



Harkins Hall, Room 206  
 Providence College  
 1 Cunningham Square  
 Providence, RI 02918  
 Phone: (401) 865-2657  
 Fax: (401) 865-1657  
 E-mail: [pact@providence.edu](mailto:pact@providence.edu)

# Application Instructions

*Updated November 30, 2018*

Thank you for your interest in the Providence Alliance for Catholic Teachers (PACT). Catholic schools are a critical and life-giving part of the Church’s mission, working with families and communities to form children into who God made them to be.

## Application Checklist

Applicants to PACT submit the following:

<b>Online application</b> with <ul style="list-style-type: none"> <li>▪ Resume</li> <li>▪ Recent photo</li> </ul>	Available on the PACT website	Submitted online
<u><a href="#">Official transcripts</a></u>	Current college seniors may submit an unofficial transcript with application. If accepted, send an official transcript following graduation.	<b>Emailed to:</b> <a href="mailto:pact@providence.edu">pact@providence.edu</a>
<u><a href="#">Essays</a></u>	Instructions and prompts follow.	
<u><a href="#">Letters of recommendation</a></u>	Instructions follow. Recommendations are submitted by the recommenders directly to PACT.	
<u><a href="#">Test scores</a></u>	Details follow.	<b>Mailed to:</b> PACT Harkins Hall, Room 206 Providence College 1 Cunningham Square Providence, RI 02918
<u><a href="#">Application fee</a></u>	\$55 If the application fee presents a barrier to your application, please contact our office to discuss financial aid.	

**Your application is not complete until all materials have been received.** If you have any questions, or if an element of your application may be delayed, please contact the PACT office at 401-865-2657 or [pact@providence.edu](mailto:pact@providence.edu).

## Important Dates

- **December 1:** Application opens.
- **February 1:** Soft deadline. Interview and placement process begins.
- **March 1:** Final deadline for applications.
- **May 1:** School placement process concludes.
- **May 28:** First-year summer program begins with arrival at Providence College for orientation retreat.
- **July 27:** Summer program concludes. Teachers depart from campus.
- **August:** PACT teachers report to their placement schools for new teacher orientation as directed by their principals.

## Major-Specific Application Information

### Arts and Sciences Majors

Applicants from Arts and Science majors should apply to the **Education/M.Ed. – Secondary Education, initial certification** track. Graduates in Arts and Sciences need **at least 30 credits** in one or more of the following areas corresponding with middle and high school content areas:

- Biology
- Chemistry
- English
- History
- Mathematics
- Physics
- Theology

Candidates must have earned a bachelor's degree, or will have by May 2019, and must have at least a **3.0 GPA** in their major and at least a **2.75 GPA overall** (see the test scores section below for more details).

If your major does not correspond with a secondary content area that can be taught at the middle school or high school level, but does involve coursework in these areas (e.g. Engineering, Humanities) please contact the PACT office so that we can review your transcript and discuss your potential eligibility.

### Education Majors

Graduates in Education majors who have obtained state certification, or can present proof of eligibility upon graduation, are also eligible to apply.

**Elementary Education** majors can apply to these tracks within PACT:

- Education/M.Ed. – Literacy
- Education/M.Ed. - Administration

**Secondary Education** majors can apply to these tracks within PACT:

- Education/M.Ed. – Literacy
- Education/M.Ed. – Administration
- Education/M.Ed. – Secondary Education, no certification
- M.A. – History (eligible for History/Secondary Education majors)
- M.A. – Teaching Mathematics (eligible for Math/Secondary Education majors)

Education majors applying to the programs in Literacy, School Administration, History, and Mathematics **must also interview with those respective program directors**. The PACT program will facilitate those interviews pending the initial PACT interview decision.

The **School Administration** program is particularly selective. It is appropriate for applicants who have several years of teaching experience, as well as preliminary experience serving in some leadership capacity. If you are interested and believe you may qualify for the School Administration track, contact the PACT office.

Applicants are welcome to indicate interest in multiple PACT tracks, especially if they hope to be considered for the School Administration track.

For those who enroll with PACT, a copy of your teaching license must be submitted to the PACT office by June 30, 2019.

### International Students

If you are not a U.S. citizen, you are nonetheless welcome to apply to PACT. Be aware there are additional requirements for international students applying to Providence College graduate programs. For more information on these requirements, [visit PC's International Students page](#).

Please also contact the PACT office directly. We are glad to help you navigate the particulars of your status during the application process.

### Official Transcript

Applicants accepted into the program are required to submit their final Official Transcripts confirming conferral of a degree to the PACT Office by June 30, 2019. This is required before enrollment can be finalized.

Current college seniors can submit an unofficial transcript with their application. Admission is not final until the PACT office receives an official transcript confirming degree conferral.

## Essays

The essays allow you to introduce yourself to PACT and to your potential future school leaders. Address your strengths and hopes with respect to the pillars of the PACT program and the key characteristics you believe will make you a successful PACT teacher. Provide specific examples and descriptive details when possible.

- Limit each essay to **two double-spaced pages with size 12 font**.
- Submit essays as three separate Microsoft Word documents via e-mail to [pact@providence.edu](mailto:pact@providence.edu).
- In each document, include your name and indicate which essay you are responding to.

### Essay 1: Inspirations

Name a former or current teacher or educator who has inspired your desire to teach, and specifically to teach as a Catholic educator in PACT. What qualities or attributes did/does this educator have and how did/does she/he inspire you to want to teach? How do these qualities and attributes compare with your own, particularly those that you feel will make you an effective Catholic educator?

### Essay 2: Growth and Development

Imagine that you are in your first year of teaching and you are struggling with classroom management. Your mentor teacher and principal observe you at different times and give you critical, but constructive, feedback. We at PACT give you similar feedback. How do you respond to those of us who are supporting you? How do you view the role of feedback in your growth and development as a Catholic educator?

### Essay 3: Holistic Support

PACT is known for providing holistic support in its formation of beginning Catholic educators, particularly through its attention to community and spirituality. What about these intentional community living experiences and opportunities for spiritual growth in PACT excites you? How do you hope to both actively participate in and benefit from these central components of the PACT program? How do your past experiences in community and spirituality inform your perspectives and hopes?

## Letters of recommendation

PACT requires four letters of recommendation from individuals who can speak to your strengths and openness to growth in PACT's four pillars:

- **Spirituality.** This can be anyone who will speak to the concrete ways your spiritual life shapes your actions (e.g., campus minister, vowed religious, or clergy).
- **Intentional community.** This should be someone who has been part of an intentional community with you, particularly one in which you had a shared mission or purpose.
- **Academic.** This should be a professor who had you for class, and who can speak to your preparedness for Master's level academic work and attest to your content knowledge in the area you hope to teach.
- **Professional supervisor.** This should be someone who has supervised you in a professional or educational setting (e.g., research supervisor, service site supervisor, or employer).

To request letters of recommendation:

- Download the [recommendation form](#) and save 4 copies.
- Fill out the cover page with your name and the recommender's contact information.
- Send each form along to the appropriate recommender.
- Your recommenders should submit their completed recommendation forms via e-mail to [pact@providence.edu](mailto:pact@providence.edu).

Applications are not complete until all materials, including recommendations, are received.

## Test scores

The tests required for admission to the PACT program depend on the track you apply to. See the table below for details.

Applicant Group	GRE*	Miller Analogy	Praxis Content**
Arts & Science majors <b>without</b> teacher certification	No if GPA $\geq$ 3.0	No	YES
	YES if GPA $\leq$ 2.9		
Theology majors	No if GPA $\geq$ 3.0	No	No

	YES if GPA $\leq$ 2.9		
Education majors <b>with</b> teacher certification applying for M.Ed. in <b>Literacy or School Administration</b>	No	YES	No
Education majors <b>with</b> teacher certification applying for M.A. in <b>History or Mathematics</b> .	No	No	No

\* Arts or Science majors, including Theology, with a GPA of 3.0 or greater are not required to take the GRE. Those with a GPA between 2.75-2.99 are welcome to apply and are required to take the GRE. Pending acceptance and placement, those candidates' full admission to PACT is conditional upon satisfactory completion of all aspects of their first summer program, including a GPA of 3.0. Those with a GPA below 2.75 cannot be considered.

\*\* Arts and Sciences applicants are required to take the following Praxis Content Knowledge test for their major. Details about the Praxis Test can be found under the "Secondary Education" tab here: <http://www.ets.org/praxis/ri/requirements>

Subject	Test Number	Minimum Score
Biology	5235	157
Chemistry	5245	156
English	5039	168
Mathematics	5161	160
Physics	5265	146
Social Studies (History)	5081	162
Spanish	5195	168
Theology	Not required	Not required

**Ensure that your scores are sent to Providence College** when registering for and completing the test. Additionally, please send all test confirmation pages or online score reports directly to the PACT office via e-mail to [pact@providence.edu](mailto:pact@providence.edu).

We prefer that you submit your test scores at the same time as your application. However, we recognize this is not always possible without a serious delay to your application submission. **If your application is complete except for your test scores**, you may submit the application and forward your test registration confirmation indicating when you will be taking the exam. All test scores must be received by April 1, 2019. If you foresee a delay beyond April 1 in receiving your test scores, please contact the PACT office. Full admission to PACT is conditional upon passing the required tests.

## Application Fee

A nonrefundable application fee of \$55, payable via either check or money order, must be mailed immediately after submitting your application. Mail to:

Providence Alliance for Catholic Teachers  
Harkins Hall, Room 206  
1 Cunningham Square  
Providence RI 02918

If this fee represents a barrier to your ability to apply to our program, please contact our office to request financial assistance at [pact@providence.edu](mailto:pact@providence.edu).

## Interview and Placement Process

Application review, interviewing, and placement is a three-step process.

**First**, the PACT staff will review all applications. Based on the requests for teachers submitted by partner schools, staff will complete an initial review and invite the next round of applicants to participate in a program interview.

**Next**, the applicant will interview with PACT staff either in person or virtually depending on the applicant's geographic location and circumstances. After the program interview, the PACT program will make a decision that the applicant has been invited to the school placement stage, placed on the wait list, or rejected.

**Finally**, those proceeding to the school placement stage will interview with (ideally) multiple schools who have requested teachers that match the applicant's background. Similar to the program interview, the applicant will interview with the school(s) either in person or virtually depending on the applicant's geographic location and circumstances. After the school interviews, the PACT program will collect feedback from both the school and applicant. Based on the feedback and confirmed placement options, the PACT program will offer a placement to the make a decision that the candidate has been offered a placement or has not been offered a placement.

**Full acceptance into the PACT program requires a confirmed school placement.** Once an applicant reaches the school placement stage, we will do our best to find a placement for them. However, placement decisions take into account both applicant and school feedback during the school interview process, and these factors may affect or limit placement options and offers. We are fully transparent with all applicants during the school interview and placement process so that you are aware of your options.

## Other Notes

- Applicants are required to complete a **background check** before placement in a school in compliance with their school and (arch)diocese. PACT teachers will coordinate with their principals to ensure that these background checks take place at the beginning of the summer program.