



## NAVIGATING THE APPLICATION & ADMISSION PROCESS

### Department of Education

*Master of Arts in Teaching Program  
Post-Baccalaureate Teacher Education Program (Licensure-Only)*

#### **STAGE ONE: COMPLETING YOUR APPLICATION FILE**

*What happens in this stage:* The office of Graduate and Professional Studies handles your application file until all items have been submitted. When your file is complete, it is turned over to the Department of Education for review and interview by the Director of the M.A.T. Program.

*Primary contact for this stage:*

**Ms. Erica Franklin**  
**Graduate and Professional Studies**  
Christian Brothers University  
650 East Parkway South – Box T-5  
Memphis, TN 38104  
[efrankli@cbu.edu](mailto:efrankli@cbu.edu)  
phone 901-321-3291 / fax 901-321-3575

#### **STAGE TWO: REVIEW OF YOUR APPLICATION FILE BY DoE**

*What happens in this stage:* After receipt of your completed application file from Graduate and Professional Studies, several individuals from the Department of Education conduct a preliminary review of your file, including the Administrative Assistant, Licensing Officer, and Program Director. Preliminary reviews are conducted in the week before and after an application deadline.

*Primary contacts in this stage:*

**Ms. Kären Brandon**  
Administrative and Licensing Officer  
Assistant  
Department of Education  
Christian Brothers University  
650 East Parkway South – Box 101  
Memphis, TN 38104  
[kbrandon@cbu.edu](mailto:kbrandon@cbu.edu)  
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**Ms. Rita Raniszewski**  
Licensing Officer  
Department of Education  
Christian Brothers University  
650 East Parkway South – Box 101  
Memphis, TN 38104  
[rranisze@cbu.edu](mailto:rranisze@cbu.edu)  
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**Dr. Samantha Alperin**  
Director of the M.A.T. Program  
Department of Education  
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#### **STAGE THREE: INTERVIEW**

After the preliminary review, an interview is scheduled with the Program Director by the Administrative Assistant. Interviews are typically conducted once a semester, in the two weeks following an application deadline.

*Primary contacts in this stage:*

**Ms. Kären Brandon, Administrative Assistant** (see above)

**Dr. Samantha Alperin, Program Director** (see above)

#### **STAGE FOUR: ADMISSION DECISION**

Within 10 business days of your interview, you will receive a letter from the Licensing Officer and Program Director regarding your acceptance or denial in our program. This letter will be mailed to the address on your application form and will include orientation information and next steps.

*Primary contacts in this stage:*

**Ms. Rita Raniszewski, Licensing Officer** (see above)  
**Dr. Samantha Alperin, Program Director** (see above)