



MASTER OF EDUCATION

AT HOLY FAMILY UNIVERSITY

Whether you wish to work with preschoolers, kindergarteners, adolescents, or children with special needs, Holy Family University's School of Education offers graduate students a variety of study options to fit their career goals and interests. Our state-approved, accredited graduate programs are ideal for experienced teachers seeking additional certification or career changers who wish to become teachers.

Academic Programs

Holy Family offers the following graduate degree and certification programs in education:

Master of Education with PA certification (Level I) in Elementary Education

Designed for individuals with an undergraduate degree in a field other than education, this degree opens the door to a career in teaching grades kindergarten through sixth. While earning a Master of Education degree, students also meet the state requirements for elementary education teacher certification.

Master of Education with PA certification (Level I) in Secondary Education

This program is designed for the university graduate with little or no background in education who wishes to earn a master's degree and level I certification as a secondary education teacher in art, biology, chemistry, English, French, mathematics, Spanish, citizenship education, psychology, or social sciences.

Master of Education with PA Reading Specialist certification or Reading Specialist certification with no degree

For the experienced teacher already holding a teaching certificate, this program offers an opportunity to learn new ways to assist students in learning to read, write, and communicate effectively.

Master of Education (General)

The general master's degree is designed for those educators seeking an opportunity to study new areas of education and expand their coursework in areas of special interest. This program does not lead to Level I teacher certification.

Master of Education with electives leading to Early Childhood Education certification

This certification program is designed for individuals currently holding teaching certification who are interested in learning more about educating the young child (pre-kindergarten through third grade).

Master of Education with certification in Special Education

This program is designed for those with prior teaching certification in Pennsylvania seeking an additional certificate in Special Education (CBP/HD: cognitive, behavioral, physical/health).

Master of Education in Special Education – Advanced Practice

This program is designed for students who have certification in Special Education (PA MPH or CBP/DH) and wish to complete a graduate degree that includes advanced courses in Special Education.

Master of Education Degree in Education Leadership (with PA Principal Certification or Principal Certification with no degree)

These programs are designed for those individuals with a valid teaching certificate, at least three years of professional school experience, and a strong desire to accept the challenge as an educational leader in either an elementary or secondary school. Candidates who already have an earned master's degree can enter the program for Principal Certification only.

Master of Reading Supervisor PA Certification

This program is for those individuals with a master's degree in reading and five years of professional school experience in that

field. The certificate entitles a person to function between school administration and certified professional staff of a public school in developing, implementing, and supervising the K-12 reading program.

Special Education Certification

A student with a valid Pennsylvania Instructional I certificate may enroll in coursework to qualify for the Special Education K-12 certification.

Master of Education in TESOL and Literacy

Students in this program will gain a strong foundation in theories of reading and writing in a first and second language, as well as practical knowledge about how to help ESL students succeed. This program is open to all applicants, but if you wish to obtain an ESL Program Specialist Certificate, you must hold a valid Pennsylvania Instructional I or II certificate.

English as a Second Language (ESL) Program Specialist PA Certificate for Teachers

Holy Family has been approved by the Pennsylvania Department of Education to offer the English as a Second Language (ESL) Pennsylvania Program Specialist certificate to qualified Pennsylvania teachers. Candidates for this certificate must hold a valid Pennsylvania Instructional I or II certificate to be eligible for this program.

PA Certification Advisement

Step 1: Graduate School Admission

Graduate students seeking full admission to a Master of Education Program with Initial Teacher Certification at Holy Family University must submit an application for admission to the Office of Graduate Admissions and meet the following requirements:

- Submit application with statement of goals
- Submit two official transcripts from all institutions attended
- Submit two letters of reference
- Demonstrate evidence that they have achieved a minimum undergraduate GPA of 3.0. Students who do not meet the GPA requirements must submit either GRE or MAT scores to be considered for admission on a provisional or probational basis.
- Submit a \$25 application fee

Step 2: Formal Admission to the School of Education

Students admitted on a provisional or probational basis to an initial certification program must apply for formal admission to the School of Education no later than twelve (12) credit hours after admission to the Graduate School. Registration beyond 12 credit hours, without special approval, will be blocked until the School of Education admission requirements are met.

Applications are available in the Education Technology Center (ETC) Room 445.

Requirements include:

- Passing scores on the following Praxis Pre-Professional Skills Tests:
 - + PPST: Reading (10710 or 5710)
 - + PPST: Writing (20720 or 5720)
 - + PPST: Mathematics (10730 or 5730)
- Evidence of having taken, at the graduate or undergraduate level,
 - + 6 credits of college level mathematics
 - + 3 credits each of college-level English Composition and American or English Literature
- A GPA of 3.0 or better in graduate courses at Holy Family

Step 3: Exceptions

Students who are admitted into the Graduate School, but do not meet all requirements listed above for admission into the School of Education, may apply for a "One-Semester Exception" to the School of Education Compliance Committee if they wish to continue beyond the 12 credits. Forms are available in ETC Room 445 or at the Newtown location.

Step 4: Course Work Completion

Once formal admission to the School of Education is achieved, students are required to follow the sequence sheet for their area of program of study and to take courses in the following sequential order.

1. All undergraduate coursework and prerequisites
2. Core requirements (introductory education courses)
3. Professional or pedagogical requirements
 - + For Elementary Education majors, a one-credit field experience (Practicum) is required after completing the core requirements
4. Culminating experiences (Supervised Field Experience)

Step 5: Field Placement Additional Requirements

Practicum, as well as Supervised Field Experience, requires child abuse, criminal background checks and FBI fingerprinting. Forms are available from the education office in ETC 445 on the Northeast Campus or at the reception desk at the Newtown location. Field Placements also require a doctor's certificate of tuberculin tests on doctor's stationary (valid for two years).

Online information and registration also available at:

Child Abuse Clearance
www.dpw.state.pa.us/child/childabuseneglect

ACT 34: Criminal Clearance
www.psp.state.pa.us/psp/cwp/view.asp

Pennsylvania FBI Fingerprinting
www.pa.cogentid.com

Step 6: Registering for Supervised Field Experience

In order to meet the requirements for certification, all students in the Master of Education Program for Initial Teacher Certification must successfully complete a full semester of Supervised Field Experience. All Core and Professional requirements MUST be completed prior to the start of Supervised Field Experience. Students seeking secondary education or language certification must complete any required undergraduate academic area coursework before field experience.

NO EDUCATION COURSES REQUIRED FOR CERTIFICATION CAN BE TAKEN AFTER FIELD EXPERIENCE.

Applications for Supervised Field Experience are available in ETC 445 or at the reception desk at the Newtown location. The applications are due February 15 the year before field experience is scheduled. Priority is given to applications submitted on time.

Step 7: Petition to Graduate

Graduating students are required to complete a Formal Petition for Graduate Degree form and submit it to the Academic Services Office in Holy Family Hall, Room 102. Degree completion is noted on the transcript upon completion of coursework and with submission and approval of this form prior to the appropriate deadline. The deadlines are March 1 for May completion, May 1 for June completion, July 1 for August completion, and October 1 for December completion. One ceremonial commencement is held in May.

All students submitting Formal Petitions for a Graduate Degree which have been approved during the academic year will be eligible to attend the May Commencement Ceremony. This form is available in Holy Family Hall, Room 102, or can be downloaded from www.holyfamily.edu/academics/petition.pdf.

Step 8: Pennsylvania Instructional Certificate

To apply for state teacher certification, students must complete the Professional Educator Certification application forms (PDE338C and PDE338G). These will be distributed during student teaching conferences with University supervisors and are also available at the School of Education Office in ETC 445 or at the reception desk at the Newtown location.

These forms should be submitted after the completion of an education program and after all required Praxis tests have been taken and passed. The Pennsylvania Department of Education requires that Praxis test score labels be attached to each application. The labels are mailed directly to Holy Family University four to six weeks after the tests have been taken. You must request the test scores be sent to Holy Family when you take the tests. The University cannot process the certification application until the Praxis test score labels are received. If, for some reason, the education office does not receive the labels, it is the responsibility of the student to contact the Educational Testing Service to request that the results be sent to Holy Family University. Praxis tests are valid for five years from date of test.

The Praxis Test 30511 "Fundamental Subjects: Content Knowledge" is required for all Elementary, Early Childhood, Special Education, Art, and language students and should be taken early in your program.

Upon completion of all core and professional courses, the required PA Specialty Area Praxis Tests should be taken.

Reminder: Scores on the Praxis tests must meet or exceed the criteria in effect at the time of application for certification.

To obtain current teacher certification requirements for any state in the US, go to www.uky.edu/Education/TEP/usacert.html and select the state.