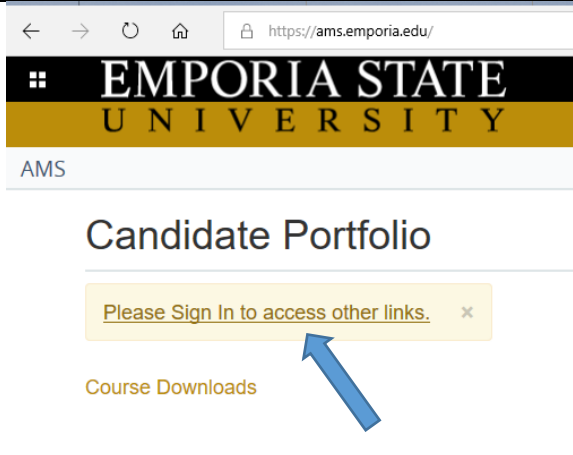
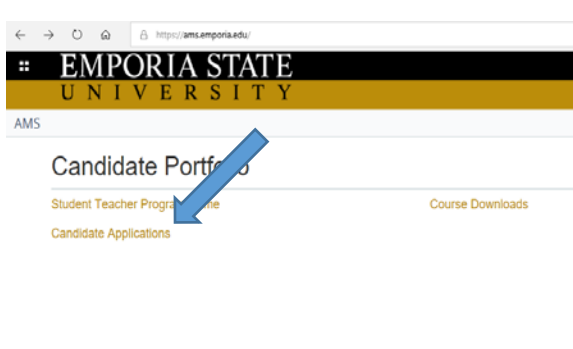
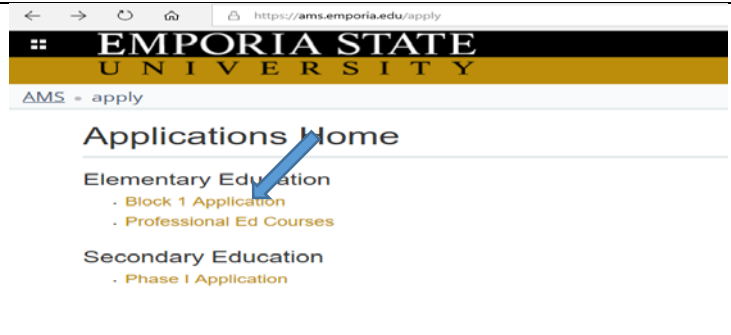


BLOCK 1 APPLICATION INSTRUCTIONS

***Initial in the blank boxes on the left after you complete each step ***

<div style="border: 1px solid green; width: 60px; height: 30px; margin-bottom: 10px;"></div> <p>Directions</p> <p>1.Run a degree evaluation & print. -- You will use this to help you fill in your application. --Select the instructions on the right that apply to your current catalog. If you are needing help identifying which catalog you are on, please ask your advisor. --<u>2nd Bachelors students:</u> Your work from your first degree will not be on Buzzin. Please bring unofficial copies of all of your previous transcripts.</p>	<p>How to run a Degree Evaluation (DegreeWorks): Catalog Year Fall 2014 and after</p> <ol style="list-style-type: none"> a) Buzz-In <ol style="list-style-type: none"> i Self service link box ii Degree Evaluation (DegreeWorks): Entered Fall 2014 or Later iii. Enter student ID Click “Save as PDF”, PRINT degree evaluation. <p>How to run Degree Evaluation (CAAP): Catalog Year Prior to Fall 2014</p> <ol style="list-style-type: none"> a. Go to the Academic life tab in Buzz-In b. Click “Student Records” in the Student Self Service Links Box. c. Click “Degree Evaluation.” d. Click submit. There is no need to change the term listed. e. At the bottom of the screen, click “Generate New Evaluation.” f. Click the button(s) next to your degree(s). g. Click Generate Request. It may take a moment or two. h. Click the button next to “Detail Requirements.” i. Click Submit. j. Print and bring it with you.
<div style="border: 1px solid green; width: 60px; height: 30px; margin-bottom: 10px;"></div> <p>2. Block 1 Application Go to ams.emporia.edu. a. Click on the link “Please sign in to access other links.” b. Use your Buzz-In username and password to login. If you have any questions or difficulties logging in, please contact the Help Desk at 341-5555 (Toll Free: 1-877-341-5555) or email helpdesk@emporia.edu. The Advising Center does not have username or password information.</p>	
<div style="border: 1px solid green; width: 60px; height: 30px; margin-bottom: 10px;"></div> <p>3. Click on “Candidate Applications”</p>	

4. Click on "[Block 1 Application](#)"



5. Student Information

Start filling out your information in the boxes provided.

-- under Block 1 Information, use the drop down box to mark the semester and year you will be doing Block 1 – not your current semester.
--Then select your Block 2 location preferences, in rank order.

--Select whether you would rather take the morning or afternoon section of Block 1

--In the "Teaching Field" box, use the drop down menu to select all areas for your licensure. If you are only seeking Elementary Education, only select Elementary. If you are taking the classes for a middle school or ESL licensure you will need to select that area as your second field.

--Enter college information:

--# of completed hours can be found on the Degree Evaluation you printed.

--If you are a student on campus, you do not need to fill out the KCKCC section
Click "Save" and "Continue" at the bottom of the page to continue filling out the rest of the information required.

6. "Core Courses Section".

- Make sure you use the core courses for your program.
- Use you Degree Works to match the courses on the application.
- Second Bachelor students' courses will have to be entered manually.
- Click "Save and Continue"

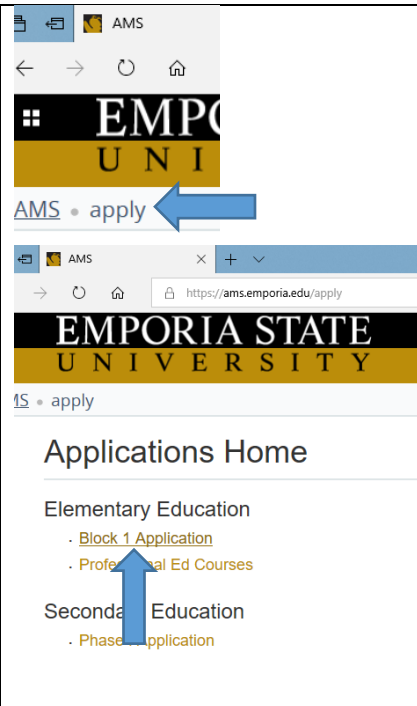
7. Required Courses

- Proceed by completing the same steps as in #6 above.
- This information is for the "Required General Education" courses that are not part of the Core.
- Again make sure you are using the correct set of courses.
- They must match your Degree Evaluation.
- Click on "Save and Continue" with the application.

8. Professional Ed Courses

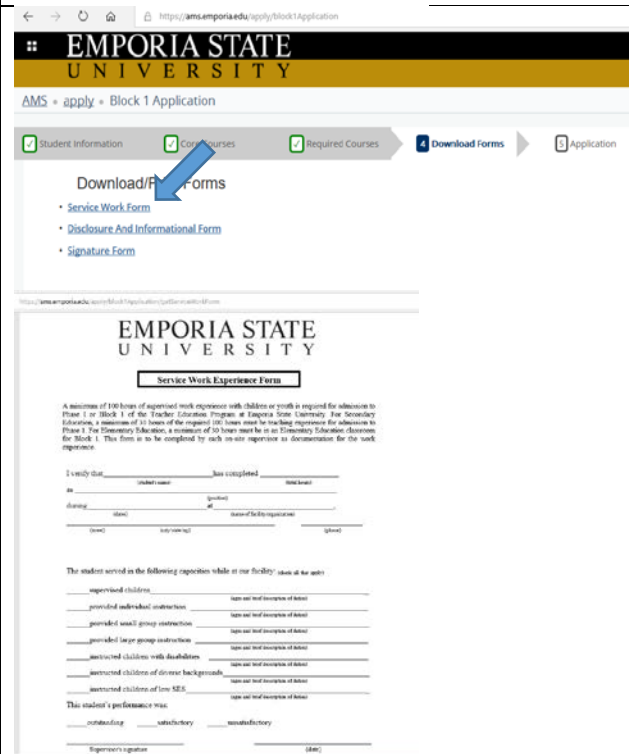
- Click on "Apply" at the top of the page. Click on "Professional Ed Courses". You will use the same procedure as you did for #6 and #7 above. Save and **PRINT** your "Professional Ed Courses", to be included in your application when you turn it in.

9. – Return to “apply”
 -- Click on “Block 1 Application”

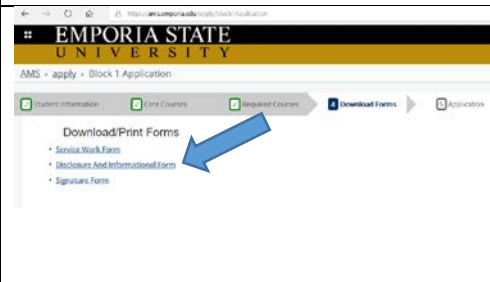


10. Service Work Form
 --Download Forms: Make sure you have the “100 HOURS OF CHILD ADVOCACY SERVICE”.
 --In the Download Forms Section, Click on the “Service Work Form” link.
 --Print and fill out this form and turn it in with your application.

--- You won’t need to turn in another copy of the 100 hours if you have already turned them in to your advisor.



11. Statement of Disclosure:
 --Print Disclosure Form
 --Save and open the “Disclosure and Informational Form”
 -- Check current enrollment as Block 1
 --Put your **initials** on the “yes” or “no” blanks for all of the questions.
 --If the question is not applicable, write “NA”.



Check current enrollment: EL/ED 220 ____ Block 1 ____ Phase 1 ____
Block 2 ____ Phase II ____ Block 3 ____ Alt Rte ____

Enrolled in an off campus program? Yes ____ No ____ Which Program? ____
Directions: Please read and keep the standard policies on the first page of this statement. Then **initial** "yes" or "no" in each statement below as appropriate and provide the information requested including a signature at the bottom of the page.

Statement of Disclosure

(Please do not use check marks or X's where you are to initial)

1. Have you ever been convicted of a felony?
Initial ____ No ____ Yes ____ If yes, indicate conviction(s) & date(s) it/they occurred.

2. Have you ever been convicted of any crime(s) involving theft, drugs, alcohol, a child, or domestic battery toward a child?
Initial ____ No ____ Yes ____ If yes, indicate conviction(s) & date(s) it/they occurred.

3. Have you ever entered into a criminal diversion agreement(s) after being charged with any offense involving theft, drugs, alcohol, a child or domestic battery toward a child?
Initial ____ No ____ Yes ____ If yes, list reason for each diversion and specify date each incident (not diversion) occurred.

12. Signature Form

-- Print Signature Form

--Sign, **initial**, and **date** the "Signature Form".

The screenshot shows the 'Signature Form' page on the AMS website. It contains several checkboxes for the student to confirm they have read and understood the application requirements. At the bottom, there are lines for 'Student/Visa Signature' and 'Date'. A blue arrow points to the 'Signature Form' title.

13. Review Application and Print.

Once the application is complete, all information will be **reviewed** for accuracy.

--Print the application.

--Please call our office to schedule an appointment with your advisor to turn in your application.

--Bring in the signed paperwork to your advisor and make sure you have copies of everything for yourself.

-- Bring both completed forms when it is time to turn in the Block 1 documents

The screenshot shows the 'AMS - apply - Block 1 Application' page. A blue arrow points to the 'Application' tab, which is highlighted. Below the navigation bar, there is a section for 'Elementary Education Application for Admission to Block 1 and Teacher Education'. It includes a list of instructions for returning the application and a form for 'Student Information' with fields for Name, Student ID, Mailing Address, Email, Placement Preference, Major, Teaching Field(s), GPA, Class, Telephone, Section Preference, Minor, and Completed Hours. A table for 'Core Curriculum General Education Courses' is also visible at the bottom.

14. Staple all information together in the following order:

- Block 1 application (Student Information, core courses, other courses, and competency exam info.)
- Professional Ed Courses

- Signature Form
- Disclosure Form
- 100 hours
- Degree Evaluation

Second Bachelors-include all previous and other institutions transcripts

15. Return application to your ESU advisor's office:

--**BEST** students return application to **1500 Bldg, room 132**

--**On-campus** students return to **Visser Hall, room 225**

--**JCCC/KCKCC** students return to **OCB, Room 241B**