Instruction for the Education Non-Degree Application

To Apply or continue the Application process visit our website:
www.marylhurst.edu/apply

YOUR PORTAL ACCESS AND UPLOADING REQUIREMENTS
Once you click the “apply” button please provide your name, email address, and phone number and choose that you are applying to a graduate program. You will receive an email with your login information and further instructions about signing in. Once you sign in, you can complete your application, track your application progress and upload many of your requirements. If you would prefer sending all materials by mail please send them to the Office of Admissions.

Professional development students (applicants who already have a teaching license and need to take classes as part of their licensure requirements) only need to fill out the application and indicate that they have a teaching license on file with Teacher Standards and Practices Commission of Oregon

All other students need to fill out an Education Non-Degree Application and send in the following requirements:
- Sealed, official transcripts from degree-granting institutions
- Statement of Intent
- Two letters of recommendation
- Fingerprint verification or an updated PA-1 form

Additional Endorsement requirements (This option is for applicants who already have a teaching license and want to add an endorsement to their license):
- Copy of current Teaching license

Additional License Only Requirements (There are two different reasons to apply for the License Only program. If you have a Masters degree but do not have a teaching license or if you already have a teaching license but want or need to add an authorization):
- Official copies of passing NES Essential Academic Skills Test (or equivalent) scores*
- Writing sample
- Resume with clearly stated career objective

APPLICATION REQUIREMENTS

TRANSCRIPTS
Sealed, official transcript from all regionally accredited degree granting institution conferring your Bachelors and/or Master degree and giving your academic history.

TEACHING LICENSE
Copy of current teaching license: Please provide a copy of your license or indicate on the application that your license is on file with the Teacher Standards and Practices Commission of Oregon and the Office of Admissions will check with TSPC.

STATEMENT OF INTENT
The Department of Education considers the personal letter of introduction to be an important part of your application. We are looking for applicants who represent both strong academic potential as well as a good match with the Education program intent and design. The personal letter is your opportunity to provide additional information about your background, interests, and aspirations. In your statement, describe your reasons for pursuing graduate study, state why the Education program at Marylhurst University is of interest to you, and describe your personal focus or interest.

RECOMMENDATIONS
Two confidential recommendations are required. Recommendations from two individuals acquainted with your potential for success in graduate studies are an important part of your application. References from faculty members are preferred. Applicants with substantial work experience may request professional references. References from family members or personal acquaintances should not be sent. The online application process will email recommendation requests to your references once you put in their email information. They will then be able to fill out the recommendation form online. Please indicate, as soon as possible, who the letter requests should be sent to.

VERIFICATION OF FINGERPRINTS OR UPDATED PA-1 FORM
Oregon law requires that student teachers must submit one fingerprint card for checking Oregon and Federal Bureau of Investigation criminal history records. This check is administered by the Teacher Standards and Practices Commission (TSPC) and requires a $59 processing fee payable to TSPC. When you submit your Application for Admission to Marylhurst University, the Office of Admissions will send you a fingerprinting packet along with detailed procedures for fulfilling this requirement. If you currently have fingerprints on file with TSPC, then you do not have to do them at this time. Fingerprinting records are only valid for three years in Oregon. You do however have to fill out a new PA-1 form. If you have a license you have most likely filled one out when you submitted your fingerprints for verification. You can download the form from TSPC’s website: http://www.oregon.gov/TSPC/ > Online Services> Forms > Student Teaching or Practicum Report (PA-1).

WRITING SAMPLE
We ask all license only applicants to write comprehensive essays (1-2 pages per question) covering the following topics:
- What are the most important issues, other than funding, facing education/teachers and/or students?
- Write a letter to a professional mentor explaining what their influence means in your career choice.
  o Enclose one copy with your application. Consider mailing another copy to that mentor.

BASIC SKILLS TEST
Passing scores from either NES EAS or PRAXIS I must be sent directly from the testing agency to the Office of Admissions. Scores must be submitted prior to program acceptance. Passing scores are listed below:
- NES EAS – National Evaluation Series- Essential Academic Skills (or equivalent)
  - Subtest I: Reading; Subtest II: Writing; Subtest III: Mathematics
  - 220 per subtest; examinees must pass subtests I, II, and III to pass the test.
- PRAXIS I - (PPST/C-PPST) - Pre-Professional Skills Test
  - Reading 174; Writing 171; Math 175
For more information on these tests, go to http://www.orela.nesinc.com, http://www.ets.org/praxis
Taking one of these two tests is preferred, however, to satisfy the basic skills testing requirement passing CBEST test scores will still be accepted if you have already taken and passed the CBEST.

Please order official Test Results and have them sent in a sealed, official envelope to the Office of Admissions at Marylhurst and to Teachers’ Standards and Practices Commission in Salem, OR.

*If you already have a Master’s degree the basic skills test can be waived. You must receive the graduate degree prior to being admitted to the Marylhurst program.

RESUME
Current resume, with clear career objectives and information about work and experience in education. Please include volunteer time and non-school work with children (daycare, coaching, camps, etc.)