



*Catholic schools are called to serve  
justly and inclusively ensuring success for all learners.  
We believe all are welcome, creating a vibrant,  
Christian community that celebrates the God-given  
potential of every student.*

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**THE ACE PROGRAM FOR INCLUSIVE EDUCATION**



**The Program for Inclusive Education**  
*at*  
**The University of Notre Dame**

**Application Guide**

Please use the following application guide and checklist prior to submitting an application. It is **strongly suggested** that you gather all the necessary information and write out your responses to the short answer questions using this guide prior to submitting your application.

**Please submit all information via the application page:**  
<https://ace.nd.edu/inclusion/apply>

**Please direct questions to** [CBonfiglio@nd.edu](mailto:CBonfiglio@nd.edu)

**STEP 1: Gather Information**

Read over this application guide and collect the necessary information.

There are many parts to the application, which help our team get to know you and your school better through this process. These questions are shared below so that you may collect any necessary information ahead of time and have it on hand when completing the online application.

## 2021-22 (PIE 5) Program for Inclusive Education Application

Greetings from Notre Dame,

Thank you for your interest in joining the Alliance for Catholic Education's 5th cohort of the Program for Inclusive Education (PIE 5)!

This 13-month licensure preparation program trains educators committed to instructing and advocating for *all* learners in our Catholic schools. At Notre Dame, we are called to invest in educators who are passionate about celebrating the God-given potential of *every* student. Our hope is to support sustained school change by empowering educator-leaders to build a culture and foundation to welcome, serve, and celebrate all students in Catholic schools.

This inclusive education program is a 4-semester, hybrid experience that combines online and on-campus instruction delivered by a team of national experts leading to an Exceptional Learners: Mild Intervention teaching license addition. Our cohort-based experiences support professional, communal, and spiritual growth. Please note that educators can enroll with the goal of obtaining content without the licensure piece, depending on specific circumstances.

Applications will be accepted on a rolling admission process with the first deadline of December 1, 2020. Early admission will be announced by January 15, 2021 and additional applications will be accepted until March 31, 2021 until all seats have been filled.

If you have any questions, please don't hesitate to contact me. I welcome your application and look forward to this journey!

Christie Bonfiglio, Ph.D.  
Program for Inclusive Education, Director  
574-631-3430  
[cbonfiglio@nd.edu](mailto:cbonfiglio@nd.edu)

Please fill in the following information:

- First Name (1) \_\_\_\_\_
- Middle Name (2) \_\_\_\_\_
- Last Name (3) \_\_\_\_\_
- Preferred Name (15) \_\_\_\_\_
- Personal Address (4) \_\_\_\_\_
- City (5) \_\_\_\_\_
- State (6) \_\_\_\_\_
- Postal Code (7) \_\_\_\_\_
- Birthdate (mm/dd/yyyy) (8) \_\_\_\_\_
- Contact Email (9) \_\_\_\_\_
- Contact Phone (xxx-xxx-xxxx) (10) \_\_\_\_\_
- School Name (12) \_\_\_\_\_
- Total Number Students (11) \_\_\_\_\_

Race/Ethnicity

- American Indian or Alaska Native (1)
- Asian (2)
- Black or African American (3)
- Native Hawaiian or Other Pacific Islander (4)
- White (5)
- Other (6) \_\_\_\_\_

Are you Catholic?

*The answer does not influence acceptance to the program.*

Yes (1)

No (2)

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions:

Are you Hispanic or Latino?

Yes (1)

No (2)

Please provide us with the following Educational and Professional information

What is your current position at your school? \_\_\_\_\_

How many years have you held this position? \_\_\_\_\_

How many years have you worked at your school? \_\_\_\_\_

How many years have you worked in education? \_\_\_\_\_

How many students with disabilities are served at your school? \_\_\_\_\_

What is your total school population? \_\_\_\_\_

List the diagnoses/categories served at your school.

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What other professional development programs have you completed?  
*(BER Institute, ACE programming, etc.; topics of professional workshops).*

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Please identify all professional licenses and certifications that you currently hold. Include the content, developmental level, and state of issuance.

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GPA

- Undergraduate (1) \_\_\_\_\_
- Graduate (if applicable) (2) \_\_\_\_\_

Given that three of the four semesters of the PIE program are online, we would like to obtain information on attributes for online learning. *The answers will not influence acceptance to the program.*

During my last educational experience, my classmates would describe my performance and effort as follows: *(Please check all that apply)*

- organized (1)
- efficient (2)
- beginning projects immediately (3)
- always turning assignments in on time (4)
- stressing about deadlines (5)
- seeking help from peers when needed (6)
- seeking help from professionals when needed (7)
- needing technological support (8)
- waiting until the last minute (9)

In 500 words or less, describe the current culture and global attitude toward inclusion at your school. (Note: This is your *school's* culture or perspective. You will providing *your* perspective in a later question).

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In 500 words or less, describe your intent and vision in being the educator-leader at your school who develops/fosters a foundation and culture of inclusion.

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The Program for Inclusive Education seeks to develop traits and dispositions inherent to inclusive educators. These include but are not limited to the following five traits:

**Professionalism:** the knowledge, skills, and devotion to meet all student needs.

**An Appreciation for Community:** the warmth, collegiality, and sensitivity to all members of the community.

**Receptiveness to Student Need:** the openness and responsiveness to work with all students regardless of need.

**A Growth Mindset:** the awareness of student potential and the belief that all students can learn.

**An Appreciation for Human Dignity:** the compassion and dedication to serve all members of the community.

In 500 words or less, please speak *briefly* to the five traits. Which do you feel you exercise most daily in your work as an educator? What trait would you most like to address? Please ensure you address *all* components of this question and cite specific examples to support your answer.

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The 2021-2022 *total cost* for this 18-credit Program for Inclusive Education licensure program is \$11,000. It includes graduate tuition (coursework), housing (double



occupancy) and food for the Summer II on campus experience during July 2022. This cost *does not* cover transportation to and from Notre Dame or the minimal purchase of textbooks or materials. Participants can upgrade housing to single occupancy for an additional cost.

The Program for Inclusive Education would like to make programming accessible to Catholic educators. Therefore, PIE will award every participant a \$2,000 scholarship, reducing the total cost to \$9,000. In addition to this award, there are a variety of financial resources to support PIE participants. Please check any options you wish to use or pursue.

- I will pay tuition and room/board in full. (1)
- My school or diocese is funding my participation (if applicable, please provide amount in comments below). (2)
- I am applying for an Inclusive Educator needs-based scholarship from PIE
- I will make use of loans accessed through Notre Dame's Office of Financial Aid.
- I will be using Title II funds (if applicable, please provide amount in comments below).
- I will participate in the Teacher Loan Forgiveness Program (for teachers in schools with 30% or more of the student population receiving free or reduced price lunch). (6)
- I will be using my AmeriCorps Education Award earned through prior service. (7)
- I will be using my ACE Scholarship earned as an ACE Teaching Fellow (8)

**Inclusive Educator Needs-Based Scholarship Information:**

Scholarships are awarded to eligible participants based on need and merit. If you wish to apply for a needs-based scholarship, please indicate below:

- Yes (2)
- No (3)

Additional Information

- I have more than \$10,000 in school loans. Note: Loan document required for verification. (1)
  
- I teach in a school that receives Title I services. Note: NCEA report required from school for verification. (2)
  
- I teach in an ACE school. (3)
  
- I have taught in Catholic schools for five or more years. Note: Verification from either a principal or other source required. (4)
  
- I am helping to pay college tuition bills for one or more children. (5)
  
- I teach in a school with over 30% of the student population receiving free or reduced price lunch. (6)
  
- Other: (7) \_\_\_\_\_

Notre Dame is committed to reducing the barriers that make graduate studies a challenge financially, especially for Catholic school educators. The Program for Inclusive Education is committed to helping all applicants with financial support if needed. Please know that your financial situation in no way affects the status of your application or admissions decision. The following information will be used to determine the need for additional scholarship support.

Please briefly detail any financial support you have secured toward your participation in this program. This may include support from your school, diocese, religious order, or other charitable institutions (as indicated in checklist above).

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Annual Income/Salary Range

- Under \$20,000 (1)
- \$21,000 - 30,000 (2)
- \$31,000 - 40,000 (3)
- \$41,000 - \$50,000 (4)
- \$51,000 - \$60,000 (5)
- More than \$60,000 (6)

Do you plan to apply for private loans to pay for the cost of the program?

- Yes (1)
- Maybe (2)
- No (3)

What other support do you plan to pursue?

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This section is only required for applicants interested in seeking additional scholarship support. Although the Program for Inclusive Education cannot guarantee additional funding for the amounts requested, such information is useful in determining each applicant's level of need.

Based on your current income and financial responsibilities, how much of the total cost do you expect to be able to pay out of pocket?

\_\_\_\_\_ Total expect to be able to pay out of pocket (1)

If accepted, how much additional financial assistance would you need to ensure your ability to participate in the program?

\_\_\_\_\_

Please outline your overall need for additional scholarship. Be as *detailed as possible* in describing your current financial situation and justification for additional support. This should include any medical bills you may have or any student loans you are also paying currently. Please limit your response to 500 words. (Note: all financial information is completely confidential).

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**Agreement Regarding Appropriate Use of Classroom Digital Recordings:** Program for Inclusive Education (PIE) at the Alliance for Catholic Education (ACE)

Students are entrusted to our care by their parents. Vatican documents make clear that Catholic schoolteachers are here to assist parents in the forming and care of young people. Therefore, the privacy and safety of students must be protected at all times.

By my signature below, I agree to the following terms:

I will use video equipment furnished for my use by ACE-PIE (if applicable) or my own equipment in class solely as an instructional tool and for the sole purpose of recording my interaction with my students in the classroom so those interactions may be reviewed by ACE-PIE supervisory personnel. I will never use the equipment for any other purpose unless directed in writing by ACE-PIE supervisory personnel.

I will treat all recordings of my classroom activities as confidential student records. I will not allow them to be viewed by anyone other than ACE-PIE personnel. I will never upload the recordings to an Internet site other than the TORSH Talent site and only for the purpose of sharing with ACE personnel. I will never e-mail them.

I will monitor and protect the video equipment and the physical media containing the

recordings with the same degree of care I would use in safeguarding my own confidential information (e.g., my wallet, credit cards, or my checkbook).

I will destroy video recordings each semester and I will not retain any copies of these recordings when I leave the ACE-PIE program.

I have read this entire document, and have had an opportunity to ask questions about it. I agree to its terms, and understand that I may be subject to discipline up to and including immediate dismissal from ACE's Program for Inclusive Education if I fail to abide by these terms.

Please upload your curriculum vitae. This document should be thorough and include training; research or writing; work and service/volunteer experience; as well as opportunities that support inclusion or leadership as a whole. Please be thorough.

Please upload your current teaching license.

If you have any additional licenses, please upload here.

Please upload your Transcript(s)- Undergraduate. Include all undergraduate work.

Graduate Transcripts (if applicable). Include all graduate work.

Please upload a photo of yourself. It will/may be used for professional purposes (e.g., the PIE Directory); therefore, please consider a photo appropriate for this use.

*By uploading my photo, I authorize the Alliance for Catholic Education to use my photo for inclusion in the program directory and for other purposes of program advancement, including print and online advertisements.*

At Notre Dame, we are committed to deep investment in you and your growth as an inclusive educator. We will commit a great deal of resource (i.e., time, personnel, expertise, and financial support) to facilitate your success. By checking below, I acknowledge that I have read and commit to the following terms of the Program for Inclusive Education. I will:

- Complete all required coursework. (1)
- Attend and fully engage in the 2-week on campus experience July of 2022.
- Participate in online community with other participants in the Program for Inclusive Education. (3)
- Complete all assigned surveys and evaluations to help measure impact and improve the program. (4)
- Obtain and confirm principal support of participation. (Please see additional documentation). (5)
- Respect and protect student identity when using their data/video in my coursework and in discussions with ACE-PIE personnel. (6)

Finally, the application is NOT considered complete until we receive a Principal Recommendation Form for you. Please provide the contact information for your principal below for our records. It is your responsibility to distribute the following link for completion to your principal. Once your principal has submitted, our office will automatically receive the response.

[https://nd.qualtrics.com/jfe/form/SV\\_3IOdi54sQ1rDKwB](https://nd.qualtrics.com/jfe/form/SV_3IOdi54sQ1rDKwB)

- Principal's Full Name (1) \_\_\_\_\_
- Principal's Email Address (2) \_\_\_\_\_

Please sign below to confirm that all of the information you have provided is accurate to the best of your knowledge. Note: You can use the back button to review any of your entries. You can return to this form at a later time, your inputs will be saved. When you hit Submit on this page, your application will be finalized. If you realize something was incorrect you will need to contact our office to make any changes.

**STEP 2: Submit Application**

Once you have gathered the necessary information to complete the online application, please visit the website at <https://ace.nd.edu/inclusion/apply> to submit your application information. After all applications have been reviewed, our team will be in touch with information regarding next steps in the application process.