

GRADUATE CERTIFICATE IN ADULT and CONTINUING EDUCATION

- I. PROGRAM DESCRIPTION:** The twelve-credit online program is designed for those teaching or interested in teaching in formal and informal settings such as corporate, non-profit, community-based, and healthcare organizations who want to improve their skills and knowledge to better meet the needs of their adult learners.

These courses can also be counted towards a Rutgers Graduate School of Education 30-credit, fully online Masters Degree in Adult and Continuing Education.

This program does not include coursework leading to a New Jersey school personnel license.

- 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, 65 Davidson Road, Room 200L, Piscataway, NJ 08854-5602 U.S.A.
 - 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:

Students must take at least one of the following two courses:

15:233:542 Introduction to Adult and Continuing Education
15:233:543 Understanding the Adult Learner

Student must choose additional courses to complete the 12 credits from the following list:

15:233:544 Learning and Teaching for Adults in Global Contexts
15:255:503 Introduction to Teaching with Digital Tools
15:255:504 Web-based Multimedia Design for Educators
15:255:506 Developing a digital elearning environment
15:233:566 Fundamentals of College Teaching
15:233:567 College Course Design for Adults
15:233:560 Foundations of Human Resources Development
15:233:562 Human Resources Development: Profession and Practice
Or other electives to be approved by program advisor

VI. PROGRAM FACULTY:

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