



Instructional Technology Specialist Certification
at Penn State University

Information Transport Area

Admissions Application Checklist

Date: April 30, 2004

To: ITSC Program Director
The Pennsylvania State University
314 Keller Building
University Park, PA 16803

From: Chandler DeLattre
86 Whiteside Drive
Houtzdale, PA 16651

I wish to work towards earning Penn State's recommendation to the Pennsylvania Department of Education for issuance of a **Level One - Specialist** certification in **Instructional Technology**. I understand this is *not* a teaching certificate, rather a "specialist" certification in Instructional Technology. In order to demonstrate that I am a **serious** ITSC candidate, I am forwarding this completed checklist with ALL required original documents attached for review.



I am requesting to be admitted into the ITSC program under the **pre-2003 guidelines**.



I understand that in order to be considered for and granted admission into Penn State's ITSC program under **pre-2003** guidelines, successful completion prior to January 1, 2003 of one or more of the following INSY courses is required: 462, 461, 449, 448, 446, 400.



And in order to demonstrate that I have completed, prior to January 1, 2003, one or more of the INSY courses listed above, I attached a PSU transcript.



Furthermore, I understand that INSY 462 is the core of the ITSC program and **one of two required courses**. And if I have not yet registered for or completed INSY 462, I understand that acceptance into Penn State's ITSC program can only be granted provisionally and that provisional status can be removed after I provide confirmation of registration for INSY 462.



Also, I completed a review of the ITSC program course competency **matrix** (<http://ide.ed.psu.edu/itsc/dev/pre2003/matrix.htm>) in order to identify all competencies that were not addressed in the courses that I have completed to date and/or in INSY 462 which is required.



Then, I listed 1) all competencies that I have not yet addressed and need to complete, and 2) identified whether I plan to complete each competency

independently or through future INSYS coursework. And I provided this information in the space provided below.

Competency number	INSYS Course Number Or "Complete independently"
1.01 Graphic Design Software	Complete Independently
1.02 Digital Camera	Complete Independently
1.03 Scanner	Complete Independently
1.04 GIF & JPEG Formats	Complete Independently
1.05 Bitmap Formats	Complete Independently
1.06 Digital Sound	Complete Independently
1.07 Video Camera	Complete Independently
1.08 Digital Video	Complete Independently
1.09 Desktop Publishing Software	Complete Independently
1.10 Presentation Software	Complete Independently
1.11 Multimedia Production Software	Complete Independently
1.14 Install Software	Complete Independently
1.16 Network Concepts	Complete Independently
1.17 Ethernet Operation	Complete Independently
1.18 Network Design Issues	Complete Independently
1.19 WAN Concepts	Complete Independently
1.21 Technology Assessment Planning	Complete Independently
1.22 Evaluate Technological Solutions	Complete Independently
1.24 Troubleshooting Technology Solutions	Complete Independently
1.23 The Process of Troubleshooting	Complete Independently
6.01 Effectiveness of Computer Technologies	Complete Independently
6.02 Influence of Effectiveness on use	Complete Independently
6.03 Research Study	Complete Independently
10.01 Professional Organizations	Complete Independently
10.02 Professional Conduct	Complete Independently
10.03 Ethical Conflicts	Complete Independently



I attached **two** official transcripts demonstrating successful completion of a Bachelors degree.

Note: In order to apply to the ITSC program, you must have a previously issued Bachelors degree and the Bachelors degree may be in any major.



I understand that the ITSC program will maintain *one* official Bachelors degree transcript with this application. Also, I understand that the ITSC program will forward *one* official Bachelors degree transcript to Penn State's Graduate School after I apply for Graduate School admission.



I applied to Penn State's Graduate School:

as a Degree candidate

Note: You may apply on line and the fee is \$45 OR you may process a paper application and the fee is \$60. When completing the application please enter:

- 1) **Location** - University Park,
- 2) **Major** - INSYS, and
- 3) **Degree** - Certification.

<https://ivy.oas.psu.edu/cgi-bin/gradframe.exe/launch/gradframe>



In order to demonstrate my ability to maintain a 3.0 average or better in college level studies, I attached:

a official transcript from a completed Bachelors program showing a minimum 3.0 average in the last year of study,

OR

a official transcript of graduate work showing a minimum 3.0 cumulative average,

OR

no transcript/s because I request to be provisionally admitted into the TSC program. I understand that provisional status will be removed after I successfully complete the ITSC program's required and core course, INSYS 462, with a grade of B or better.



I identified whether or not the ITS Certification will be my **first** PA Department of Ed (PDE) issued Level One Certificate.

The ITS certification **will not** be my first PDE issued Level One certificate.

And because the ITS certification will not be my first PDE issued Level One certificate, I attached a copy of all my previously issued PDE Level One or Level Two certificate/s.

OR

The ITS certification **will** be my first PDE issued Level One certificate.

And because the ITS certification will be my first PDE issued Level One certificate, I understand that I must provide evidence of successful

completion of *six* credits of college-level mathematics AND *six* credits of college-level English composition and literature.

Note: Some computer science courses may be substituted for the mathematics requirements.

- Therefore, I attached official transcript/s demonstrating completion of *six* credits of undergraduate or graduate college-level mathematics,

AND

- I also attached official transcript/s demonstrating completion of *six* credits of undergraduate or graduate college-level English composition and literature.

Furthermore,

- I understand that I must also complete a series of PRAXIS exams and meet required cut off scores before Penn State can recommend me to PDE for certification because the ITSC certification will be my first PDE issued Level One certificate.

Note: When the Instructional Technology Specialist is your first PA credential, you need to take PPST Math, Reading and Writing tests only. You do not need the Fundamental Subjects test.

<http://www.ed.psu.edu/edservices/testing.htm>



I understand that registration for and completion of INSYS 495 - *Internship* is required in order to fulfill the practicum requirements outlined in competencies 9.02 & 9.03.

- I request to logically be exempt from registering for INSYS 495 because I currently hold a PDE emergency certificate as a Specialist in Instructional Technology.

- And I attached a copy of my PDE issued emergency certificate as a Specialist in Instructional Technology.

OR

- I do not hold a current PDE issued emergency certificate as a Specialist in Instructional Technology.

- And I have no plans to apply for a PDE issued emergency certificate as a Specialist in Instructional Technology.

OR

- And I plan to apply for a PDE issued emergency certificate as a Specialist in Instructional Technology.

- ✓ I understand that after I receive my emergency certificate, I can mail a copy of the emergency certificate to the ITSC program Director in order

to be logically exempt from registration for and completion of INSSYS 495 or competencies 9.02 & 9.03.



I understand that PDE requires demonstration of skills and abilities in educating students with disabilities (<http://www.ed.psu.edu/edservices/testing/precert.html>).

Note: In order to comply with this requirement, you can sit for a PSU exam and/or complete a Penn State approved course.

- ✓ I understand that I can sit for the exam at either University Park or Great Valley campus.
- ✓ I understand that a score of 75% or better is required in order to pass the pre-certification exam.
- ✓ I understand that Penn State provides two opportunities at no cost in order for me to try and pass the exam.
- ✓ I understand that in the event I do not score 75% or better on the exam, I will be **required** to complete SPLED coursework.
- ✓ I understand that I will then be required to register for and complete a PSU on-campus resident course, SPLED 400, 444, or 501 with a grade of "C" or better.
- ✓ I understand that in the event I am unable to travel for and attend a resident SPLED course, I will be permitted to complete either 1) SPLED 400 in Summer Semester because only in the Summer is this course offered via the WWW or 2) an independent study course through either the University of Missouri or Mississippi.
- ✓ Also, I understand completion of the Penn State course SPLED 400, 444, or 501 with a grade of "c" or better will exempt me from having to sit for Penn State's pre-certification exam.
- ✓ And, I understand that the ITSC website contains more information related to the SPLED pre-certification requirement and exam.
<http://ide.ed.psu.edu/itsc/dev/pre2003/competen.htm#spled>



I understand that I can apply for *free* server space on PSU's IDE server after I have:

- 1) received notification of acceptance into the ITSC program, and
- 2) completed my registration in the ITSC student database (<http://ide.ed.psu.edu/itsc/dbhome.htm>).

Note: When you are ready to apply for *free* server space, please contact the ITSC Program Director via email at itsc@psu.edu.

In closing, I acknowledge that I have:

- reviewed Penn State's **entire** ITSC web site located at <http://ide.ed.psu.edu/itsc/dev>,
- contacted the Program Director via email at itsc@psu.edu to ask relevant questions,
- forwarded this admissions checklist and all required documents to the ITSC Program Director,
- provided my employer (if applicable) with a copy of this checklist and copies of all attached documents, and
- made a copy of this checklist and all attached documents for my records.

Sincerely,
Chandler DeLattre

Chandler DeLattre 04/30/04
(ITSC candidate signature and date)