



THE MARY ANN REMICK Leadership Program

Thank you for your interest in applying to the **Mary Ann Remick Leadership Program**. Please carefully follow the instructions below:

Getting Started:

To begin your application, click on the following link:

<https://gradconnect.nd.edu/apply/>

Follow the instructions on that webpage to create your Notre Dame graduate school application username and password.

After you have logged in, click on “Start a New Application” at the bottom of the page. All ACE program applications are currently accepting candidates for 2022. Select “2022 Summer” and “Create Application.” Select “2022 Summer” once again, and “Open Application.”

The process for applying to an ACE program requires additional materials beyond the requirements of other graduate school programs at Notre Dame, so be sure to use the following information as a guide for each section.

You do not need to complete the application in one sitting. Be sure to save your progress periodically as you can return to the site to complete your application until it is submitted. Save your username and password so that you can re-access the site at any time.

Application Type and Term

Next to “Applicant Type,” select “Degree.”

Next to “Do you plan to attend full time?” select “Yes.”

In the dropdown under “Program Applying To:” select “ACE Remick Leadership – M.A.”

Please note: Candidates are not eligible to apply to both the ACE Teaching Fellows Program **and** the Remick Leadership Program. These are two separate programs for teachers in different phases of their careers.

ACE Teaching Fellows is for recent college graduates with little to no previous teaching experience, whereas the Remick Leadership Program is for current educators and leaders seeking further formation and their Masters in Educational Leadership degree. [Full-time employment in a Catholic school is a requirement for acceptance into the Remick Leadership Program.](#)

The Remick Leadership Program is an “M.A.” program while the ACE Teaching Fellows Program is an “M.Ed.” Please make sure you’re applying to the correct ACE program before you continue

Provide the name of your (arch)diocese. (You might have to refresh the page for these boxes to show up at first.)

Your internship site is the Catholic school in which you are currently employed (or plan on being employed in the Fall of 2022).

Provide the address for the internship site.

Please be as specific as possible when completing your position information (i.e., put “Teacher – 6, 7, and 8 English” instead of “Teacher”). Include any additional leadership responsibilities you have as well.

Next to “Admission Term” select “Summer 2022.”

The Remick Leadership Program is a cohort-based program, so you do not need to select a faculty advisor.

If you’ve previously been enrolled at the University of Notre Dame, complete the appropriate section.

If you’re applying to any other programs at the University of Notre Dame, please indicate that in the appropriate section.

Personal Information

Complete all of the information in the “Personal Information” Section.

Academic History

As the instructions state, official transcripts are not required until admission to the program is offered. However, we ask that you request them now in order to ensure timely arrival. Submit copies of transcripts for all undergraduate and graduate institutions you have attended.

Additional Information

Complete the “Additional Information” Page

Recommendations

You are required to have three recommendations:

1. Your principal or direct supervisor at your school
2. A colleague who can speak to your professional strengths
3. An academic reference (a former professor, professional colleague, or mentor)

Downloadable Form

Download the “ACE M.A.” Supplemental Application from this page and follow the directions in that document. IMPORTANT: The “ACE M.Ed.” supplement contains directions for a different program. To apply for the Mary Ann Remick Leadership Program, please make sure you have the “ACE M.A.” Supplemental Application.

Uploads

Upload your completed Supplemental Application form in the “Program Upload” section.

The Remick Leadership Program does not require a Statement of Intent.

Upload your Resume or Curriculum Vitae in the “Resume or Curriculum Vitae” section.

The Remick Leadership Program does not require a Writing Sample.

Under “Additional Documents, upload your teaching license under “Document 1” if you currently or have previously held a teaching license.

Signature

Input your electronic signature.

Review

Here you will be able to see what parts of the application you have completed. You may save your progress at any time. Review and confirm that you have completed all parts of the application and submit when complete. As a reminder, incomplete applications will not be reviewed.

If you have any questions throughout the application process, please email the Remick recruitment team at acerlp@nd.edu.