOSIS (TB) TEST

The Ohio Department of Education requires all teachers to have a Tuberculosis (TB) test. School districts will not employ you without having a negative TB test result. Some of the coursework within the Transition To Teaching program will require you to be in school buildings near students. Therefore, it is necessary to submit to this test in order to be granted an interview with the school district. Please send your original TB test result to Thad Haddad at the address listed on the first page of this packet.

WHAT IS TUBERCULOSIS (TB)?

Tuberculosis (TB) is a bacterial infection that is most often found in the lungs, but can spread to other parts of the body. TB in the lungs is easily spread to other people through coughing or laughing. Treatment is often successful, though the process is long. Treatment time is between six and nine months.

WHAT IS A TB TEST?

The TB Skin Test is the standard way to determine whether a person has the TB germ in his or her body. To perform the test, a very small amount of solution is placed just beneath the surface of the skin to form a very small bubble called a wheal. A health care worker must read the skin test 48 to 72 hours after it is placed. It is normal for the spot where the skin test was placed to be red after the test. This does not mean you have TB. If there is a hardened area where the skin test was placed, it may mean the skin test is positive. A nurse will do an assessment to see if it is a positive test.

WHERE CAN I RECEIVE A TB TEST?

Your family doctor or a local Urgent Care Center can administer a TB Test. A list of additional agencies has been provided below. At the below agencies, the typical cost of a TB Test is \$10 to \$20. Please call the agency to find out days and times that the TB Test is administered. An appointment may be required.

Akron Area

Summit County Health Department
1100 Graham Road Circle
Stow, OH 44224
(330) 926-5713

Dayton / Trotwood Area

Reibold Building
117 South Main Street
Dayton, OH 45402
(937) 225-4550

Cincinnati Area

Hamilton County Tuberculosis Control Center
184 E. McMillan Street
Cincinnati, OH 45219
(513) 946-7600

Mansfield Area

Mansfield/Ontario/Richland County Health Department
555 Lexington Ave.
Mansfield, OH 44907
(419) 774-4500

Cleveland Area

Cuyahoga County District Board of Health
5550 Venture Drive
Cleveland, OH 44130
(216) 201-2041

Warren Area

Hillside Hospital
8747 Northeast Squires Lane
Warren, OH 44484
(330) 841-3700

Columbus Area

Columbus Health Department
240 Parsons Avenue
Columbus, OH 43215-5331
(614) 645-2199

Youngstown Area

Mahoning County Tuberculosis Program
496 Glenwood Avenue
Youngstown, OH 44502
(330) 744-4246

UNIVERSITY OF DAYTON GRADUATE SCHOOL PROCESS

Transition To Teaching participants must be enrolled in the University of Dayton's Graduate School to receive credit for the coursework. To apply to the graduate school, you must submit the following original documents to the Transition To Teaching Project Coordinator.

GRADUATE SCHOOL APPLICATION REQUIREMENTS

1. A completed Transition To Teaching application form.
 - a. This form also serves as your application to the University of Dayton Graduate School.
Do not apply on-line through the University of Dayton application process. A completed hard copy of the application must be sent to the Transition To Teaching Project Coordinator.
2. A letter of interest for participating in the program.
 - a. An original and signed letter must be sent.
3. An updated resume.
4. One (1) official undergraduate college transcript **documenting the Bachelor's Degree earned**.
 - a. If undergraduate GPA is below a 2.75, official GRE or MAT reports must be sent (refer to page 22).
 - b. If applicable, one (1) official transcript documenting all transfer credits from all institutions must be sent.
 - c. If applicable, one (1) official transcript documenting all graduate coursework beyond a bachelor's degree from all institutions must be sent.
 - d. **In summary, one (1) official transcript from all colleges and universities must be submitted.**
5. Three separate letters of recommendation.
 - a. Original and signed letters must be sent. Emailed or photocopied letters will not be accepted.

IMPORTANT NOTES

1. You will receive a letter from the university after all application requirements have been submitted and the university has reviewed your application.
2. You will be notified of your acceptance into the University of Dayton Graduate School by March 1, 2011.
3. Acceptance to the University of Dayton Graduate School **does not guarantee** acceptance to the Transition To Teaching program.

4. If your undergraduate GPA is below a 2.75, then you must take either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). Acceptable minimum scores and information about the exams can be found on page 22.
5. In order to be a participant in the Transition To Teaching program the following must occur:
 - a. You must be accepted to the University of Dayton Graduate School.
 - b. You must pass all three sections of the Praxis I Pre Professional Skills Test (PPST).
 - c. You must pass an Ohio Civilian background check.
 - d. You must pass a FBI criminal background check.
 - e. You must pass a Tuberculosis (TB) test.
 - f. You must interview with a participating school district.
 - g. The school district must select you as a participant.

GRADUATE ADMISSION TEST INFORMATION

Applicants with an undergraduate GPA less than 2.75 must take the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) as a requirement of acceptance to the University of Dayton Graduate School. If you hold a Master's degree or higher you do not need to take the GRE or MAT. Contact the project coordinator if you have questions.

MINIMUM REQUIRED SCORES

GRE: Verbal = 430 Analytical Writing = 4.0 Quantitative = 490 (not required)
MAT: Raw Score = 40 Scaled Score = 396

TEST INFORMATION

Graduate Record Examination (GRE):

The GRE measures verbal, quantitative and analytical writing skills that have been acquired over a long period of time and that are not related to any specific field of study. The GRE is available at various testing centers. For complete information about the GRE and the available testing locations, visit <http://www.ets.org>. It is likely that the GRE is offered at many of the same testing locations as the Praxis I (see pages 28 and 29). Please check the website for complete details. To register, please call 1-800-473-2255.

Miller Analogies Test (MAT):

The MAT measures scholastic aptitude at the graduate level. The test consists of 120 questions and is timed for 60 minutes. The MAT is available at many universities throughout Ohio, which are listed below. For more information about the MAT and available testing locations, visit <http://www.milleranalogies.com>. This information is subject to change without notification.

TESTING CENTERS

Cincinnati Area:

University of Dayton: (937) 229-3277
Xavier University: (513) 745-3531

Cleveland Area:

Case Western Reserve: (216) 368-1030
Cleveland State University: (216) 687-2272

Columbus Area:

Ohio State University: (614) 292-2241
Ohio Wesleyan University: (740) 368-3145

Toledo / Northwest Ohio Area:

University of Toledo: (419) 530-3266
Bowling Green State University: (419) 372-7533

Dayton / Trotwood Area:

University of Dayton: (937) 229-3277
Wright State University: (937) 775-5750

Akron / Warren / Youngstown Area:

Youngstown State University: (330) 941-3175
University of Akron: (330) 972-7084

Mansfield Area:

Ashland University: (419) 289-5390
University of Akron: (330) 972-7084
Ohio State University: (614) 292-2241

INTERNATIONAL STUDENTS/DEGREES FROM FOREIGN INSTITUTIONS/ NON-NATIVE SPEAKERS OF ENGLISH

1. Those applicants who have degrees from foreign institutions may be independently evaluated for equivalence to the U.S. baccalaureate, including determination of a U.S. converted GPA.
2. Those applicants who are non—native speakers of English may also need to achieve acceptable scores on the Test of English as a Foreign Language (TOEFL).

Admission criteria

An international student seeking admission to any graduate program must have completed a minimum of 16 years of education, including the earned equivalent of a four—year bachelor’s degree from a regionally accredited institution. Coursework taken at technical or non—university affiliated institutions may not be considered for academic credit. The Ministry of Education in the applicant’s country must officially recognize each school as a degree—granting institution.

Admission process and timeline

Once your application is complete, the admission evaluation and review process takes approximately four to six weeks for most programs. However, the process may take longer for this program. Therefore, international applicants are strongly encouraged to submit all application material as early as possible.

Academic documents from outside the U.S.

An official academic record issued directly by each attended institution must be received. The record must include dates of attendance, all subjects studied, and grades earned or marks achieved on examinations. These credentials must be in the original language (as issued) and accompanied by a certified English translation if the documents are not in English. Please review the specific academic documents required from selected countries as well. This list can be viewed by visiting the following website:

<http://gradadmission.udayton.edu/international/countryreq.asp>

Documents must be sent directly from the institution to the address listed on the first page of this packet. If the degree granting institution will not send the documents to the University of Dayton — Columbus Center, then have documents sent directly to the following address:

Transition To Teaching Program

Attn: Gina Seiter
Graduate School Admission
University of Dayton
300 College Park
Dayton, OH 45469-0510

A credential evaluation for academic credentials from an institution outside the U.S. will need to be conducted. You are strongly encouraged to provide an official credential evaluation to expedite the processing of your application. However, the University of Dayton will complete an independent credential evaluation as well.

TOEFL & IELTS

International applicants are required to submit official scores from the Test of English as a Foreign Language (TOEFL). A minimum TOEFL score of 550 on the paper—based test, 213 on the computer—based test or 80 on the internet—based test is required for full admission.

An applicant who is academically qualified but who has submitted a TOEFL score of 500–527 (paper—based), 173–193 (computer—based) or 70 or below (internet—based) may be conditionally admitted to the University, with the agreement that the student will attend, full—time, our Intensive English Program (IEP). An applicant with a TOEFL score between 530–547 or 197–210 or 71–79 may be admitted with the condition that he or she must attend IEP part—time and register for a part—time academic load. Upon successful completion of IEP and achievement of an institutional TOEFL score of 550 or the equivalent, full admission will be granted.

In lieu of the TOEFL, an applicant may submit International English Language Testing System (IELTS) scores. A minimum Band 6.5 score is required for full admission. An applicant who submits a score of 6.0 may be conditionally admitted and attend IEP part—time. Applicants with scores below 6.0 will be required to attend our IEP program full—time.

Students conditionally admitted into a graduate program and attending the IEP program on a full—time or part—time basis can be fully admitted into the graduate program by passing all classes through IEP and with the approval of IEP instructors. To learn more, visit the IEP Web site.

Please use the University of Dayton’s institution code 1834 when requesting your TOEFL score from Educational Testing Services (ETS)

MASTER'S DEGREE REQUIREMENTS FOR MEMBERS OF THE TRANSITION TO TEACHING PROGRAM*

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Transition to Teaching (TTT) candidates may be eligible for a Master's Degree from the University of Dayton, subject to the following conditions:

1. Candidates must satisfy all University of Dayton Graduate School requirements pertaining to the Master's Degree in Education, and be in good standing with the School of Education and Allied Professions.
2. In addition, candidates must obtain a Provisional License from the Ohio Department of Education as an Intervention Specialist. ***Members of the Transition to Teaching Program who do not hold a valid Provisional License will NOT be eligible to receive a Master's Degree from the University.*** The requirements for obtaining the Provisional License are outlined elsewhere in this manual. Please note that the requirements for obtaining an Ohio Provisional License may change. Candidates must be sure to consult with the Ohio Department of Education for the most current licensure requirements.

OTHER IMPORTANT CONSIDERATIONS

1. Members of the TTT program may only begin to take the Master's Core courses AFTER successfully completing all 12 hours in the concentration area (EDT 573, 577, 601, 602, and 659 Praxis review). Concentration area courses are listed under column "B" on page 6 of this packet. All twelve hours MUST be completed before beginning the Master's Core. The core courses may not be taken concurrently with the 12 required hours for the Provisional license.
 2. It is strongly recommended that candidates follow the prescribed sequence of courses outlined by the TTT project staff or university academic advisor. This will be outlined after successful completion of the 30 hours of coursework under the TTT program.
 3. It is also recommended that EDT 667 be taken as the final course in the Core.
- * Some coursework taken at the University of Dayton as part of your first 30 hours under the TTT grant will transfer toward a Master's degree at U.D. Course numbers and requirements are subject to change, so always be sure to consult your academic advisor before registering for courses.

Revised: 6/08

PRAXIS I – GENERAL INFORMATION

The Praxis I is a basic skills test comprised of three separate tests:

1) Reading, 2) Writing, and 3) Mathematics.

The Praxis I exam is required to be considered for the Transition To Teaching program **regardless of education level, grade point average, ACT scores, or SAT scores.**

HOW DO I REGISTER TO TAKE THE PRAXIS I?

Call one of the local computer—based testing sites to set up an appointment to take the Praxis I exam. A list of computer—based testing sites in your area can be found on the following pages. You may also visit <http://www.ets.org> and select PRAXIS for a list of testing sites in your area. A list of testing sites can be found on pages 28 and 29 of this packet. Also, you can register online or by calling 1–800–853–6773.

HOW LONG WILL THE TEST TAKE?

Times vary, but the entire exam (including reading, writing and mathematics) takes from 3.5 to 5 hours. You are **strongly** encouraged to take the Computer Based Testing (CBT) in order to meet the time constraints of the application process.

HOW MUCH DOES IT COST TO TAKE THE PRAXIS I?

The cost for the entire Praxis I exam (including reading, writing, and mathematics) is \$130 (fee subject to change without notice). Visit <http://www.ets.org> for the current fee schedule.

WHERE SHOULD I SEND MY PRAXIS I SCORE REPORT?

Your official Praxis I score report must be sent directly from the testing center to the Ohio Department of Education. You should be able to select the Ohio Department of Education from a drop down menu on the Computer Based Tests. If a drop down menu is not available you will need to enter the following recipient code number on your test: **R7945 (A)**.

You must also mail a photocopy of your entire report to Thad Haddad at the address listed on the first page of this packet. You do not need to send an official report to the University of Dayton.

WHEN WILL I GET MY SCORE REPORT?

Unofficial scores for the reading and mathematics sections of the Praxis I exam are available immediately after completion of the Computer Based Tests. The writing section of the exam must be scored separately and it will take several weeks to receive this score. An official copy of your scores for all three sections will be sent to you 4 – 6 weeks after taking the Praxis I at the testing center. **Therefore, it is extremely important to take the test early enough to meet the required application deadline.**

WHAT ARE THE PASSING SCORES OF THE PRAXIS I?

Reading = 173

Writing = 172

Mathematics = 172

ARE PRACTICE QUESTIONS OR STUDY HELP AVAILABLE?

Yes, please visit <http://www.ets.org>. The Educational Testing Service has online versions of “Tests at a Glance” which provide sample questions and answers. Many bookstores and libraries also carry study aids in book form or CD—ROM.

Information regarding the Praxis I is subject to change without notification. For more information regarding the Praxis I exam, please consult your local Testing Center or visit the Educational Testing Services website at <http://www.ets.org>.

PRAXIS I – TEST LOCATIONS

The following is a list of Computer Based Testing (CBT) sites that offer the Praxis I exam. For a complete listing of test sites in Ohio, visit <http://www.ets.org>. Please be aware that the waiting period for scheduling the Praxis I exam may be long and it will take 4 – 6 weeks to receive your official results. Please take the test early enough to submit your official report by the application deadline. Please call 1-800-853-6773, to register.

Akron / Warren / Youngstown Area

Prometric Testing Center 950 A Youngstown-Warren Rd. Square One Center, Suite D Niles, OH 44446 (330) 652-1886	Prometric Testing Center 15201 Pearl Road Strongsville, OH 44136 (440) 238-0530
Prometric Testing Center 3500 Hudson Drive, Suite 4 Stow, OH 44224 (330) 922-5587	Prometric Testing Center Mentor Corners Plaza 8880 Mentor Avenue Mentor, OH 44060 (440) 255-0055

Cincinnati / Dayton / Trotwood Area

Prometric Testing Center 2365 Dayton Xenia Road Beavercreek, OH 45434 (937) 427-8809	University of Cincinnati Psychology Service Center 100 University Pavillion Cincinnati, OH 45221 (513) 556-9791
Prometric Testing Center 11353 Reed Hartman Hwy, Suite LL50 Cincinnati, OH 45241 (513) 671-7030	

Cleveland Area

Case Western Reserve University 10900 Euclid Avenue Testing Services, Sears 400 Cleveland, OH 44106 (216) 368-1030	Prometric Testing Center 15201 Pearl Road Strongsville, OH 44136 (440) 238-0530
Prometric Testing Center 3500 Hudson Drive, Suite 4 Stow, OH 44224 (330) 922-5587	Prometric Testing Center 8880 Mentor Avenue Mentor Corners Plaza Mentor, OH 44060 (440) 255-0055

PRAXIS I – TEST LOCATIONS, cont.

Columbus Area

Prometric Testing Center 933 High Street, Suite 130B Columbus, OH 43085 (614) 431-2083	The Ohio State University 1070 Carmack Road 090 Pressey Hall Columbus, OH 43210 (614) 292-2241
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Mansfield Area

Prometric Testing Center 933 High Street, Suite 130 B Worthington, OH 43085 (614) 431-2083	The Ohio State University 1070 Carmack Road 090 Pressey Hall Columbus, OH 43210 (614) 292-2241
Prometric Testing Center 15201 Pearl Rd. Strongsville, OH 44136 (440) 238-0530	Prometric Testing Center 3500 Hudson Drive, Suite 4 Stow, OH 44224 (330) 922-5587

DISTRICT EMPLOYMENT APPLICATIONS

Applicants are required to complete an employment application for the selected school district(s), prior to receiving an interview. Many of the participating school districts require that you complete employment applications online, however a few districts require that a physical employment application be completed. **It is important to have the employment application entirely completed before the interview.** However, it is not necessary to complete this employment application until you are granted a district interview. It is not necessary for a copy of this employment application be sent to the Transition To Teaching program.

Please find general contact information for school districts below. Applicants should visit the desired school district’s website or call the Human Resources department to determine the application process. To answer specific questions regarding the employment application, the district representative listed on the “Contact Information Page” (page 33) should be contacted. **It is important that the words “Transition To Teaching” appear somewhere on the employment application.** If the application requires you to select a specific subject area, then select “*intervention specialist*” or “*special education.*”

Web links that will take you directly to the online applications can be found on the Transition To Teaching website at <http://www.scco.org/transition>. Please visit this website for the most recent list of participating school districts. This list may change depending upon district staffing requirements.

<p>Akron Public Schools <i>(physical application downloadable online)</i> 70 N. Broadway Akron, OH 44308–1911 (330) 761–1661 http://www.akronschools.com/</p>	<p>Mansfield City Schools <i>(physical application)</i> 124 N. Linden Road Mansfield, OH 44906 (419) 525–6400 http://www.tygerpride.com</p>
<p>Cincinnati Public Schools <i>(online application)</i> 2651 Burnet Avenue Cincinnati, OH 45219 (513) 363–0000 http://www.cps-k12.org</p>	<p>Trotwood-Madison City School District <i>(physical application)</i> 444 South Broadway Street Trotwood, OH 45426 http://www.trotwood.k12.oh.us</p>
<p>Columbus City Schools <i>(online application)</i> 270 East State Street Columbus, OH 43215 (614) 365–5000 http://www.columbus.k12.oh.us</p>	<p>Warren City School District <i>(physical application)</i> 261 Monroe Street NW Warren, OH 44483 (330) 841–2321 http://www.warrenschools.k12.oh.us/index.html</p>
<p>Dayton Public Schools <i>(online application)</i> 115 South Ludlow Street Dayton, OH 45402 (937) 542–3000 http://www.dps.k12.oh.us</p>	

CHECKLIST OF PROJECT REQUIREMENTS

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Each Transition To Teaching participant must complete and submit the following list of items as a requirement for acceptance to the University of Dayton Graduate School, district interview, acceptance into the program, employment in the district, and issuance of an Alternative Educator License.

PROJECT REQUIREMENTS:

All applicable items in categories 1 and 2 below must be submitted by February 26, 2010.

CATEGORY 1:

ITEMS TO SUBMIT TO BE ACCEPTED TO THE UNIVERSITY OF DAYTON

- _____ Transition To Teaching application form.
- _____ Letter of interest (original and signed letter only).
- _____ Resume.
- _____ Three letters of recommendation (original and signed letters only).
- _____ One (1) official undergraduate college transcripts documenting a Bachelor's Degree earned.
- _____ Official GRE or MAT report (if applicable, refer to page 22).
- _____ One (1) official transcript documenting all transfer credits from all institutions (if applicable).
- _____ One (1) official transcript for all graduate coursework beyond a bachelor's degree (if applicable).

CATEGORY 2:

ITEMS TO SUBMIT TO BE GRANTED AN INTERVIEW WITH THE SCHOOL DISTRICT

- _____ Ohio criminal background check report via BCI (refer to page 17).
- _____ FBI criminal background check report via BCI (refer to page 18).
- _____ Tuberculosis (TB) test report (refer to page 19).
- _____ A copy of the official Praxis I score report (refer to page 26).

CATEGORY 3:

ITEMS TO COMPLETE UPON RECEIVING A DISTRICT INTERVIEW

- _____ School district employment application (online or paper) (refer to page 30).

CATEGORY 4:

ITEMS TO SUBMIT UPON ACCEPTANCE TO THE PROGRAM (THESE FORMS WILL BE DISTRIBUTED AT ORIENTATION)

- _____ Three—year Service Agreement.
- _____ Textbook Agreement.
- _____ Transcript Release Form.
- _____ Participant Information Form.
- _____ Commitment to Fully Participate Form.

CONTACT INFORMATION

QUESTIONS REGARDING THE TRANSITION TO TEACHING PROGRAM SHOULD BE DIRECTED TO:

Thad Haddad — Project Coordinator	Phone: (614) 785-1163 ext. 110
Transition To Teaching	Fax: (614) 785-0513
University of Dayton — Columbus Office	Email: thaddad@ssco.org
936 Eastwind Drive, Suite 100	
Westerville, OH 43081	

QUESTIONS REGARDING THE UNIVERSITY OF DAYTON CAN BE DIRECTED TO

GENERAL INFORMATION

GRADUATE SCHOOL ADMISSIONS

George Scheuermann Clinical Faculty — University of Dayton 300 College Park Dayton, OH 45469-0510 (937) 229-5753 schuergw@notes.udayton.edu	Gina Seiter Graduate Admission Office University of Dayton 300 College Park Dayton, OH 45469-0510 (937) 229-3103 Gina.Seiter@notes.udayton.edu
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WEB SITES

PROGRAM WEBSITES

Transition To Teaching

<http://www.sscsco.org/transition>

Ohio Department of Education

<http://www.ode.state.oh.us>

University of Dayton

<http://www.udayton.edu>

School Study Council of Ohio

<http://www.sscsco.org>

SCHOOL DISTRICT WEBSITES

Please visit <http://www.sscsco.org/transition> for the most recent list of participating school districts. This list may change depending upon district staffing requirements.

Akron Public Schools

<http://www.akronschools.com>

Trotwood-Madison City School District

<http://www.trotwood.k12.oh.us>

Cincinnati Public Schools

<http://www.cps-k12.org>

Warren City School District

<http://www.warrenschools.k12.oh.us/index.html>

Columbus City Schools

<http://www.columbus.k12.oh.us>

Youngstown City Schools

<http://www.ycsd.k12.oh.us>

Dayton Public Schools

<http://www.dps.k12.oh.us>

Mansfield City Schools

<http://www.tygerpride.com>

MISCELLANEOUS WEBSITES

National Clearinghouse for Professions in Special Education - Center for Exceptional Children

<http://www.special-ed-careers.org>

Educational Testing Service

<http://www.ets.org>

Graduate Record Examination

<http://www.ets.org>

Miller Analogies Test

<http://www.milleranalogies.com>

Notes



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Notes



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