

# Secondary Education Phase I Application Instructions

Follow these directions to complete the secondary education Phase I application. **Deadlines to complete the application and to meet with Dr. Lickteig are November 15 for a spring Phase I and April 15 for a fall Phase I.**

1. Go to <https://ams.emporia.edu> and enter your Hornet 365 username and Hornet 365 password, then click “login”. Contact the help desk with any questions or difficulties logging in, at 341-5555 (toll free: 1-877-341-5555) or email [helpdesk@emporia.edu](mailto:helpdesk@emporia.edu).
2. Click on “Candidate Applications” and “Phase I Application”.
3. Student Information section. The contact information should auto-populate. Check the appropriate box to verify if the information is correct or if it is incorrect and needs to be updated.

Note the following:

- A. For “Phase I Entry Date” put the semester you will take Phase I, not the semester in which you will apply.
  - B. Complete the “Teaching Fields” section by selecting your licensure area(s) from the drop down boxes.
  - C. Once the information is submitted click “Save”, to save the form to complete later, or click “Continue”, to continue the application process.
4. Core General Education GPA section.
    - A. You will see the general education courses for students enrolling at ESU in 2010 or later. Courses taken and course grades should auto-populate.
    - B. For courses or grades not appearing, choose the course you took from the drop down selection. If grades do not auto-populate, click “Student Reported” and enter in course credit hours and grades.
    - C. If a transfer course or substituted does not auto-populate, you may enter in the course subject and number (i.e. ED 220). The course grade should auto-populate. If not, click “student reported”, and enter in course grades and credit hours.
    - D. The “Simulator” tab is available for identifying course grades needed to satisfy the GPA requirement.
  5. Repeat the same steps from step 4 for the “Required Courses” tab.
  6. 100 Hours of Child Advocacy Service. If you need the 100 hours of Child Advocacy Service form, get it by clicking “Service Work Form”, under the “Download Forms” tab. Then print them off and complete them in writing. Make sure you have the 100 hours form(s) signed by each supervisor.
  7. Signature Form. Get it by clicking “Signature Form”, under the “Download Forms” tab. Read the statements, and put your initials in the boxes next to each statement. Sign the form, and date it at the bottom. Obtain your advisor’s signature.
  8. Review all Information in your application, thus far, and print the application, found under the “Application” tab.
  9. Make a copy of the completed application for your records, including the 100 hours form.
  10. Staple these pages together: the application, 100 hours, and the Signature Page. Please leave the transcript separate. You will turn in the original documents to Dr. Lickteig.
  11. Sign up for admission to Phase I appointment with Dr. Lickteig on the wall outside of her office, VH 204. Bring all of the application materials to the appointment (application, 100 hours form, signature form, and unofficial transcript).