



GUIDE TO FILLING OUT A COHORT APPLICATION

GEORGIA COLLEGE



Cohort Application Process Timeline

- **Summer**
 - Register to take the GACE Program Admission Assessment (if applicable).
- **October**
 - Attend Cohort Application Info Session.
 - Begin identifying references.
 - Make contact with references.
 - Focus on courses to ensure a successful semester.
- **November**
 - Fill out application paperwork.
 - Take the Educators Ethics Exam.
 - Work on application documents
- **December**
 - Continue working on application paperwork.
 - Obtain letter of recommendation forms from letter writers.
- **January**
 - Turn in completed application and documents.
 - Prepare for interview.
- **February**
 - Complete interview (make sure you are checking Bobcat email regularly for information).
- **March**
 - Cohort decision letters are sent.
 - Registration for Summer/Fall courses

Application Checklist

- Cohort Application Packet Checklist Sheet
- Information Sheet for Application Packet
- Teacher Candidate Program Information
- Copy of TranGuide (currently enrolled students) or transcripts (transfer students)
 - Must include completed course work for the fall term.
- GC Admission letter for transfer students
- Sealed Professional Recommendation Forms (3 total)
- Applicant Questionnaire
- Record of Experience with Young Children
 - Required for Early Childhood. Recommended for Middle Grades and Special Education.
- GACE Educator Ethics Exam Certificate

Applying for Multiple Cohorts

- If you are applying to multiple cohorts, you will need an application packet for each cohort.
- On the Information Sheet for Application Packet make sure to mark all cohorts for which you are applying.
- For your Recommendation Form you can use the same letters for each cohort. Ask your letter writer to make copies of the form and place them in separate envelopes. This will allow you to place copies with each application packet.

Item 1: Cohort Application Checklist Sheet

- The checklist page will help you complete the requirements for the admission packet for the College of Education Cohort Program.
- Remember to sign and date this page.

Cohort Application Checklist Sheet

All documents in the application packet should be returned by the priority date of **January 14th, 2022**.
Your application packet must contain all the documents.

Incomplete application packets WILL NOT be considered

This checklist is to help you complete the requirements for the admission packet for the College of Education Cohort Program. If you have questions regarding the cohort application, please contact the Georgia College (GC) pre-education advisor, Nikki Simpson (nikki.simpson@pcsu.edu) (478) 445-1635.

The following items complete the application packet for the cohort program. All documents in the application packet should be returned to the College of Education Dean's Office by the priority date of **January 14th, 2022**.

You must submit a separate application for each cohort if you apply to more than one cohort.

1. Cohort Application Checklist (This Document)
2. Information Sheet for Application Packet
3. Teacher Candidate Program Information
4. Official copy of transcript(s) or tranguide (if GC student) that includes the Fall 2021 semester.
5. GACE Program Admission Assessment scores or exemption evidence
Include a copy of PAA results with the application OR have ACT/SAT scores that qualify for exemption sent electronically, by the testing company, to GC.
6. Copy of your GC admission letter (if you are a transfer student)
7. Three (3) Professional References using the GC format
8. Applicant Questionnaire
9. Record of Experiences with Young Children
Early Childhood applicants must include this form, while Middle Grades and Special Education applicants are recommended to include this form.
10. GACE Educator Ethics Exam (360): A copy of your completion certificate.

Applicant's Signature



Date



Please put your completed information packet together in the order listed above with this checklist on top. Mail your packet with the postmark by the priority deadline to:

Department of Teacher Education
John H. Lounsbury College of Education
Cohort Application
CBX 71 GC
Milledgeville, GA 31061

FOR DEPARTMENT USE ONLY:

Program Application:

Application No.

Date Received:

Item 2: Information Sheet for Application Packet

- Complete and sign.
- If applying for multiple cohorts, check all that are applicable.

JOHN H. LOUNSBURY COLLEGE OF EDUCATION
Information Sheet for Application Packet

SECTION A (Please print)

Name: _____ GCID: _____
First MI Last

INTENDED UNDERGRADUATE MAJOR (please check program(s) to which you are applying:

Early Childhood Education Middle Grades Education Special Education

LOCAL (SCHOOL) MAILING ADDRESS: _____
Street City State Zip

LOCAL (SCHOOL) TELEPHONE NUMBER (CELL): _____

LOCAL (SCHOOL) TELEPHONE NUMBER (OTHER): _____

PERMANENT (HOME) MAILING ADDRESS: _____
Street City State Zip

PERMANENT (HOME) TELEPHONE NUMBER: _____

BOBCATS EMAIL ADDRESS: _____

ADDITIONAL EMAIL ADDRESS (regularly checked): _____

Gender: Male Female

Ethnicity: Hispanic

Race (Check all applicable)

- American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Pacific Islander White

SECTION B

Provide the following information:

List the courses you will take in the spring and summer to complete the CORE and area F requirements:

Spring		
Prefix	Number	Title
Summer		
Prefix	Number	Title

CURRENTLY ENROLLED GC APPLICANTS:

If you are a currently enrolled applicant:

Include a copy of your GC transcript that includes the current fall semester:

Overall GPA _____ (2.75 minimum required)

- Complete the second portion of the Information Sheet for Application. You will only need to complete one section: Current Enrolled GC Applicants OR Transfer Applicants.
- Students who transferred into GC but are taking courses in Spring term will complete the Currently Enrolled section.

CURRENTLY ENROLLED GC APPLICANTS: Complete the Early Childhood, Middle Grades and Special Education section of the three EDUC courses indicated and indicate your grade. (Note: A grade of "C" or higher is required in each area F course listed below.)

Grade	Course
	EDUC 2110 Critical Issues in Education
	EDUC 2120 Multiculturalism & Diversity
	EDUC 2130 Exploring Teaching & Learning

Early Childhood Applicants:

Grade	Course
	ISCI 2001 Life/Earth Science
	ISCI 2002 Physical Science
	MATH 2008 Foundations of Numbers & Operations

Middle Grades Applicants: Indicate your concentration area: Mathematics Science Social Studies

Grade	Course
	ENGL 2200 Writing about Literature (or equivalent)
	Course to support 2 nd concentration (List prefix, number and title: _____)
	Course to support 2 nd concentration (List prefix, number and title: _____)

Special Education Applicants:

Grade	Course
	Math 2008 Foundations of Numbers & Operations
	<input type="checkbox"/> HIST 2111 United States History to 1877 or <input type="checkbox"/> United States History since 1877 (indicate the course you completed)
	Communication Development course: (indicate the course you completed) <input type="checkbox"/> RHET 2210 Small Group Communication <input type="checkbox"/> ENGL 2208 Intro to Creative Writing <input type="checkbox"/> MUST 2010 Elementary Sign Language for Therapists

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TRANSFER APPLICANTS:

- Include official copies of Transcript(s) including the current fall semester. If you completed an associate's degree, your transcript must state: "AA in Education Awarded."
- Include a copy of your GC transcript.

Overall GPA _____ (2.75 minimum required)

Note: A grade of "C" or higher is required in each area F course listed below."

Transfer students must send ACT/SAT scores to GC if they plan to exempt the GACE Program Admission Assessment. Exemption criteria can be found at:

<http://www.gapsc.com/EducatorPreparation/Assessment/BasicSkillsInfo.aspx>

List grade for each area F course (or your institution's equivalent) below:

Grade	Course
	EDUC 2110 Critical Issues in Education
	EDUC 2120 Multiculturalism & Diversity
	EDUC 2130 Exploring Teaching & Learning

List other courses in area F at your institutions with grade:

Grade	Course Prefix	Number	Title

PROGRAM ADMISSION ASSESSMENT:

- Provide an official copy of passing scores for the GACE program admission assessment. OR
- Provide evidence for exemption of the GACE program admission assessment which must be on the official GC Banner Site (Printed copy of transcript in PAWS).

Item 3: Teacher Candidate Program Information

- Complete this page and sign/date.

Undergraduate B.S. Teacher Candidate Program Information

This information will be used to establish program records at the Georgia Professional Standards Commission (PSC) and Georgia College (GC). After admission to a cohort your program records will be created and the PSC will notify you using your Bobcats email address to confirm the program and start date and to apply for Pre-Service certification online through your MyPSC account tab **Applications / Documentation / Status**. When applying for Pre-Service certification, the PSC will require a copy of standard test scores if claiming exemption from the Program Admissions Assessment (PAA) and verification of Lawful Presence (form, affidavit, and copy of a photo identification document) if Lawful Presence has not already been established. A program applicant becomes a Teacher Candidate when 1) GC admits the applicant to an initial teacher program conditional upon obtaining PSC certification, 2) applicant received email from the PSC and confirms program, and 3) PSC issues requested certification. Certification should be applied for immediately after acceptance and should be issued before starting an initial teaching program such as Bachelor of Science.

Program:

Undergraduate Bachelor's Degree

Cohort(s) applied for:

- Elementary Education (Early Childhood Education, P-5)
- Middle Grades Education (4-8): Language Arts & Mathematics _____, Science _____, OR Social Studies _____
- Special Education (P-12)

Current Overall Undergraduate GPA: _____

Identification:

1. Name (Please print): Last _____, First _____, Middle _____
2. Birth Date (mm/dd/year): _____
3. Bobcats email address: _____@bobcats.gcsu.edu
4. Georgia College Identification Number: 911 _____
5. PSC Account Number (6 or 7 digits): _____
6. Gender: Male Female
7. Hispanic: Yes No
8. Race (Check all applicable): American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Pacific Islander White

Assessments:

1. Georgia Educator Ethics Assessment (GACE 360) - pass date: _____
2. Program Admission Assessment (PAA)
 - A.) GACE 210 (or GACE 200) Reading (minimum score 250) - pass date: _____
 - B.) GACE 211 (or GACE 201) Mathematics (minimum score 250) - pass date: _____
 - C.) GACE 212 (or GACE 202) Writing (minimum score 250) pass date _____

OR PSC Composite score (minimum score 750) - pass date: _____ from PSC record

OR PAA Exemption based on standard test scores

ACT - Highest English score _____ and date _____ and Highest Mathematics score _____ and date _____

OR

SAT - Highest Verbal score _____ and date _____ and Highest Quantitative score _____ and date _____

For exemption, the PSC will require a copy of the score report be uploaded with your online Pre-Service Certificate application. Exemption criteria are detailed at <https://www.gapsc.com/EducatorPreparation/Assessment/BasicSkillsInfo.aspx>.

Signature: _____ **Date:** _____

Item 4: TranGuide or Transcript

- After the Information Sheet currently enrolled students should include a copy of their TranGuide. Transfer students should include official copies of transcripts.
- Fall 2021 grades must be included so make sure to wait until after grades post to print.
- If you exempted the GACE Program Admission Assessment, make sure to circle the scores used and write “EXEMPT”.
- If your legislative requirements are not completed, write how you intend to complete them prior to the start of the cohort program in August.

- Example of marking Exempt status for GACE Program Admission Assessment and legislative exam information.
- Examples of what a student may write on the TranGuide are in blue.

GC Tranguide

PERSONAL INFORMATION

GCID:	
Home:	
Business:	Birthdate:

EXEMPT

STANDARDIZED TEST SCORES

SATV: 530	SATM: 550 = 1080	SATW:	TSWE:
NEW SAT EBRW:	NEW SAT MATH:	NEW SATT:	NEW SAT
ACTE:	ACTM:	ACTN:	ACTR:
GREV:	GREQ:	GREA:	GREW:
GREVR:	GREQR:		GMAT:
Spanish:	French:	German:	

LEGISLATIVE/NON-COURSE REQUIREMENTS

	STATUS
Regents Reading	Regents Test Exemption
Regents Writing	Regents Test Exemption
US History	Required Taking exam in spring
GA History	Required Taking exam in spring
US Const	Required Taking POLS 1150 in summer
GA Const	Required Taking POLS 1150 in summer
Senior Exit Exam	

Item 5: GACE Program Admission

Assessment

Item 6: GC Admission Letter

Item 5: GACE Program Admission Assessment

- Include a copy of your GACE Program Admission Assessment results with the application after the TranGuide or transcript.
- If you are exempt, make sure exemption evidence is included. This can be on the TranGuide.
- If scores are not on your TranGuide you can print out of your ACT/SAT scores. However, official ACT or SAT scores will also need to be on file. Make sure to request the testing company send those to GC if needed.

Item 6: Acceptance Letter (Transfer Students)

- Transfer students who are not currently enrolled at GC will need to include a copy of their GC Admission Letter.

Item 7:

Three (3) Professional References using the GC format

- Fill out the Name, GCID, and Intended Major portion of this form.
- Give form and envelope to your letter writer.
- Have your letter writing complete the form and then seal the form in the envelop. They will need to sign across the flap once sealed.
- You will need three for your application packet.
- If you are applying for multiple cohorts, you will need signed/sealed copies for each packet.

GEORGIA COLLEGE & STATE UNIVERSITY
PROFESSIONAL RECOMMENDATION FORM
FOR APPLICANTS SEEKING ADMISSION TO
THE JOHN H. LOUNSBURY COLLEGE OF EDUCATION

Each form is to be filled out by a person who knows the applicant as a potential educator. Letters from friends, relatives, or social acquaintances are inappropriate. Each recommending individual places the completed form in a sealed envelope and signs his/her name across the sealed flap. The envelope is then returned to the applicant who includes it in the application packet.

Applicant's Name _____ GC ID# _____

Intended Major (check one): Early Childhood Middle Grades Special Education

Name of person completing this form _____
(Please Print)

Address _____

How long and in what capacity have you known this applicant?
| _____
| _____

Please give your candid appraisal of the applicant as a future public school teacher. Rate him/her on a scale of 1 to 4 on the following attributes:

4 = Excellent; 3 = Good; 2 = Fair; 1 = Unacceptable; N/O = Not observed

<input type="checkbox"/> Ability to work with others	<input type="checkbox"/> Proficiency in written language	<input type="checkbox"/> Leadership
<input type="checkbox"/> Proficiency in oral language	<input type="checkbox"/> Commitment / Work ethic	
<input type="checkbox"/> Critical thinking / Problem solving	<input type="checkbox"/> Sensitivity to diversity	

Do you believe that this person has the potential to be successful as a teacher?
Why or Why not? _____

Signature _____ Date _____



It is my understanding that in accordance with the Family Education Rights and Privacy Act of 1974, this candidate will have access to the information in this recommendation.
A candidate may waive his or her right to inspect and review confidential letters and confidential statements of recommendation provided:
*The student is upon request notified of the names of all individuals providing the letters or statements;
*The letters or statements are used only for the purpose for which they were originally intended; and
*The waiver is not required as a condition of admission to or receipt of any other service or benefit from the University.

Item 8: Applicant Questionnaire

- Respond thoughtfully to each question.
- Responses can be handwritten or typed as long as they are legible.

Applicant Questionnaire UNDERGRADUATE TEACHER EDUCATION COHORT PROGRAM

NAME (Please print)

First:

MI

Last:

Please provide thoughtful responses to the series of seven questions and statements below. Your responses will provide a sample of your writing and descriptive information on your background and experiences. Please give yourself ample time to complete this form. Submit it as part of your completed application packet, and bring a copy with you to the interview.

1. Individuals aspire to be teachers for a variety of reasons. What are some of your reasons for wanting to be a teacher?

2. Describe one of your most effective teachers or best experiences in school and explain why he/she or it was so.

Item 9: Record of Experiences with Young Children

Complete the Record of Experience with Young Children. Record is required for Early Childhood applicants and recommended for Middle Grades and Special Education.

Include EDUC hours if you would like.

Applicant's Name _____

Date _____

Record of Experience with Young Children

(To be completed as a part of the application process for the Early Childhood Field Based Program. Make additional copies as needed.)

Position	Start Date/ End Date	No. of Days & Hours Per Week	Responsibilities and Duties	Demographics of Children (age, ethnicity, abilities/disabilities, language, socioeconomic level, etc.)	No. of Children	Volunteer, Paid, or Course Requirement

Item 10: GACE Educator Ethics Exam (360)

- All students must complete the GACE Educator Ethics Exam (360)
- Include a copy of your completion certificate in your packet

Frequently Asked Questions

When and where can I turn in my completed application?

- Completed cohort applications are due by the posted deadline. You can mail your application to:
 - Department of Teacher Education
 - John H. Lounsbury College of Education
 - Cohort Application
 - CBX 71 GC
 - Milledgeville, GA 31061
- You may also hand deliver your application to Kilpatrick Hall, The Dean's Suite Room 220.

Does my GPA need to be a 2.75 when I'm applying for the cohort?

- Yes, students need to have a minimum 2.75 GPA when they apply to the cohort. Students will need to maintain this minimum GPA to remain in the program.

How many students are accepted into each cohort?

- We anticipate for the Middle Grades and Special Education programs to each have one cohort of 25 students. It is anticipated for Early Childhood has two cohorts with 25 students each. Please note this is subject to change.

Can my letter of recommendation be from former teachers?

- Your letter writers should be professional references (not friends, relatives, or social acquaintances). A former teacher is a professional reference. Your professional reference should be able to address your potential as a future educator. Examples would include individuals who have seen you work with children, are familiar with your work ethic, and/or have had the opportunity to see you exhibit the skills and dispositions needed to be a successful teacher.