



**UNIVERSITY OF
SASKATCHEWAN**

Centre for Continuing
& Distance Education

**University of Saskatchewan
Centre for Continuing & Distance Education**
**General Application for
Admission Form**
for CERTESL, CAP, PHC and CACE

Admission

Applications for admission are accepted for certificate programs included in this handbook only. If you wish to enroll in a degree credit course you must follow the general admission procedures outlined at www.usask.ca/students/apply

You must apply for admission to a program before you will be able to register for classes, even if you are a previous U of S student. Please make note of the admission deadlines listed on the applicable program's page in this handbook. For most programs, previous U of S students are not required to pay the \$75.00 admission fee, nor submit education transcripts. Previous U of S students are required to pay a \$50.00 program admission fee to the CACE program.

Admission Categories and Educational Requirements

Regular Admission

For applicants who have complete secondary level standing (24 credits) in Saskatchewan or its equivalent, and for applicants who have previously or are currently attending another recognized post-secondary institution. GED, ABE, and ACE subjects are not acceptable for regular admission to certificate programs. Saskatchewan Grade 12 statements may be requested at a cost of \$15.00 from Student Services, Saskatchewan Learning, Box 650, Regina, SK. S4P 3A3 Fax: 306-787-0035. For further information and links to the websites for other provinces' Department of Education, please visit <http://explore.usask.ca/admission>.

Special (Mature) Admission

This category is for those who do not qualify for regular admission. To qualify for special admission, applicants must be at least 21 years of age before the first day of the session to which they are applying. Applicants for special admission must have completed Grade 12 English courses in Literature and Composition. ABE 12 courses will be acceptable for this purpose. To be considered for special admission, applicants must submit the following:

- proof of age
- a written request for Special Admission, including a statement why the applicant has chosen this area of study and a summary of work and personal experience since leaving school
- copies of supporting documents covering any non-credit programs the applicant might have completed
- transcripts for any Saskatchewan Grade 12 or equivalent subjects, or courses at a recognized post-secondary institution
- resumé, if available

Probationary Admission

This category is for applicants who lack regular admission requirements and are not admitted under Special Admission. Students may be admitted on a probationary basis and take up to two courses (maximum of one per term). Students who are accepted on a probationary basis and who pass both courses with an average mark of 60% or better will then be deemed to have met the regular admission requirements.

Required Admission Documentation

In addition to the completed admission form, the following documents and fees are required for admission. Please note that the Admission Fee and Transcripts requirement is for new U of S students only.

	Admission Fee (\$75)	Transcripts (high school and post- secondary)	Letter of Recommendation (special/mature admission category)	Entrance Essay	Proof of English Proficiency (for applicants whose first language is not English)
CACE	✓ ¹	✓			✓
CERTESL	✓	✓		✓ ²	✓
CAP	✓	✓	✓ ³		✓
PHC	✓	✓	✓ ⁴		✓

¹ See the Admission Requirements on the CACE website for more information

² See the Admission Requirements on the CERTESL website for more information

³ See the Admission Requirements on the CAP website for more information

⁴ See the Admission Requirements on the PHC website for more information

For complete admission and registration information, please visit ccde.usask.ca/go/certificate or call 306.966.5563.

Current Employer Information

Current Employer: _____

Address: _____ Phone: () _____

For CERTESL Applicants Only

If your first language is NOT English, please complete the following:

If English is not your first language, how many years of full-time formal education have you completed in an institution where the medium of instruction is English?

- 1 year
- 2 years
- 3 years
- 4 years
- 5 years
- more than 5 years

If more than 5 years, please specify: _____

Test of Language Proficiency (e.g. TOEFL). See our handbook or visit our website for accepted tests

Test Written: _____

Date of Writing: _____

Score: _____

*Official results must be sent to the CERTESL Office.

Teaching Experience (Please check all that apply)

I have the following teaching experience:

- none
- tutoring ESL or EFL
- teaching ESL or EFL
- teaching other subjects (other than ESL or EFL)

Comments (optional): _____

Application Essay

- I have attached my 250 word application essay that is required for admission, answering the question "Why do I want to enter this program?"

CERTESL Applicants, please read and check (✓)

I understand that if I do not have a university degree, CERTESL completion will not make me eligible for TESL Canada certification until I have completed such a degree.

Payment of the Application Fee for New U of S students

Please indicate how you will be paying the \$75.00 (CDN) non-refundable application fee. Application fee payment is required before your application will be processed and a decision communicated to you. Cheques and money orders should be made payable to the University of Saskatchewan. **CACE Applicants** (previous U of S students who are applying to the CACE program must remit a \$50.00 program admission fee).

Cheque Money order

Credit Card

Card Type: MasterCard Visa

Card Number: | | | | - | | | | - | | | | - | | | |

Expiry Date: | | - | |
Month Year

Authorization name on card (please print): _____

Signature: _____

Cash (applicants may use this option **only when paying in person** – please do not send cash in the mail)

FOR OFFICE USE ONLY

- Application Fee Paid
- Previous U of S Student

Approval

- Applicant fully accepted
- Applicant conditionally accepted
- Applicant accepted on probation

Signature: _____

Declaration

I agree, if admitted to the University of Saskatchewan, to comply with the regulations of the University. I certify that the information I have provided on this application is true and complete in all respects and that no relevant information has been withheld. I understand that misrepresentation, falsification of documents, or withholding of requested information in regard to this application are serious offenses which may result in prosecution under the University's Regulations on Student Academic Dishonesty and/or the Criminal Code of Canada. I also understand that other institutions may be notified if such information is discovered.

Applicant Signature _____ Date _____

How did you hear about us?

- U of S Calendar
- Website _____ (URL)
- Word of Mouth
- Teacher or Classroom
- Employer in the Field
- CCDE Bulletin
- Newspaper _____ (Name)
- Other _____

Completed application forms must be submitted to:

CCDE, University of Saskatchewan, 464 Williams Building, 221 Cumberland Ave. N., Saskatoon, SK Canada S7N 1M3 OR Fax: 306.966.5590



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Once you have completed the admission form, you may submit it along with a \$75.00 admission fee (new U of S students only) to:

Centre for Continuing & Distance Education
464 Williams Building
University of Saskatchewan
221 Cumberland Avenue North
Saskatoon SK S7N 1M3

Other Contact Information

For more information or to check on the status of your application for admission, please contact one of the following program areas.

Certificate in Adult and Continuing Education (CACE)

ccde.usask.ca/go/cace

Grace Milashenko, Program Manager
Grace.Milashenko@usask.ca
306.966.5562

Cheryl Marcoux, Program Assistant
cheryl.marcoux@usask.ca
306.966.2759

Certificate in Teaching English as a Second Language (CERTESL)

ccde.usask.ca/go/certesl

Grace Milashenko, Program Manager
Grace.Milashenko@usask.ca
306.966.5562

Shannon Storey, Academic Coordinator
Shannon.Storey@usask.ca
306.966.2085

Diana Hebig/Sharon Greenough (job share)
Program Assistants
certificates.admin@usask.ca
306.966.6488

Prairie Horticulture Certificate Program (PHC)
ccde.usask.ca/go/phc

Kari Nicolas, PAg, Program Manager
Kari.Nicolas@usask.ca
306.966.5592

Diana Hebig/Sharon Greenough (job share)
Program Assistants
certificates.admin@usask.ca
306.966.6488

Certificates in Agriculture Program (CAP)
ccde.usask.ca/go/cap

Kari Nicolas, PAg, Program Manager
Kari.Nicolas@usask.ca
306.966.5592

Diana Hebig/Sharon Greenough (job share)
Program Assistants
certificates.admin@usask.ca
306.966.6488

Register Online with PAWS

Registering for certificate programs has never been faster or easier.

Once your Application for Admission is accepted, you are a U of S student and are eligible to register for Centre for Continuing & Distance Education Certificate program courses. All U of S students register for programs using the PAWS (Personal Access to Web Services) website. Login to your PAWS account using your username and NSID, click on the *Academics Tab* and into the *Academic Services Channel*. Simply follow the instructions to add your class. It's that easy.

If you do not have an NSID or have trouble logging in, please contact the Help Desk at 306-966-4817 or toll free (in Canada) at 1-800-966-4817.

Registration details are also available online at www.students.usask.ca/registration



Visit www.paws.usask.ca to register now.