

GRADUATE CERTIFICATE IN EDUCATIONAL TECHNOLOGY

- I. PROGRAM DESCRIPTION:** This nine-credit online Graduate Certificate is available to students enrolled in master's and doctoral programs in many fields at Rutgers, and is open to all with a bachelor's degree. The online certificate program is designed to prepare educators to effectively integrate current and developing technologies into various educational environments, and will serve a wide audience throughout New Jersey thereby helping schools and workforce development systems keep pace with technological innovations.
- II. APPLICATION DEADLINES:** No applications can be admitted less than two weeks before the beginning of the semester in which the program would be started. Applications must be submitted and complete at least two weeks before the beginning of the semester.
- III. APPLICATION REQUIREMENTS:** To be considered for admission to the program, applicants must provide all of the following:
1. Personal statement/narrative (approximately one page in length) that describes why the program is relevant to the applicant's interests and/or career goals
 2. One letter of recommendation/experience that delineates any prior experience as a teacher, use of technology in an educational environment, and/or familiarity with Web 2.0 tools
 3. Undergraduate and graduate transcripts

Only complete applications will be reviewed.

IV. HOW TO APPLY:

1. **Current GSE Students:** All applicants who are **currently** enrolled in a GSE program and wish to begin the certificate program while continuing their current program should contact the GSE Office of Student and Academic Services (OSAS) at academic.services@gse.rutgers.edu.
2. **Non-GSE Students:** Applicants who are **not current** GSE students apply online at the Graduate Admissions website: <http://gradstudy.rutgers.edu/>
 - a. Click on "Apply Now" and follow the instructions given.
 - b. Choose "Non-Degree Application", for Application Type.
 - c. For Program Name choose "**Professional Credit Programs**" from the drop down menu. (Scroll down past all the Education programs.)
 - d. Scroll down; across from "Education: Educational Technology Certificate 15 000 0", click the link for the semester you want to apply for.
 - e. Select "No" for Full-time Study.
 - f. Complete the application by providing the requested information.
 - g. Supporting materials must be submitted online or mailed to the Graduate Admissions office at Office of Graduate and Professional Admissions (New Brunswick), Rutgers, The State University of New Jersey, 56 College Avenue, New Brunswick, NJ 08901-8530.
 - h. Enter payment information for the non-refundable application fee.
 - i. Submit your application and authorize payment for the non-refundable application fee.

Applicants are responsible for reviewing and confirming that they meet program requirements **before** the application is submitted. Rutgers Graduate School of Education **WILL NOT** refund the application fee if an applicant is not accepted.

When the entire application process is complete, students simply register for the courses in the program as described on the program handouts and on the GSE website gse.rutgers.edu. It is the responsibility of the student to enroll in all of the required courses through Rutgers University. **No program requirements may be met at any other institution.** Students are expected to maintain a "B" or better average as a non-degree student. Accepted students will have 5 years to complete the program.

After completing all of the required courses in the program, students should contact the Office of Academic Services at the GSE. Students will receive official documentation of their completion, endorsed by the Rutgers University Graduate School of Education.

V. PROFESSIONAL EDUCATION REQUIREMENTS:

Course Number	Course Name	Credits
15:255:503	Introduction to Teaching with Digital Tools	3
15:255:504	Web-Based Multimedia Design for Educators	3
15:255:506	Developing Digital e-Learning Environments	3
	Total Credits	9

VI. PROGRAM FACULTY:

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