

# **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 20<sup>th</sup> for Spring Practicum  
March 20<sup>th</sup> 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

## INSTRUCTIONS

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.

Scan and submit completed packet **AS ONE DOCUMENT IN ONE** email to: [ncopte@nsu.edu](mailto:ncopte@nsu.edu)  
Incomplete packets will not be accepted.

School of Education  
ECE.NCOP CHILD CARE EDUCATION PROGRAM

### Pre-requisites for Admission

- **2.5** Cumulative GPA or higher
- Minimum completion of **30** course hours
- EDU 201 (Passing grade of C or better) or Transferred Course Equivalent

### **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 20<sup>th</sup>/March 20<sup>th</sup>) [ncoptensu.edu](http://ncoptensu.edu)**

Application Date:	Date Entered NSU:
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<b>Applicants Name:</b>				
		Last	First	MI
<b>Address (Local)</b>				
		Street	City	State
<b>Telephone (Local)</b>				
		(Home)	(Work)	(Cellular)
<b>EMAIL</b>	<b>NSU</b>			<b>GPA</b>
	<b>Personal</b>			
<b>Teaching Major</b>		<b>When do you expect to enroll in ECE 495- Practicum?</b>		
<b>ECE.NCOP</b>		<b>Semester</b>	<b>Year</b>	

SECTION II - - Applicant: Please do NOT make entries in this section			
		Acceptable	Deficient
	<b>Scan and submit the following items AS ONE DOCUMENT IN ONE email to: <a href="mailto:ncopte@nsu.edu">ncopte@nsu.edu</a></b>		
1.	Current copy of Academic Evaluation 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)		
4.	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. Recommenders must email completed form to <a href="mailto:ncopte@nsu.edu">ncopte@nsu.edu</a>		
5.	Detailed sample lesson plan (LP) using SOE standard Lesson Plan format (1 subject for 1 typical lesson)		
6.	Copy of completion certificates for: (a) Child Abuse and Neglect Awareness (not more than 1 year) <a href="https://www.dss.virginia.gov/family/cps/mandated_reporters/cwse5691/story.html">https://www.dss.virginia.gov/family/cps/mandated_reporters/cwse5691/story.html</a> (b) Dyslexia Awareness Module (not more than 1 year) <a href="https://doe.virginia.gov/teaching/licensure/dyslexia-module/story_html5.html">https://doe.virginia.gov/teaching/licensure/dyslexia-module/story_html5.html</a> (c) Adult CPR/AED, Pediatric CPR/AED, and First Aid		
7.	Current TB test evidence (If one is on file within 1 years of this application, include a statement that says, "on file".)		

8.	Current Background Verification form (on OCESS webpage)		
9.	Universal Background Check (If one is on file within 2 years of this application, include a statement that says, "on file".) Contact OCESS for instructions.		
10.	Professionalism – Evidence of membership in a relevant professional teacher organization. (SVEA, NAEYC, NHSA etc.)		
11.	Disposition 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 <a href="mailto:ncopte@nsu.edu">ncopte@nsu.edu</a> separately from your packet.		
12.	Interview to note interpersonal, communication, language skills. You will receive notification if an interview is required. Leave this portion blank.		

**Section III: - Authorization**

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

**Checklist: To ensure that you have included each item listed on the application, read and initial by each statement.**

- |   |   |
|---|---|
| <input type="checkbox"/> Copy of Academic Evaluation                              | <input type="checkbox"/> Dyslexia Awareness (not more than 1 year)              |
| <input type="checkbox"/> Proof of EDU 201 or transferred course equivalent.       | <input type="checkbox"/> Adult and Pediatric CPR/AED, and First Aid             |
| <input type="checkbox"/> Essay #1 "Why I Want to Teach".                          | <input type="checkbox"/> TB Test (not more than 1 year) or statement "on file". |
| <input type="checkbox"/> Essay #2 "Why I Want to Teach".                          | <input type="checkbox"/> Background Verification Form                           |
| <input type="checkbox"/> Recommendation Form #1 sent to recommender.              | <input type="checkbox"/> Universal Background Check or statement                |
| <input type="checkbox"/> Recommendation Form #2 sent to recommender.              | <input type="checkbox"/> Professional membership                                |
| <input type="checkbox"/> Detailed sample lesson plan.                             | <input type="checkbox"/> Disposition Report                                     |
| <input type="checkbox"/> Child Abuse and Neglect Awareness (not more than 1 year) | <input type="checkbox"/> Signature & Date                                       |

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