

North Carolina Principal Fellows Program – Application Instructions
Class 25 (2018-2020)

The application process is now open for the 2018 - 2020 North Carolina Principal Fellows Program scholarship loan.

There are several things you should keep in mind as you complete and submit the application:

1. This is a competitive, merit-based process. While meeting the nine minimum criteria makes you eligible to be considered for a scholarship loan, it does not mean you will be selected to receive a scholarship loan. Exceptions are not made for applicants who do not meet the minimum qualifying criteria.
2. The deadline for submission of the application is Monday, January 15, 2018. You must complete the online application by midnight on this date. All required documents including references must also be uploaded or received by this date. Failure to submit all required documents by the deadline may result in your application not being reviewed for eligibility.
3. The \$45.00 application fee is non-refundable, non-deductible and non-applicable to tuition or any fees.
4. You must have applied to a Master of School Administration program at a participating institution and must have been unconditionally admitted to the program by the time the Principal Fellows Commission selects the recipients in spring 2018.
5. As an applicant, it is important that you make your school district/employer aware of your application for a scholarship loan. Section C, should be used to discuss with the appropriate officials the two year leave of absence which you must take if awarded a Principal Fellows scholarship loan. If selected as a Principal Fellow, you will need to apply for an official leave of absence or resign your position. Note: continuation of the state health plan for the Fellow is ONLY available to Fellows who are on an official leave of absence from their school system.
6. Please use the checklist below, to ensure that you are uploading all required items and retain the checklist for your records. Do not upload the checklist as a part of the packet.

Should you have any questions about the application, please telephone the
North Carolina Principal Fellows Program office (919) 843-6736.
An Equal Opportunity/Affirmative Action Program

Dr. Catherine Edmonds, Director
NC Principal Fellows Program
919-843-6736

Website: www.ncpfp.northcarolina.edu
Strong Leaders • Strong Schools

NC PRINCIPAL FELLOWS PROGRAM 2018 – 2020 APPLICATION CHECKLIST

(Retain this checklist for your records and information)

A completed application package will consist of the following items:

___ Section A: 2018-2020 Online Application (including a current résumé).

___ Section B: Written Goals Statement.

___ Section C: 2018 – 2020 School District Notification Form.

___ Resume

___ Section D: Three References

___ Section E: School of Education Notification

___ Official Transcripts

___ GRE/MAT Test Scores

___ \$45.00 Application Fee

Note: Sections B, C, and your resume should be uploaded and submitted with your completed online application. The additional items should be submitted as instructed below.

The Online Application – Section A

The NC Principal Fellows application must be completed online at NCPFP.northcarolina.edu. Please click the Prospective Applications tab and follow the instructions. Most of the fields on the application are required. If you are not able to complete the entire application in one session, you can click the **Save and Continue Later** button. You will be prompted to enter your email address and an email with a link back to the application will be sent to you.

Application Supporting Documents

In addition to the online application,

Written Goals Statement – Section B

In this statement you should describe

- (1) Professional experiences relevant to your desire to become a school administrator,
- (2) What your goals as an administrator are, and
- (3) How these goals relate to current trends and issues in public education.

Your Goals Statement should be a minimum of two typed pages, a maximum of four typed pages, and should address all three of these prompts. Goals statement must be typed in 12 point Times New Roman font, double-spaced, and 1.25 inch margins on each side.

Upon completion of your written statement, sign the certification portion of the form and upload the form with your statement. Please scan the form and statement into one PDF document and upload as one file in the designated upload field as a part of the online application.

School District Notification – Section C

This form notifies your school district that you are applying for the Principal Fellows Program and that if selected you will be applying for a two-year leave of absence. The form must be completed and signed by the superintendent (or designee) by January 15, 2018. Please scan and upload in the designated upload field as a part of the application.

References – Section D

Section D includes two forms, the Waiver Form and the Reference Rating Form. Please complete the Applicant Disclosure Rights section of the Waiver Form and write your name in the space at the top of the Reference Rating Form. Prepare a stamped envelope addressed to the **NC Principal Fellows Program, PO Box 2688, Chapel Hill, NC 27514** and provide all three to your three references. Ask your references to write a reference letter evaluating your performance as a professional, your potential as a school administrator, your communication skills (oral and written), and your potential to succeed in a graduate program. References should follow the instructions at the bottom of the waiver form and return the waiver form, the reference rating form, and their letter of reference in the addressed envelope provided by you with their signature over the back flap.

School of Education Notification – Section E

This form notifies the MSA Program at the university or universities you have applied to that you are applying for the NC Principal Fellows Program scholarship loan for 2018-2020. The school of education will communicate directly with the Principal Fellows Program as to the status of your admission to the MSA degree program.

Official Transcripts

Original official transcripts of all your post-secondary coursework from all institutions must be sent directly from the institution to the **NC Principal Fellows Program, PO Box 2688, Chapel Hill, NC 27514**. Official transcripts may also be sent electronically by the institution to the NC Principal Fellows Program email account at NCPFP@northcarolina.edu.

GRE/MAT Test Scores

You must submit either GRE or MAT test scores by the January 15, 2018 application deadline. Test scores are required for the PFP Program, even if not required by the MSA program/graduate school.

You may submit a photocopy of these scores; there is no time restriction as to when taken.

You may also submit scores direct to the NC Principal Fellows Program by designating a score recipient code when you register to take the test. See the applicable score recipient codes below.

GRE- 5543
MAT - 9916

Application Fee

A \$45.00 non-refundable application fee is required. The application fee must be paid in the form of a check or money order payable to **UNC-GA** and mailed to the **NC Principal Fellows Program, PO Box 2688, Chapel Hill, NC 27514-2688**.