

APPLICATION PACKET

ADMISSION TO

EARLY CHILDHOOD EDUCATION NON-TEACHER CERTIFICATION OPTION (ECE.NCOP)

CHILD CARE EDUCATION PROGRAM

*School of Education
Norfolk State University
Norfolk, Virginia 23504*

Application Submission Dates:
October 20th for Spring Practicum
March 20th for Summer or Fall Practicum

NSU School of Education (SoE) mission: To prepare competent, compassionate, collaborative, and committed leaders capable of meeting the diverse needs of all learners.

Application Packet

Dear ECE.NCOP Applicant:

This packet contains information for submitting your Application to the ECE.NCOP CHILD CARE EDUCATION Program.

Please review the materials presented in this application carefully before submitting. We encourage you to read all material(s) and present your application as professionally as possible.

Listed below are criteria and materials needed to ensure that your application provides a clear and compelling display of you as a candidate for the ECE.NCOP CHILD CARE EDUCATION Program. Submit your completed application packet to ncopte@nsu.edu.

Submit ALL documents at one (1) time, in one (1) email, with your application.

School of Education ECE.NCOP CHILD CARE EDUCATION PROGRAM

Requirements

- **2.5** Cumulative GPA or higher
- Minimum completion of **30** course hours
- EDU 201 (Passing grade of C or better) or Transferred Course Equivalent
- Two recommendation forms (current and/or former professors, employers, supervisors) (OCESS webpage)
- A 2-page personal narrative entitled, "Why I Want to Teach"
- Background Verification form (Office of Clinical Experience and Student Services - OCESS webpage)

NOTE:

Recertification may be required for the following documentation if it expires before your Practicum placement date.

- a. TB Test
- b. Universal Background Check
- c. CRP/AED First Aid Training

SCHOOL OF EDUCATION — NORFOLK STATE UNIVERSITY
ECE.NCOP Application for Admission to Child Care Education Program
(TYPE DOCUMENT)

The Teacher as a Competent Compassionate, Collaborative, and Committed Leader.

Section I Applicant: Type all information. **DUE to the ECE.NCOP Committee by (Oct 20th/March 20th) ncopte@nsu.edu**

Application Date: _____ Date Entered NSU: _____

Applicants Name:							
		Last		First		MI	
Address (Local)							
		Street		City		State	Zip Code
Telephone (Local)							
		(Home)		(Work)		(Cellular)	
EMAIL	NSU					GPA	
	Personal						
Teaching Major		When do you expect to enroll in ECE 495 - Practicum?					
ECE.NCOP					Semester		Year
SECTION II - - Applicant: Please do NOT make entries in this section							

No.	Scan and email the following items to ncopte@nsu.edu	Acceptable	Deficient
1.	Current copy of with at least a 2.5 GPA and a minimum of 30 credit hours with a grade of C or better in all courses.		
2.	Proof of EDU 201 or transferred course equivalent (indicated on academic eval). If transferred credits, please type a statement to indicate.		
3.	2 copies of Essay entitled "Why I Want to Teach" (must include: reasons for wanting to become a teacher, high school, city, and year graduated, colleges, activities, honors, & awards)		
5.	Two Candidate Recommendation Forms completed by any current or former college professor at NSU or another institution and/or someone who has seen your work with children. Recommendation Form on OCESS webpage.		
6.	Detailed sample lesson plan (LP) using SOE standard Lesson Plan format (1 subject for 1 typical lesson)		
7.	Copy of completion certificates for: (a) Child Abuse and Neglect Awareness https://www.dss.virginia.gov/family/cps/mandated_reporters/cwse5691/story.html (b) Dyslexia Awareness Module https://doe.virginia.gov/teaching/licensure/dyslexia-module/story_html5.html (c) Adult CPR/AED, Pediatric CPR/AED, and First Aid		
8	Current TB test evidence (must not be older than 1 year)		

9.	Current Background Verification form (on OCESS webpage)		
10.	Universal Background Check (If one is on file within 2 years of this application, include a statement that says, "on file".		
12.	Professionalism – Evidence of membership in a relevant professional teacher organization. (SVEA, NAEYC, NHSA etc.)		
13.	Disposition Process Report completed by an NSU Education Faculty member (on OCESS site under forms). Email the Disposition form to an NSU Education Faculty member to complete and request him/her to submit to ncopte@nsu.edu separately from your packet.		
14.	Interview to note interpersonal, communication, language skills. You will receive notification if an interview is required. Leave this portion blank.		

Section III: - Authorization

Applicant's Signature								Date				
Initial Review	Approved		Rejected		Date:		Review	Approved		Rejected		Date
DO NOT WRITE BELOW THIS LINE. For NCOP Committee Members												
Committee Member's Name (Print)							Signature			Date		

Comments:

Please scan and email the completed packet to ncopte@nsu.edu

(Rev. 10/2022)