



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

THE TEACHERS ACADEMY

"A community of professional educators committed to preparing and supporting the professional development of caring, collaborative, and competent educators who work in diverse settings."

Applying for the NC TEACH Post-Baccalaureate Certificate Program

APPLICATION DEADLINES:

For fall admission: July 1

For spring admission: October 1

For summer admission: April 1

Accessing the Web-Based *Apply Yourself* Application System

- Go to the following website:
<https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=uncgr-g>
 - This application system utilizes pop-up windows. Please adjust your browser settings to allow pop up windows from this site so that you will be able to upload documents and view .pdf files.
 - You will need to create a log-in and pay the \$55 application fee using a credit card. **IMPORTANT:** Save this log-in so that you can check on the progress of your application and resend requests for recommendations, if needed.
 - If this is the first time you have used the UNC Greensboro online application system, you must first set up your applicant user account by clicking Create Account; if you have already created an account, use the User Login Box to log into your application.
 - **IMPORTANT:** You must have a valid email address to create a user account and to submit an application for admission to the Graduate School at The University of North Carolina at Greensboro. If you subscribe to email services (i.e.: Hotmail, Yahoo, AOL, MSN) that allow filtering or blocking of messages from unknown email addresses, please adjust your email account settings to accept emails ending in uncg.edu and applyyourself.com as you will receive important official communications from the Graduate School from these addresses.
 - For *Application Type*, select *Domestic*, *International* or *Visions*. Then, select the *Term* during which you would like to begin your coursework.
NOTE: You would only select Visions if you are going to visit for the semester(not officially apply to NCTEACH) and then the rest of these directions do not apply to you.

If you are officially applying (as Domestic or International, then continue to the next page.

- For *Program*, select *Education Non-Degree Licensures*.
- For *Area of Concentration*, select *NC TEACH Alternative Licensure*.
- For *Degree*, it should automatically populate to: *Post-Baccalaureate Certificate*.
- You must provide an official transcript from every college and university where you previously completed course work, even if courses from one school appear on the transcript of another.
 - If an official transcript is not immediately available, please upload an unofficial transcript, provided that you furnish a final, official transcript not less than thirty days prior to your first day of enrollment. This will help expedite your application once your official transcripts arrive.
- You must also provide three completed letters of recommendation. Recommendations should be provided from employers, supervisors, professors, or others who are able to comment on your professional and educational goals and potential (no friends or relatives please).
 - **To expedite the review of your application file, we would prefer that you submit your letters of recommendation electronically.** To do so, you must input the names and contact information for each recommendation provider, whether they will be submitting electronically or on paper.
 - Prior to requesting that your recommendation providers complete the recommendation electronically, be check with them to ensure they have a personal email address and access to the internet.
 - **How the online recommendation process works:**
 - Click the *Recommendation Provider List* button.
 - Insert the name and contact information of each recommendation provider.
 - For those recommendation providers that wish to submit their letter electronically, be sure to mark "Yes" for the online submission question on the *Recommendation Provider Input Form*.
 - Once the recommendation provider information is saved, an email will be sent to the online recommendation provider with an access code and instructions on how to proceed with the online recommendation.
 - When the recommendation provider submits the form to the Graduate School it will become a part of your application.
 - You can view the status of your online recommendations each time you log into your application account.
 - For those recommendation providers who wish to submit their letter of reference on paper, please download and print a copy of our recommendation form from the "Downloadable Forms" section of the online application system and follow the directions for paper references.
 - Please have paper references mailed to the following address:

UNCG Graduate School
241 Mossman Building
1202 Spring Garden Street
Greensboro, NC 27412

***Please note that notification emails will indicate "The University of North Carolina at Greensboro Graduate School" as the sender but will come from support@ApplyYourself.com. If you use a spam-blocking tool, please add this email address to your list of known/safe addresses.**

Personal Statement Essay and Resume

A Personal Statement Essay **is not required** for the NC TEACH Post Baccalaureate Certificate Program application; however, in order for you to move along to the next section of the application, you need to create, save, and upload a Word document that states: "A Personal Statement is not required for the NC TEACH Post Baccalaureate Certificate Program."

You are also **not required** to submit a resume for the NC TEACH Post Baccalaureate Certificate Program application; however, you should follow the above directions for loading a Word document that states: "A resume is not required for the NC TEACH Post Baccalaureate Certificate Program."

NC TEACH Registration

In addition to completing the UNCG Graduate School application, all applicants must register with the state NC TEACH website. To do so, please go to <http://www.ncteach.net/form.php> and complete the required form. Be sure to select UNCG Greensboro from the drop down menu entitled *First Choice Host University*. There is no need to select a second choice host university **unless** you have also applied to another university's NC TEACH program.

Requirements for Admission to NC TEACH

Candidates must have:

- An undergraduate degree from a regionally accredited college or university.
- A major, a graduate degree, or 24 semester hours of coursework in the content area that s/he wants to teach.
 - Students who do not have 24 semester hours of coursework may be eligible for admission after meeting with the NC TEACH Licensure Advisor.
- A minimum Grade Point Average (GPA) of 2.5, if required by licensure program.

**Please contact Mrs. Deb Ackerman, NC TEACH Licensure Advisor, at
djackerm@uncg.edu or
(336) 334-3415 if you have any questions.**

**You may also contact Graduate Admissions at
(336) 334-5596 regarding the general application process.**