CITE Center For Integrated Training & Education

Diane Burke - Assistant Director

February 2019

Dear Colleague:

Thank you for your interest in the 24 credit Administration Certification Program being offered by the College of Saint Rose and the Center for Integrated Training & Education/CITE. This program is being offered in Brooklyn, Nassau & Yonkers and, if there is enough demand, in Suffolk starting in June 2019.

Enclosed please find application materials and an outline of the program being offered. You **MUST fill out the application page on line** at www.strose.edu/CITE. You can mail or upload all remaining paperwork to the college but you must fill out the actual **application page online**. You must click the SUBMIT button once you fill out the application form online. You don't have to have all application materials there to hit Submit. Please click it as soon as you fill out the 'application page' this way the college will know you are applying.

Tuition payments ($1095) are due, course by course, on the first day of each class listed, with the exception of the first course, this is sent to the CITE office. The first day of class is either June 1st or 2nd. Payment for the textbook website will be paid to CITE in 2 installments, $250 prior to the first course & $250 at the second course. There will be an approximate $250 in additional non-Pearson texts that will have to be purchased. This way is still much cheaper than buying all the texts on your own.

Students cannot miss the first day of any course. If you are unable to attend the first day of the first course, you must start with the next cohort. You can never miss the first day of class.

You are asked to submit the application and all requested materials as soon as possible, but certainly by the deadline date of **Friday, May 17th at 5pm**. The earlier you submit your application the better the chance you will have to attend the location of your choice. So please submit your application as soon as possible. **Please note: All paperwork must be at college by the deadline for your application to be reviewed.**

Sincerely,

Diane Burke
Assistant Director/CITE

3678 Oceanside Road West, Ste. 202, Oceanside, NY 11572 • 516-221-2936 • Fax 516-221-2598
50 Court Street, Ste. 1111, Brooklyn, NY 11201 • 718-923-9333 • Fax 718-923-9334
www.citeonline.com

GRADUATE ADMISSIONS
THE COLLEGE OF SAINT ROSE
432 Western Avenue
Albany, NY 12203

The College of Saint Rose/CITE Certification Program in School Administration and Supervision
Admissions requirements:

1. GPA of 3.0 or higher in undergraduate major.
2. A Master's degree with a GPA of 3.0 or higher.
3. New York State Teacher Certification and a minimum of 3 years of full-time teaching experience (part-time or interim experience does not qualify).
4. Strongly supportive letters of recommendation from administrators, at least one of which is from a principal or superintendent.
5. Resume detailing work history with dates in reverse chronological order.
6. Acceptable performance in a personal interview and on writing sample administered at interview.

Submitting the Application: To be considered for acceptance into graduate studies at The College of Saint Rose you must assemble and submit all of the application materials listed below. Faculty do not review incomplete applications by the deadline. As acceptance to this program is on a merit and space available basis, your early application is necessary. Please note that admission to this program is competitive; admission decisions are made by The College of Saint Rose faculty.

The application package should contain the following:

1. A completed ONLINE application form. The application and instructions are available at: https://www.strose.edu/cite-application
2. Official final transcript(s) showing your Bachelor's and Master's degrees and dates received. Send a self-addressed envelope to the registrar of the college(s) from which you received your bachelor's and master's degrees along with a request for an official copy of your transcript. Ask that the transcript be placed in the envelope, sealed and returned to you. If the registrar refuses to send the transcripts to you, ask the registrar to send the transcripts directly to Graduate Admissions at the above address. **PLEASE NOTE THAT TRANSCRIPTS FROM TOURO COLLEGE MUST BE SENT DIRECT FROM TOURO.** Also, please remember: **DO NOT SEND UNOFFICIAL TRANSCRIPTS.**
3. A brief statement of your professional goals. Write a statement of no more than two pages in which you present your professional goals, your reasons for entering this program, and what you hope to accomplish once you have earned the certification.
4. Two letters of recommendation from administrators, one of which should be from either a principal or a superintendent. Provide Saint Rose recommendation forms and your self-addressed stamped envelopes to two persons who can comment on your work in an academic or professional setting and on your capacity for leadership. Do not seek recommendations from persons who know you only on a personal basis. Ask the persons to complete the electronic recommendations or the paper forms, include their statements of recommendations, seal them in the envelopes you provide, and return the envelopes to you.
5. A current Resume detailing work history with dates in reverse chronological order.
6. A statement of a commitment to an internship placement signed by you and an administrator who will provide you with guidance in your internship.
7. **Completed Immunization Record form should be at college prior to application deadline. Students may not begin classes without a Completed Immunization Record on file.**

Non-Discrimination Statement: The College of Saint Rose admits students without regard to race/color, creed, sex, handicap, sexual orientation, or national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. The College of Saint Rose does not discriminate on the basis of ethnic origin in the administration of its educational and admission policies, scholarship and loan programs, and athletic and other administered programs.

Application Deadline: Friday May 17th by 5pm.

CITE Educational Leadership Application Checklist

o **Application www.strose.edu/CITE**

o **Statement of Purpose**

o **Official Transcripts* indicating your:**
- **Bachelor's Degree**
- **Master's Degree**

* Please do not submit photocopies of transcripts. We require up-to-date official transcripts printed within the past year. These should demonstrate strong academic performance at both levels, with a minimum graduate GPA of 3.0.

o **2 Letters of Recommendation from professional sources**
- One letter must be from a principal or superintendent
- Letters must be current
- Letters may be submitted directly through the online application by your recommender or must arrive by mail in sealed envelopes on official letterhead

o **Immunization Form**
- Must be submitted in order for your application to be reviewed.
- If you can not locate your immunization records, you may request a blood titer to be done by a physician. Once complete, you will need to submit the lab results and immunization form to the Office of Graduate Admissions.
- A physician's signature is required, along with your signature in regard to the meningococcal vaccine information. The shot is **not** necessary, but you must indicate you have been informed of the availability of the vaccine.
- If you have specific questions regarding immunization requirements contact Health Services directly at (518) 454-5244 or healthservices@strose.edu.

o **Internship Commitment Form**
- It is a requirement to have the following:
  - Your personal signature
  - Your mentor's signature
  - Your principal's signature
- If your principal is your mentor then only one of the two signature lines needs to be signed.

o **Resume**

o **Interview**
- You must contact the CITE office to schedule an interview: (516) 221-2936

If you have any questions regarding your application you may contact **The College of Saint Rose** at 1-800-637-8556 option 2 or you may log onto our website:

www.strose.edu/cite

The College of Saint Rose/CITE

Recommendation Form
School Building Leader Certification Program

Section I: APPLICANT

Name of applicant: _____
Last *First* *Middle* *Prior*

Address: _____
Street Address *City* *State* *Zip Code*

Phone numbers: _____
Home *Business* *Cell*

Signature of Applicant: _____ Date: _____

I, the undersigned applicant ☐ DO ☐ DO NOT waive my right of access to inspect and review this recommendation form. *Pursuant to the Family Education Rights and Privacy Act (Buckley Amendment of December 31, 1974).*

Section II: RECOMMENDER

Name of Recommender: _____
Last *First* *Middle* *Prior*

Title/Position: _____ Organization/Employer: _____

Address: _____
Street Address *City* *State* *Zip Code*

Phone numbers: _____
Home *Business* *Cell*

Signature of Recommender: _____ Date: _____

Office of Graduate Admissions and Continuing Education
432 Western Avenue
Albany, NY 12203

Phone: 518-454-5143
Fax: 518-458-5479
E-mail:
grad@strose.edu

Instructions for the Recommender:

Applicants to the School Building Leader Certification Program at The College of Saint Rose must provide two letters of recommendation. At least one letter must come from a school administrator who knows the applicant's work as an educator in a school setting and has supervisory or organizational responsibility for the applicant. Applicants should not seek letters of support from subordinates or from other applicants to the program.

In your letter, please address the following points:

1. Your professional relationship to the applicant
2. Your perspective on the applicant's performance in current and/or previous positions in an educational setting
3. Your assessment of the applicant's academic ability to succeed in an advanced graduate program
4. Your assessment of the applicant's potential as a school leader

Please submit the letter in typed (not hand-written) form on letterhead with your signature and salutation. Enclose the letter in a sealed envelope. Letters may be given to applicants for inclusion with their materials or sent directly to The College of Saint Rose. Graduate Admissions office at 432 Western Avenue, Albany NY 12203. Recommendations may also be submitted electronically through the applicant's application portal.

Thank you for your contribution to the graduate application process at The College of Saint Rose.

The College of Saint Rose/CITE

Recommendation Form
School Building Leader Certification Program

Section I: APPLICANT

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Thank you for your contribution to the graduate application process at The College of Saint Rose.

The College of Saint Rose/CITE

Internship Commitment
School Building Leader Certification Program

Instructions:

- Locate a mentor who has SBL/SAS or SDL/SDA certification and who works as a building administrator to obtain the necessary signature.
- If your mentor is not a school building leader (principal), obtain the principal's permission for you to complete your internship in that building. The principal's signature below indicates this permission.
- If you work in a district-level capacity, you must organize an internship at the building level. You must have a principal's signature for this form to be complete.
- For applicants who work in a Pre-school setting, 300 hours must be done in a K-12 setting, 200 hours can be done in your Pre-school, and the remaining 100 hours in a District setting.

Name:_____

Address:_____
Street *City* *State* *Zip*

Phone:_____
Home *Cell* *Work*

Student ID (or Social Security Number):_____

****

Mentor Name:_____

School Name:_____

School Address:_____
Street *City* *State* *Zip*

Phone:_____

_____
Applicant signature Date

_____
Mentor signature Date

_____
Principal signature Principal Name Date

Office of Graduate Admissions and Continuing Education
432 Western Avenue
Albany, NY 12203

Phone: [redacted]
Fax: [redacted]9
E-mail: grad@strose.edu

CITE IMMUNIZATION RECORD

The College of Saint Rose

Name: _____ Student ID: _____

Address: _____ Phone: _____

City: _____ Cell: _____

State: _____ Zip: _____ Date of Birth: _____ □ Male □ Female

New York State Public Health Law 2165 requires post-secondary Students to show proof of immunity to **MEASLES, MUMPS and RUBELLA.** Persons born prior to January 1, 1957 or taking less than six credits in a semester are exempt from this requirement. However, meningitis vaccination/waiver is required of all students regardless of date of birth. **Immunizations must have been given after the first birthday.**

To be completed by Health Care Provider

Option 1
Two Doses of MMR Vaccine

MMR #1 ____/____/____

MMR #2 ____/____/____

Option 2
Two Doses of Measles Vaccine

#1 ____/____/____ #2 ____/____/____ and,

One Mumps Vaccine ____/____/____ and,

One Rubella Vaccine ____/____/____

Option 3
+ Antibody Titers

Attach Lab Report

Recommended Vaccines:

Meningococcal - Name _____ Date ____/____/____, Name _____ Date ____/____/____

At least 1 dose of Meningococcal ACWY vaccine **not more than 5 years before enrollment is recommended.** (Not a Required Vaccine – See Below*)

Health Care Provider Signature/Stamp Required. Include professional designation:

Print Name _____ Date _____

Signature _____ Address _____

Phone _____ _____

Attached certificates of immunization will be accepted **ONLY IF** stamped/signed by health care provider!

Required Meningococcal Meningitis Response –
To be completed by Student

The meningitis vaccine is not required, student or parent please review the disease/vaccine information on the back of this form and Check one (1) of the boxes below. **I have:**

☐ had meningococcal immunization within the past 5 years as indicated above.

☐ read, or have had explained to me, the information regarding meningococcal disease. I understand the risks of not receiving the vaccine. I have decided that I will **not** obtain immunization against meningococcal disease.

Signed: _____ Date: _____

Signature of Student.

Rev. 10/16

HEALTH SERVICES • 432 WESTERN AVE. ALBANY, NY 12203
PHONE 518-454-5244 • FAX 518-454-2007

Meningococcal Meningitis Information

The College of Saint Rose is required to maintain a record of the following for each student:

- A response to receipt of meningococcal disease and vaccine information signed by the student or student's parent or guardian

  AND EITHER
- A record of meningococcal immunization within the past 5 years; OR
- An acknowledgement of meningococcal disease risks and refusal of meningococcal immunization signed by the student or student's parent or guardian.

Meningococcal disease is rare. However, when it strikes, its flu-like symptoms make diagnosis difficult. Meningococcal disease can cause serious illnesses such as infection of the lining of the brain and spinal column (meningitis) or blood infections (sepsis). The disease strikes quickly and can lead to severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even lead to death.

Meningococcal disease can be easily spread from person-to-person by coughing, sharing beverages or eating utensils, kissing, or spending time in close contact with someone who is sick or who carries the bacteria. People can spread the bacteria that cause meningococcal disease even before they know they are sick. There have been several outbreaks of meningococcal disease at college campuses across the United States.

The single best way to prevent meningococcal disease is to be vaccinated. The meningococcal ACWY (MenACWY) vaccine protects against four major strains of bacteria which cause about two-thirds of meningococcal disease in the United States (U.S.). The MenACWY vaccine is recommended for all U.S. teenagers and young adults up to age 21 years. Protection from the MenACWY vaccine is estimated to last about 3 to 5 years, so young adults who received the MenACWY vaccine before their 16th birthday should get a booster dose before entering college. The meningococcal B (MenB) vaccine protects against a fifth type of meningococcal disease, which accounts for about one-third of cases in the U.S. Young adults aged 16 through 23 years may choose to receive the MenB vaccine series. They should discuss the MenB vaccine with a healthcare provider.

All private insurance plans not grandfathered under the Affordable Care Act are required to cover the cost of MenACWY and MenB vaccines. Contact your health insurance plan to determine whether it covers MenACWY and MenB vaccines. The federal Vaccines for Children (VFC) and NYS Vaccines for Adults (VFA) programs will cover both MenACWY and MenB vaccines for children and adults who have no health insurance or whose health insurance does not cover these vaccines, as well as for children less than 19 years of age who are American Indian or Alaska Native or eligible for Medicaid or Child Health Plus.

The College of Saint Rose Health Service does not provide immunizations. Please check with your insurance provider to find participating locations and coverage. The vaccine is available through county health departments and locally at the Albany County Department of Health, 175 Green Street, Albany, NY 12202 Phone: (518) 447-4580.Prices range from $18 to $140 please call to verify eligibility.

To learn more about meningococcal disease and the vaccine, please feel free to contact our health service and/or consult your child's physician. You can also find information about meningococcal disease and the vaccine at the Centers for Disease Control and Prevention website at www.cdc.gov/meningococcal/ and the New York State Department of Health website at www.health.ny.gov/publications/2168.pdf.

Financial Aid for CITE Students

Financial Aid is available for CITE students enrolled in the Education Administration program in the form of an Unsubsidized Direct Federal Loan. Grant and scholarship funds from the College are not available for this program. More information about the unsubsidized loan is available on our website at www.strose.edu/finaid.

The following steps will assist you in the financial aid process:

1. Once you have been ACCEPTED into the CITE program you may then apply for financial aid by filing the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov.
   School Code: 002705
2. The College of Saint Rose will receive the FAFSA once it has been processed by the federal government and determine your loan eligibility. Your award package will be mailed to you at the beginning of the program.
3. Students may accept awards either by signing and returning the award letter or by logging into the College's secure website
4. In addition, a Master Promissory Note must be completed for the loans. Log into www.studentloans.gov with your FAFSA ID and Pin. Once completed the College will receive the results within 1-2 business days. *Be sure to complete the Subsidized/Unsubsidized MPN, not the Graduate PLUS MPN.

Payments and Disbursements

Payment for each course is due at the beginning of each course regardless of financial aid status. Student loans are NOT disbursed prior to the start of the program (be prepared to pay for the first two courses). Financial aid will be disbursed after the start of the second course for each term. Once the College receives your loan funds, a check will be mailed directly to you. No payments for classes will be deducted from your check. Payment to CITE is solely the responsibility of the student.

Cohort 58: June 2019

EDA505: June 1, 8, 22, 29; July 13
June 2, 9, 23, 30; July 14

EDA590: July 20, 27-28 (Albany); August 10, 17
July 21, 27-28 (Albany); August 11, 18

EDA503: September 21, 28; October 5, 19, 26
September 22, 29; October 6, 20, 27

EDA510: November 2, 16, 23; December 7, 14
November 3, 17, 24; December 8, 15

EDA550: January 4, 11-12 (Albany), 25; February 1
January 5, 11-12 (Albany), 26; February 2

EDA540: February 8, 22, 29; March 7, 14
February 9, 23; March 1, 8, 15