

4/5 Early Childhood Generalist (Grades 4-5) Endorsement
Application Process
For those who hold an undergraduate/master's degree
(Or those undergraduate ECED majors intending to graduate PRIOR to starting the 4/5 program)

The 4/5 Early Childhood Endorsement is a 14-credit hour program that is offered during the summer semester only. It is limited to those teachers with an existing Early Childhood PreK-3 license. There are 3 different admission options.

NOTE 1: *It is very important to choose the correct admission option from the beginning as transferring credit hours from one status to another can become difficult.*

NOTE 2: *Must have successfully completed all the coursework in Block IV before starting the 4/5 generalist endorsement program or must be a licensed ECED teacher in the State of Ohio.*

You have 3 Options for Admission:

1. Apply as a “**Post-Undergraduate Non-Degree**” student and take the courses at the 40000-level (pay undergraduate tuition fees, however, courses can never apply to a master’s degree program). Online application page: <http://www.kent.edu/admissions/apply/undergraduate/post-undergraduate> . *If you received your bachelor’s degree from Kent State University and have not attended any other institution since leaving Kent State, you do not need to apply for admission; you can simply complete the **Application for Undergraduate Re-Enrollment** form available through the One-Stop for Student Services website: <https://www.kent.edu/onestop> . Complete the form and return to One-Stop (First Floor, University Library or scan/email to onestop@kent.edu).*

You will also need to complete an *Overload Request Form* (found on the VOSS website: <https://www.kent.edu/ehhs/voss/applications-forms>) in order to take more than 12 hours during the summer session (*the program is 14 hours*). Please print, complete (*List ALL endorsement courses on page 2-not just the extra 2 hours*), SIGN and return form to the VACCA Office-304 White Hall. The VACCA Office should contact you within two business days and if approved, they will put an overload permit in the system. You will then need to go into Flashline and register for the additional 2 credit hours.

2. Apply as a “**Graduate Non-Degree**” student and take the courses at the 50000-level (pay graduate tuition fees; a limit of up to 12 hours could be transferred into a degree program, if approved). Online application page: <http://www.kent.edu/admissions/apply/graduate/non-degree> .

Follow the online instructions carefully, making sure to choose the following:

Under “Intended Program”, select:

College: *Education and Human Services*

Degree Name: *Coll of Ed Health Human Svcs-Non-Degree*

Term: *Summer* _____

Under “Additional Documents”, select:

“YES” to the two questions regarding “*endorsement*” and “YES” to the question “*Do you hold a teaching license in Ohio*”

If you have earned a master's degree from KSU-College of Education, Health & Human Services (ie. ECED MAT degree), you do not need to complete the Graduate "Non-Degree Application"-but simply complete the online Graduate Alumnus ("Reapplication") form:

<http://www.kent.edu/admissions/apply/graduate/reapplication> to re-enroll as a Graduate Non-Degree student in EHHS (Please follow the same prompts above regarding the Graduate Non-Degree application).

Once you have been formally admitted at the graduate level, you must complete a Request for Overload form in order to take more than 12 credit hours during the summer terms (the program is 14 hours). The form is available through the Office of Graduate Student Services (418 White Hall) and can be found on the OGS website: <http://www.kent.edu/ehhs/ogs/forms> . Once the form is approved and processed, you will need to register for the final 2 credit hours through Flashline.

3. Apply as a "**Master's Degree**" student and take the courses at the 50000-level (pay graduate tuition fees; endorsement courses are built into a *Master's of Education degree program in Early Childhood Education*-minimum number of hours required for a M.Ed. degree is 32). Online application page: <http://www.kent.edu/admissions/apply/graduate/masters> .

Follow the online instructions carefully, making sure to choose the following:

College: *Education and Human Services*

Program Code: *Early Childhood Education (Program code-EH-MED)*

Term: *Summer* _____

Along with the online application, you will submit an official copy of your undergraduate transcripts (unless you have graduated from KSU and then we shall provide them), two letters of recommendation, and a statement of goals. For your convenience, these forms can be found at:

<http://www.kent.edu/ehhs/ogs/forms> .

All Degree admissions items should be sent/uploaded to Division of Graduate Studies, 150 Terrace Drive, Cartwright Hall, P.O. Box 5190, Kent, OH 44242-0001 (330-672-2661/email: gradapps@kent.edu).

You will be notified via email of the start of the admission process and any missing documentation.

If you have any questions about the application process, please contact Brenda Ellsworth in the Graduate Student Services Office at bellswor@kent.edu or (330) 672-0558. Please begin the application process as soon as possible as it may take up to six weeks to complete.

Once you have been formally admitted at the graduate level, you must complete a Request for Overload form in order to take more than 12 credit hours during the summer terms (the program is 14 hours). The form is available through the Office of Graduate Student Services (418 White Hall) and can be found on the OGS website: <http://www.kent.edu/ehhs/ogs/forms> . Once the form is approved and processed, you will need to register for the final 2 credit hours through Flashline.