Georgia State University New Teacher Institute (NTI) for Career and Technical Specializations and Healthcare Science Programs Approved by the Georgia Professional Standards Commission (GAPSC)

Purpose of Information Packet

The purpose of this packet is to help you get enrolled in NTI. The process is not complicated, but since it is new to you it may seem a bit overwhelming at first glance. Dr. Burns is your “go to” person in this process and can be reached at jburns@gsu.edu.

Dates of Summer NTI

NTI takes place Monday – Friday over a 3 week period. The course meets from 11:00 a.m. to 4:00 p.m. daily (approximate times). You will have a pre-assignment to bring to class with you the first day that will be sent to you several weeks prior to the start date. Please note that NTI may operate on a slightly different schedule than what is posted officially on university web sites, due to assignments at your school of employment.

Other NTI Classes

Please see the chart at the end of this packet to see the courses you will take over a three semester time period. All courses are set up to accommodate working teachers.

Other Program Requirements from the Georgia PSC

1. Before the summer NTI, you will need to complete the following PSC requirement: GACE ETHICS PROGRAM EXAM

The GACE Ethics Program Entry test is required for official admission to our program. The following link has the information you need: http://gace.ets.org/ethics/take/completing_the_assessment/

2. During or after the NTI three semester program you will need to complete: PROGRAM ADMISSION ASSESSMENT (FORMERLY THE BASIC SKILLS TEST)
Please be aware that the Georgia Professional Standards Commission (GAPSC) requires that you must pass or exempt the PROGRAM ADMISSION ASSESSMENT (FORMERLY THE BASIC SKILLS TEST – GACE 1). See www.gapsc.org for exemption information. You must complete this requirement for GSU to recommend you for your next level certificate. “The name of the Basic Skills assessment has been changed to "Program Admission" assessment. Passing scores on all three tests within the GACE Program Admission assessment [Reading (200), Mathematics (201), and Writing (202)] are required certification for entry into traditional preparation programs and for all general education GaTAPP candidates. The assessment, while not required for admission, must be passed as part of completion requirements for Career, Technical, and Agricultural Education (CTAE) candidates. The Program Admission tests may be exempted if sufficient scores are obtained on the SAT® (1000 Verbal/Critical Reading, and Math), ACT® (43 English and Math), or GRE® (1030 Verbal and Quantitative; after 8-1-11, 297 Verbal and Quantitative). Scores from different test titles may not be combined. For GACE information and registration visit the GACE website at www.gace.ets.org. “

Let’s move on in the packet and begin the process . . .
Welcome Letter/General Information Georgia State University NTI

Dear Career and Technical Specializations or Healthcare Science 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 (2018 Summer Information)

Georgia State University's 2018 New Teacher Institute (NTI) will begin Monday, June 4th. Classes run from this date [daily] through Friday, for a total of three weeks. Friday, June 22 is the last class for the summer portion of the NTI program. Daily class times are 11:00 a.m. to 4:05 p.m. Classes will be held at GSU in the College of Education and Human Development Building on the 2nd floor at the GSU main campus. This building is convenient to MARTA and/or GSU Student parking.

Admission to GSU

NTI is a special non-degree certificate program and admission requirements are not the same as for students entering a degree program. You will be admitted to this program as a Post Bac student, 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 certificate 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://sfs.gsu.edu/files/2017/06/FY18-Undergrad.pdf.

Financial Aid

Anyone seeking financial aid must apply and be accepted as a GSU student and have completed the Federal FAFSA form. The web site is www.fafsa.ed.gov. Our contact person for all NTI students is Ms. Miti Desai. Her email address is mmehta4@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:
1. Complete and return the New Teachers Institute Pre-Registration Form (page 8). Please return via email to jburns@gsu.edu
2. Complete GSU’s online admissions application (see information following), and then email Dr. Burns so that she can track your application and get it to the correct person. Send all necessary official transcripts directly to Dr. Janet Burns. DO NOT SEND THEM DIRECTLY TO THE ADMISSIONS OFFICE.
3. 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/contact-us/

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

4. Arrange financing for your education. See previous page of this document for information about financing your education. Ms. Desai is available to answer your questions. Her email is mmehata4@gsu.edu. Also, please indicate on the Pre-Registration Form if you intend to apply for financial aid.
5. Register for the two classes which comprise the summer NTI. Dr. Burns will assist you with this step.
Let’s Go Online . . .

**How to Apply On line to Georgia State University**
Please follow the following steps to apply for GSU admission online. You will be using the application that is called “Georgia State Undergraduate Application for Post baccalaureate Admission.” Since updates are made constantly to the system, steps may vary slightly to what is written below:

**Part I: Set up an account and fill out the online application**
1. Click on this link: https://undergradapply.gsu.edu/apply/
2. Click on the link that says “Create Your Account”.
3. Fill in the requested user information on this page.
4. Create a username and password that you can easily remember.
5. Click on the box that says Create My Account.
6. After you create your account an undergraduate application will appear.
7. From the pull-down menu, click on the link for post baccalaureate admission.
8. **CHOOSE Post Baccalaureate.**
9. A couple of steps later under the “Major Options” pulldown menu, you will choose A&S Post Baccalaureate.
10. Continue to follow the prompts on the website and submit your application.
11. Pay the application fee. Once you pay the fee you will receive an email acknowledging receipt. **PLEASE FORWARD THIS EMAIL TO jburns@gsu.edu** so she can get your application in the NTI group.
12. Please note that all public universities in Georgia now require students to fill out information for citizenship verification and lawful presence.

Remember the following:

- **Term of Entrance:** choose Summer XXXX
- **Major Option Status:** choose Post Baccalaureate A&S (Arts and Science)
- Answer all 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 additional information to prove your residency.)

**Part II: Required Supporting Documents**

**Transcripts:**
Submit your official, sealed transcripts to Dr. Janet Burns. Or if your transcripts are sent from the registrar on line, have them sent to jburns@gsu.edu 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 2017-2018 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 a former student 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

www.acteonline.org/janet_burns
Georgia State University - New Teacher Institute for Career and Technical Specializations and Healthcare Science Teachers
Information and Pre-registration Form

Name (of teacher): _____________________________________________________________

Home Address: ________________________________________________________________

Home Phone: __________________________________________________________________

E-mail Address: __________________________________________________________________

Career/Technical Program Content Area and Career Pathway(s):
_____________________________________________________________________________

School and System: __________________________________________________________________

Supervisor of Teacher and Phone number or email address: _______________________________

Current Certificate Level: __________________________________________________________________

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, but please work in getting it done immediately!
## Overview of the Career and Technical Specializations and Healthcare Science Education PSC Approved Teacher Certification Program

<table>
<thead>
<tr>
<th>Course Names and Credit Hours</th>
<th>When offered</th>
<th>When the course meets</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDBT 3020</strong>—Instructional Development in Technology/ Career Education (3 hours)</td>
<td>Summer</td>
<td>Monday – Friday 11:00 a.m. – 4:05 p.m.</td>
</tr>
<tr>
<td><strong>EDBT 3360</strong>—Foundations of Management &amp; Safety in Technology/Career Education (3 hours)</td>
<td>Summer</td>
<td>Monday – Friday 11:00 a.m. – 4:05 p.m.</td>
</tr>
<tr>
<td><strong>EDBT 4570</strong>—Instructional Strategies in Technology/Career Education (3 hours)</td>
<td>Fall</td>
<td>Class meets one afternoon/evening on-line per week during the semester.</td>
</tr>
<tr>
<td><strong>EDBT 3690</strong>—Teaching Practicum in Technology/Career Education (3 hours)</td>
<td>Fall</td>
<td>Site visits by GSU instructors during the semester plus 2 Saturday class sessions from 10am – 3:30 p.m.</td>
</tr>
<tr>
<td><strong>EDBT 4250</strong>—Principles and Practices in Technology/Career Education (3 hours)</td>
<td>Spring</td>
<td>Class meets one afternoon/evening on-line per week during the semester.</td>
</tr>
<tr>
<td><strong>EDBT 3700</strong>—Teaching Practicum in Technology/Career Education (3 hours)</td>
<td>Spring</td>
<td>Site visits by GSU instructors and 2 Saturday class sessions from 9:30 a.m. – 3:30 p.m. during the semester.</td>
</tr>
<tr>
<td><strong>EDBT 3710</strong>—Teaching Practicum in Technology/Career Education (3 hours)</td>
<td>Spring</td>
<td>Same as above.</td>
</tr>
<tr>
<td><strong>EXC</strong>—Exceptional Children and Instruction</td>
<td>Every Semester</td>
<td>May be taken as PLU’s through local system.</td>
</tr>
<tr>
<td><strong>GACE ETHICS PROGRAM</strong></td>
<td></td>
<td>See front of packet</td>
</tr>
<tr>
<td><strong>GACE Program Entry Exam (formerly called Gace 1)</strong></td>
<td></td>
<td>See front of packet</td>
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