

**Checklist for Completion of Graduate Application
Education (MED)–all concentration areas
Instructional Technology Specialist Certificate (ITS)**

Required of all applicants to this program:

- _____ Completed and signed application form
- _____ \$30 non-refundable application fee; make check payable to **Clarion University**
- _____ Official transcripts of all undergraduate work (Clarion University undergraduates need not provide a Clarion transcript)
- _____ Official transcripts of all graduate work
- _____ Three current faculty and/or professional recommendations on Clarion University forms
- _____ Resume
- _____ Test scores, where applicable
- _____ Undergraduate minimum quality-point average (QPA) requirement is 3.0 or above on a 4.0 scale.
- _____ Ask those who will be submitting the Clarion University recommendation forms to document your potential and/or effectiveness in the areas of your teaching ability and/or professional performance
- _____ Submit two copies of evidence of Pennsylvania certification.

If you do not have Pennsylvania certification:

- _____ Submit two copies of evidence of teacher certification in another state
- _____ Submit a professional goals statement that addresses the following: (a) describe how the Master of Education program in education or reading will help you realize some of your professional goals; and (b) describe any leadership responsibilities which you have had in your school, in your district, or in other education, professional, or community settings.

Principalship Preparation Concentration:

In addition to all requirements listed above under “Education (MED) (all concentration areas),” those applying to the Principalship Preparation concentration must also submit:

- _____ Three years of satisfactory teaching experience: candidates must have a valid teaching certificate.
- _____ Submit two personal writings: (1) your personal leadership philosophy; and (2) your personal teaching/learning philosophy. Each philosophy must contain citations from the literature relevant to the philosophy discussed.

Instructional Technology Specialist Certificate:

In addition to all requirements listed above under “Education (MED) (all concentration areas),” those applying to the ITS Certificate program must also submit:

- _____ A professional goals statement (two pages) stating your purpose for pursuing the ITS Certificate and interest in the field.
- _____ A detailed explanation of relevant experience that would lend itself to successful completion of the ITS Certificate program.

- _____ Mail all materials, except test scores (if required) to:

Office of Graduate Studies
Clarion University of Pennsylvania
840 Wood Street
Clarion, PA 16214