WELCOME
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The University of Notre Dame's Program for Inclusive Education

Application Guide

Greetings from the University of Notre Dame!

The Program for Inclusive Education (PIE) welcomes your application for the PIE 8 Cohort. Applications will be accepted until March 1, 2024.

The application process includes the following:

1. Completion of the online application with required document uploads.
2. Submission of the *Acknowledgement of Academic Program Track Form* that includes a license upload if applicable.
3. Receipt of official transcripts sent to Abby Giroux at agiroux1@nd.edu.
4. Completion of the *Principal Recommendation* by your administrator.

Please direct questions to PIE's Associate Director, Abby Giroux, at 574-631-7158 or agiroux1@nd.edu.

I welcome your application and look forward to this journey!

Christie Bonfiglio, Ph.D.
Program for Inclusive Education, Director
Alliance for Catholic Education
Institute for Educational Initiatives
University of Notre Dame
574-631-3430
cbonfiglio@nd.edu

Please use the following application guide as a reference tool for submitting your PIE application online. This guide will give you information about completing the application. You will be able to save your progress in the application online and come back to sections as needed, so there is no need to draft everything before beginning.

Please submit all information via the PIE 8 application link on PIE's website at ***https://ace.nd.edu/progams/inclusion/apply***.

Starting an application will create your own account for all PIE-related application items. You can return to your account at any time while completing your application.

Please direct questions to Abby Giroux at agiroux1@nd.edu.

STEP 1: Gather Information

The application process has multiple components that help our team get to know you and your school. The specific sections and/or requirements are shared below so you can proactively reflect on and/or collect necessary information for application completion.

PIE 8 Application Sections

- Personal Information
- Academic History
- Professional Information
- 2 Short Essays
    - Topics include a) the school culture for inclusion and b) the applicant's intention for inclusion
- PIE Dispositions
- Financial Information
- Principal Recommendation
    - Provide the contact information for your principal, and the *Principal Recommendation* Form will be sent directly to the email following submission of this section. PIE will be notified following your principal's submission.
- Acknowledgement of Program Track
    - Verify your licensure track and upload your teaching license if applicable. Please contact ACE's Licensing Advisor, Erika Irlbeck, with questions at erika.irlbeck@nd.edu
- Uploads & Agreements
    - Upload a *professional* photo of yourself for program use.
    - Upload your *comprehensive* curriculum vitae/résumé. Include educational training, research/writing/publications, work and service/volunteer experience, and opportunities supporting inclusion or leadership.

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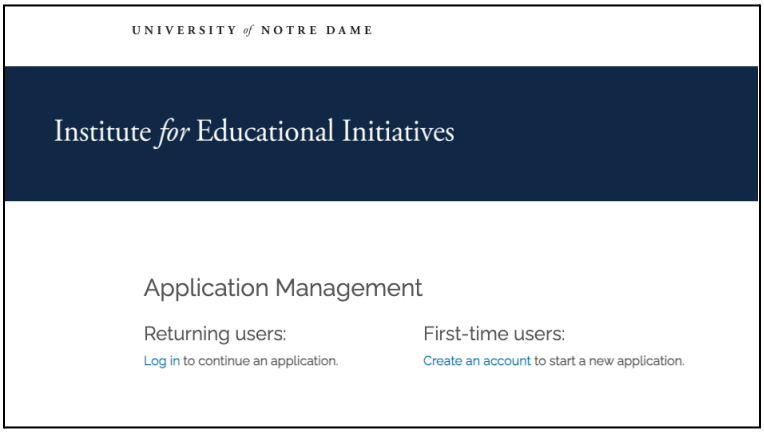
- Request official undergraduate and graduate transcript(s) for ALL institutions. Send them to Abby Giroux at agiroux1@nd.edu or to the address below.

  Program for Inclusive Education
  University of Notre Dame
  107 Carole Sandner Hall
  Notre Dame, IN 46556
  Attn: Abby Giroux

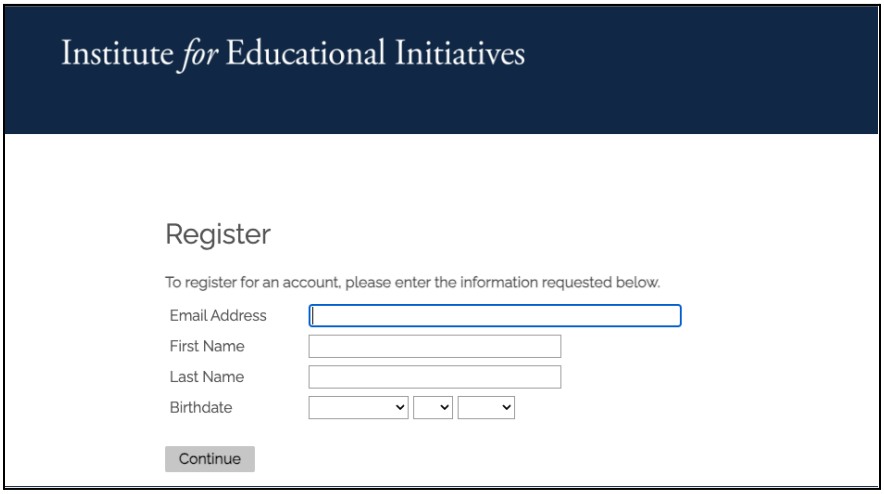
- Signature

STEP 2: Complete and Submit Application
Once you have gathered the aforementioned information, complete the online application by accessing the online application portal at https://ace.nd.edu/progams/inclusion/apply.

1. Click the "Create an account" link under the "First-time users:" heading.



2. Enter your Email Address, First Name, Last Name, and Birthdate to create your account.



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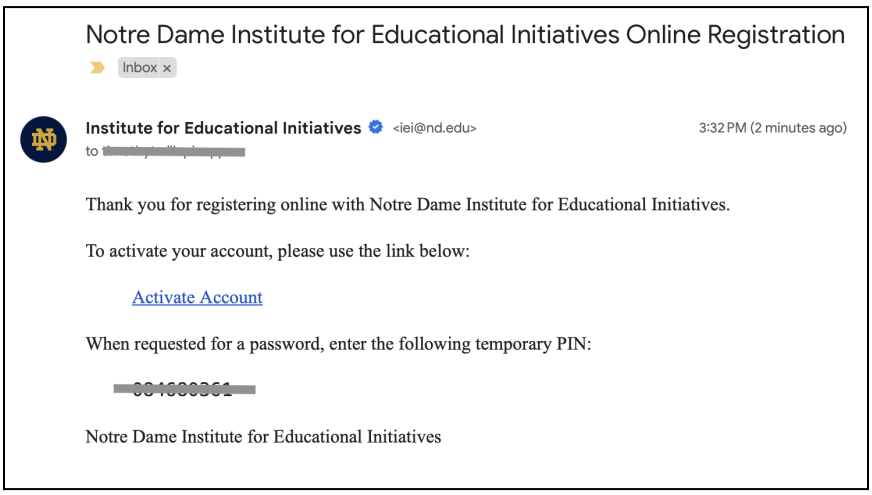
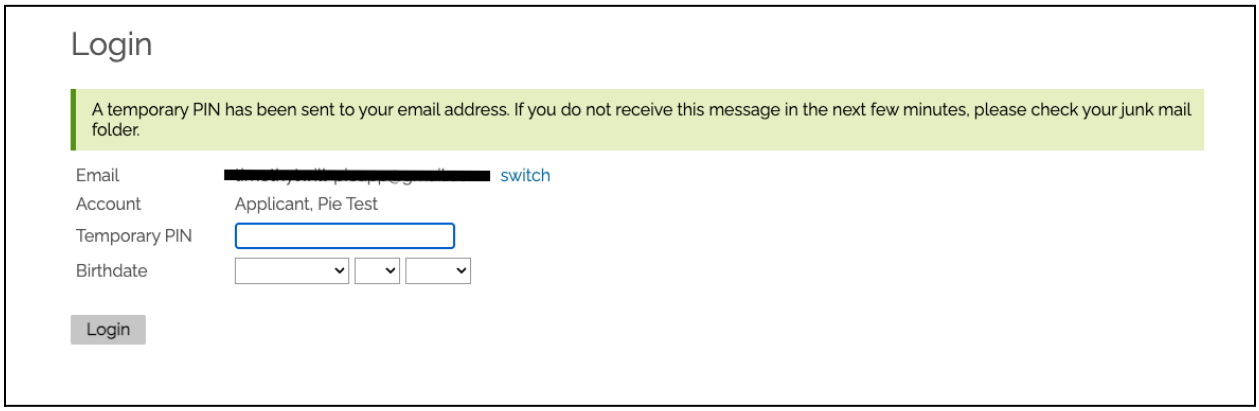
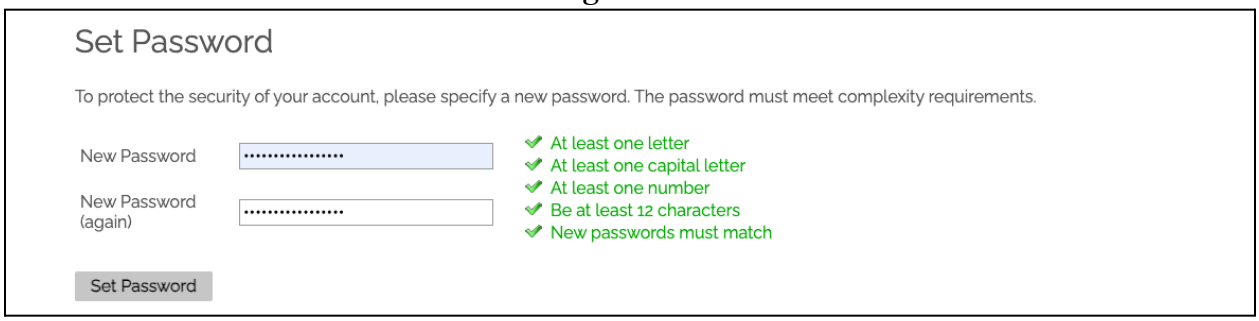
3. A temporary PIN will be sent to your email address from the Institute for Educational Initiatives.



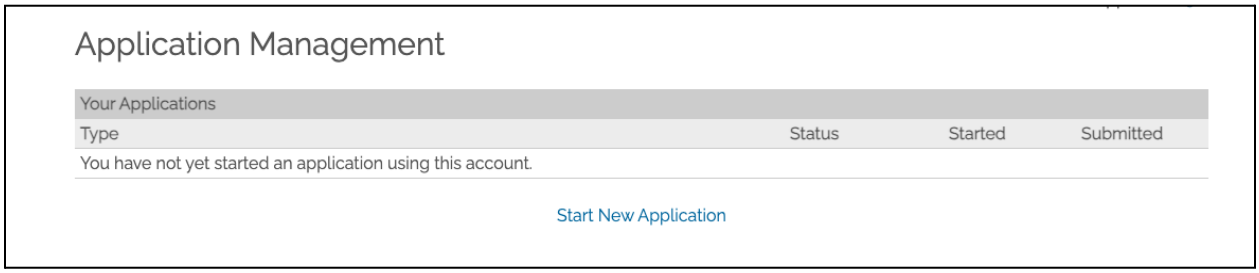
4. Enter the temporary PIN and confirm your Birthdate.



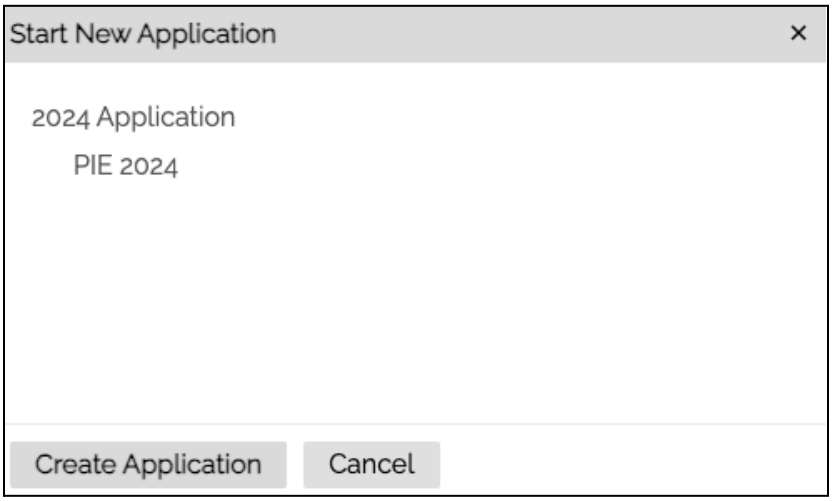
5. Set your permanent password. It must include:
    a. At least one letter
    b. At least one capital letter
    c. At least one number
    d. Be at least 12 characters long



6. Click “Start New Application”



7. Click “Create Application”



8. Enter and submit your application information and materials at your convenience.

Remember, you do not need to complete this application in one sitting. Following a review of *all* applications, the PIE team will contact you with an admission decision and/or additional requests for this process.

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