



Koffler Hall, Room 113
 Providence College
 1 Cunningham Square
 Providence, RI 02918
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 E-mail: pact@providence.edu

Application Instructions

Updated November 26, 2019

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:

Online application with <ul style="list-style-type: none"> ▪ Resume ▪ Recent photo 	Available on the PACT website	Submit online
<u>Official transcripts</u>	Current college seniors may submit an unofficial transcript with application. If accepted, send an official transcript following graduation.	Email to: <u>pact@providence.edu</u>
<u>Essays</u>	Instructions and prompts follow.	
<u>Letters of recommendation (4)</u>	Instructions follow. Recommendations are submitted by the recommenders directly to PACT.	
<u>Test scores</u>	Details follow.	Mail to: PACT Koffler Hall, Room 113 Providence College 1 Cunningham Square Providence, RI 02918
<u>Application fee</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.

IMPORTANT DATES

- **December 1:** Application opens.
- **February 1:** Application deadline. Interview and placement process begins. Late applications *may* be accepted on a case-by-case basis—**please contact us**.
- **May 1:** School placement process concludes.
- **May 26:** First-year summer program begins with arrival at Providence College for orientation and opening retreat.
- **July 24 or 31,** depending on degree track: Summer program concludes. Teachers depart from campus.
- **August:** PACT teachers move into their community houses and 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. in Secondary Education, initial certification** track. Applicants 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 2020, 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 (History/Secondary Education majors)
- M.A. – Teaching Mathematics (Math/Secondary Education majors)

Education majors applying to the programs in Literacy, School Administration, History, and Mathematics **must also interview with the respective program director**. PACT will facilitate those interviews following a successful initial PACT program interview.

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.

Those who enroll with PACT must submit a copy of their teaching license to the PACT office by June 30, 2020.

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 must submit a final Official Transcripts confirming degree conferral to the PACT Office by June 30, 2020. 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 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. Name the files "LastName_EssayTopic".
- Within each document, include your name and indicate which essay you are responding to.

Essay 1: Inspirations

Name a teacher or educator who helped inspire your desire to teach, specifically as a Catholic educator in PACT. What qualities or attributes did/does this educator have? Why do these traits inspire you 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

Talk about a time you failed. Describe what happened but also, more importantly, how you learned and grew from the experience. How do you respond to critical feedback? How do you view the role of feedback in your growth and development as a Catholic educator?

Essay 3: Holistic Support

Describe an experience with intentional community. We are especially interested in community experiences that entailed shared spirituality. What about intentional community excites you? 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 the four program pillars:

- **Spirituality.** Anyone who can speak to the concrete ways your spiritual life shapes

your actions (e.g., campus minister, vowed religious, clergy).

- **Intentional community.** Someone who has been part of an intentional community with you, particularly one in which you had a shared mission or purpose.
- **Academic.** 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.** 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 by the deadline of February 1, 2020.

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 without teacher certification	No if GPA \geq 3.0 YES if GPA \leq 2.9	No	YES
Theology majors	No if GPA \geq 3.0 YES if GPA \leq 2.9	No	No
Education majors with teacher certification applying for M.Ed. in Literacy or School Administration	No	YES	No
Education majors with teacher certification applying for M.A. in History or Mathematics.	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.

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, 2020. 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
 Koffler Hall, Room 113
 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 discuss financial assistance at 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 selected 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. The PACT program will decide whether the applicant is 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. As with the program interview, the applicant will interview with the school(s) either in person or virtually depending on circumstances. PACT will collect feedback from both the school and applicant. Based on feedback from both the applicant and the schools, PACT may make a placement offer.

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 make a good-fit placement. However, many factors may affect or limit placement options and offers. We are transparent with applicants during the 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.