TEACHER LEADER ENDORSEMENT (TLEP)

All application materials sent to:
Kent State University
Division of Graduate Studies
Cartwright Hall, 650 Hilltop Drive
Kent, OH  44242-0001

Contact Information:
Telephone: 330-672-2661
Email: gradapps@kent.edu
Fax: 330-672-2658

INSTRUCTIONS FOR GRADUATE APPLICATION

1. Application deadline to apply for admission:  **March 27, 2015**

2. Application file must be complete by **May 1, 2015**. You can't be registered for courses until you are admitted.

3. Apply online at:  [http://www.kent.edu/ehhs/ogs/prospective/index.cfm](http://www.kent.edu/ehhs/ogs/prospective/index.cfm)

4. Indicate your admission term as **Summer 2015**.

5. As you are prompted through the steps of the online application process, you will be asked about cohort participation. Be certain to indicate you plan to be part of the cohort TLEP Aurora.

6. If you previously have earned a Master's Degree from Kent State University, and you are seeking the Teacher Leader Endorsement only, you will apply as a “Reapplication”.
   - Complete the online application and pay the $15 application fee.
   - Transcripts are **not** required
   - Complete the graduate non-degree survey at:  [https://www.ehhs.kent.edu/stuPortal/ndgdApp/ndgd.php](https://www.ehhs.kent.edu/stuPortal/ndgdApp/ndgd.php)

7. If you haven’t received a graduate degree from Kent State and you are seeking a Teacher Leader Endorsement only you will apply as a “Graduate Non-Degree or certificate”.
   - Complete the online application and pay the $15 application fee.
   - Submit **official transcripts** in a SEALED ENVELOPE from each college or university (other than Kent State University) in which 8 semester hours (12 quarter hours) or more were earned.
   - If you have an earned Master’s Degree from an institution other than Kent State University, only the graduate transcripts are required.
   - Complete the graduate non-degree survey at:  [https://www.ehhs.kent.edu/stuPortal/ndgdApp/ndgd.php](https://www.ehhs.kent.edu/stuPortal/ndgdApp/ndgd.php)
   - Letters of recommendation and Graduate Record Exam (GRE) scores are **NOT** required.

8. If you are applying to take your Teacher Leader Endorsement courses as part of the Master’s degree program in Curriculum & Instruction, (none of the courses will count toward a Master’s in K-12 Leadership): you must:
   - Complete the online application and pay the $30 application fee.
   - Request 2 letters of recommendation be prepared on the forms provided online and sent to the Division of Graduate Studies. If at all possible, one of the letters should be completed by
a faculty member familiar with your academic work, and the other should be completed by
an individual familiar with your professional achievements.

- Submit a written statement of Personal Goals and Professional Objectives.
- Have ONE official transcript from each college or university in which at least 9 semester
  hours (12 quarter hours) or more were earned sent directly to the Division of Graduate
  Studies, even though credits may have been transferred to another institution. However, if
  you have a Master’s degree, you will only need to provide the Master’s transcript with
  degree posted. The transcript may be issued to the student, but must have been issued
  within the last twelve (12) months and be submitted in a SEALED ENVELOPE. Otherwise, the
  transcript should be sent directly from the originating institution to Kent State University,
  Division of Graduate Studies, Cartwright Hall, 650 Hilltop Drive, Kent, OH 44242-0001.
- The Division of Graduate Studies will secure a transcript of any credits earned at Kent State
  University.
- Graduate Record Exam (GRE) scores are NOT required.

9. If you are applying to take your Teacher Leader Endorsement courses as part of the Educational
   Specialist or Doctoral degree program in Curriculum & Instruction, (none of the courses will count
   toward an Educational Specialist or Doctoral degree in K-12 Leadership): you must:
   - Complete the online application and pay the $30 application fee.
   - Request 2 letters of recommendation be prepared on the forms provided online and sent to
     the Division of Graduate Studies. If at all possible, one of the letters should be completed by
     a faculty member familiar with your academic work, and the other should be completed by
     an individual familiar with your professional achievements.
   - Submit a written statement of Personal Goals and Professional Objectives.
   - The PHD in Curriculum & Instruction requires a writing sample, instructions and articles will
     be sent to you via your email once you have applied to the PHD in C&I.
   - Submit a resume
   - Have ONE official transcript from each college or university in which at least 9 semester
     hours (12 quarter hours) or more were earned sent directly to the Division of Graduate
     Studies, even though credits may have been transferred to another institution. The
     transcripts may be issued to the student, but must have been issued within the last twelve
     (12) months and be submitted in a SEALED ENVELOPE. Otherwise, the transcripts should be
     sent directly from the originating institution to Kent State University, Division of Graduate
     Studies, Cartwright Hall, 650 Hilltop Drive, Kent, OH 44242-0001.
   - The Division of Graduate Studies will secure a transcript of any credits earned at Kent State
     University.
   - Graduate Record Exam (GRE) scores are required. If you have taken the GRE in the past they
     will be accepted if less than 5 years old.