



## GENERAL REQUIREMENTS

All applicants to a NCE graduate program must satisfy the following:

- Complete application, available at [www.nl.edu/applyonline](http://www.nl.edu/applyonline)
- Official transcripts:
  - o Applicants for programs leading to new licensure must submit official transcripts from all institutions attended
  - o Applicants for programs NOT leading to licensure must submit official transcripts from all institutions where a degree was earned
  - o Transcripts must arrive in envelopes sealed by the issuing institution. Official E-transcripts are acceptable and must be submitted directly from the issuing institution to [admissions@nl.edu](mailto:admissions@nl.edu)
- Passing score of the Test of Academic Proficiency (TAP) or ISBE-approved alternative. For details on the TAP or ISBE-approved alternative visit [www.nl.edu/ILTAP](http://www.nl.edu/ILTAP)
  - o Required for all applicants seeking new licensure and teachers certified/licensed before July 1, 1988 who are seeking new licensure
- List of 3 References, including name, title and contact information, waived for applicants with a 3.0 or higher GPA
- Faculty review or interview may be required

## INTERNATIONAL STUDENTS

- Proof of English language proficiency is required if English is not the applicant's native language and/or high school degree was earned outside of the United States. Please submit official scores from one of the University-approved examinations listed at [www.nl.edu/elp](http://www.nl.edu/elp)
- Foreign transcripts must be translated and evaluated by one of the approved agencies listed at: [www.nl.edu/foreigncredential](http://www.nl.edu/foreigncredential)

## ADDITIONAL PROGRAM SPECIFIC ADMISSION REQUIREMENTS

In addition to the NLU general admission requirements for NCE graduate programs, applicants must also satisfy specific requirements for each of the following programs:

### M.A.T. in Secondary Education

- o Applicants must pass the relevant Illinois state content test (scores may not be older than ten years). Please visit [www.il.nesinc.com](http://www.il.nesinc.com) for test information
  - Applicants with a foreign language concentration must pass the ACTFL foreign language oral proficiency exam (scores may not be older than two years). Please contact your enrollment specialist for test information
  - Applicants with a social science concentration must pass the Praxis II Social Studies Content Knowledge examination (scores may not be older than five years). Please visit [www.ets.org/praxis](http://www.ets.org/praxis) for test information

### M.Ed. in Mathematics Education

- o Applicants must have an Illinois Professional Educator License

### M.Ed. in Reading

- o Applicants must have an Illinois Professional Educator License
- o Applicants must pass the Test of Academic Proficiency (TAP) or an ISBE-approved alternative in order to qualify for the Reading Specialist Endorsement

### Ed.S. in School Psychology

- o Applicants must submit a personal statement describing their interest in school psychology as a profession and how the NLU School Psychology Program helps them accomplish their career goals.
- o Applicants must submit a professional resume or curriculum vitae describing relevant background and work experiences
- o Applicants must submit at least two signed and sealed letters of recommendation, which are academic in nature, regarding the applicant's capacity for graduate work. Emailed letters are acceptable provided they are submitted directly by the writer to [admissions@nl.edu](mailto:admissions@nl.edu)
- o Students without evidence of passing the Test of Academic Proficiency (TAP) or ISBE-approved alternative may be admitted but must pass the TAP within the first year of the program

### M.Ed. in Special Education

- o Applicants must have an Illinois Professional Educator License

### M.Ed. in Specialized Endorsements

- o Applicants must have an Illinois Professional Educator License
- o Early Childhood Special Education Endorsement applicants must have an IL Professional Educator License with an Early Childhood Endorsement

## □ M.Ed. in Learning Technologies

### Instructional Design Coach Track

- Applicants must have an Illinois Professional Educator License
- Applicants must pass the Test of Academic Proficiency (TAP) or an ISBE-approved alternative
- Applicants must complete the ISTE Self Assessment ([www.nl.edu/iste-t](http://www.nl.edu/iste-t))

### Instruction For Educators Track

- Applicants must complete the ISTE Self Assessment ([www.nl.edu/iste-t](http://www.nl.edu/iste-t))

## □ M.Ed. in Teaching, Leading and Assessment with Teacher Leader Endorsement

- Applicants must have an Illinois Professional Educator License
- Applicants must pass the Test of Academic Proficiency (TAP) or an ISBE-approved alternative
- Applicants must have two years of teaching experience
- Applicants must submit one letter of recommendation and a list of three references to include supervisors, employers, professors or others who have known the applicant in a professional or academic capacity

## □ M.Ed. in Urban Teaching

- Applicants must have an Illinois Professional Educator License  
(Exceptions may be granted for private school or charter school teachers whose employers do not require certification)

## □ M.Ed./Ed.S. in Administration and Supervision

### Educational Leadership (licensure) track (IL):

- Four years of teaching experience while licensed (applicants may be admitted with 2 years of experience at the time of admission but are required to have 4 years of experience before applying for licensure)
- Official letter of recommendation, signed and sealed by the writer. Emailed letters are acceptable provided they are submitted directly by the writer to [admissions@nl.edu](mailto:admissions@nl.edu)
- Faculty interview
- In addition to an on-site written response, candidates must also submit a portfolio during the interview that includes evidence in the following areas:
  - Support for all students achieving high standards of learning
  - Accomplished classroom instruction, which shall include data providing evidence of two years of student growth and learning within the last 5 years
  - Significant leadership roles in past positions
  - Strong oral and written communication skills
  - Analytic abilities needed to collect and analyze data for student improvement
  - Demonstrated respect for family and community
  - Strong interpersonal skills
  - Knowledge of curriculum and instructional practices

### Educational Leadership (licensure) track (FL):

- Two years of teaching experience (FL)
- Copy of teaching license (FL)
- Official letter of recommendation, signed and sealed by the writer. Emailed letters are acceptable provided they are submitted directly by the writer to [admissions@nl.edu](mailto:admissions@nl.edu)
- Written Statement:
  - Leadership Experience and Aspirations: Briefly describe your most significant experience as a leader (formally or informally) and elaborate on how this experience inspired you to pursue formal school leadership licensure. Also describe what you hope to accomplish after you earn this licensure. What sort of leadership mark do you want to make on a school?
  - Social Justice, Diversity and Equity: Briefly describe a social issue about which you feel deeply committed or passionate. How have you been actively involved with this issue?
  - Instruction: Briefly describe a significant instructional learning experience you have had in the past year. What data or information drove that learning experience? How did you change? What impact did that change have on you?
- Faculty review

### General School Leadership (non-licensure) track (FL, IL):

- Written Statement:
  - Leadership Experience and Aspirations: Briefly describe your most significant experience as a leader (formally or informally) and elaborate on how this experience inspired you to pursue a degree in leadership.
  - Social Justice, Diversity and Equity: Briefly describe a social issue about which you feel deeply committed or passionate. How have you been actively involved with this issue?
  - Instruction: Briefly describe a significant instructional learning experience you have had in the past year. What data or information drove that learning experience? How did you change? What impact did that change have on you?
- Faculty review

### **Non-degree Teacher Leader Endorsement**

- o Applicants must have a Master's degree
- o Applicants must have an Illinois Professional Educator License
- o Applicants must pass the Test of Academic Proficiency (TAP) or an ISBE-approved alternative
- o Applicants must have two years of teaching experience
- o Applicants must submit one letter of recommendation and a list of three references to include supervisors, employers, professors or others who have known the applicant in a professional or academic capacity

### **Subsequent Teaching Endorsement**

- o Applicants must submit a professional resume
- o Applicants must submit a letter of recommendation on official letterhead from the principal or human resources verifying at least two years of teaching experience within the last 5 years
- o Faculty Interview
- o Secondary Education applicants must also pass the relevant Illinois state content test (scores may not be older than ten years). Please visit [www.il.nesinc.com](http://www.il.nesinc.com) for test information
- o Secondary Education applicants with a foreign language concentration must also pass the ACTFL foreign language oral proficiency exam (scores may not be older than two years). Please contact your enrollment specialist for test information

### **FINANCIAL AID (OPTIONAL)**

- Fill out FAFSA form (school code 001733)
- Paper application takes 4–6 weeks to process
- Online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) application takes 2–3 weeks to process
- The financial aid year is July 1–June 30. You **MUST** complete a new application for each year you wish to be eligible for aid
- Students must be fully admitted to be eligible for financial aid