



## Online Application Tip Sheet and Troubleshooting Guide

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Thank you for considering New Leaders for New Schools! We want to ensure you have a positive experience with our online application. To that end, this document will provide you with helpful tips to complete the application and to troubleshoot any common technical issues.

### Before You Get Started: Application Checklist

Before you start working on your application, ensure that you have all necessary information and documents readily accessible.

- Did you review our Selection Criteria and do a self-assessment to see if you are ready for our program?
- Did you attend an information session (either in-person or virtually over the internet) and/or contact a New Leaders staff member to have any of your questions answered?
- Do you have copies of all of your:
  - College and university transcript(s)?
  - Teaching and Administrative Certification(s), if applicable?

### Start Early

Successful applications are those in which candidates spend a significant amount of time reviewing and thinking about each question in advance. See the answers for “How do I write a successful application?” for guidance.

### Submit Early

We have two application deadlines:

- **October 27, 2008 - priority deadline**
- **February 17, 2009 - final deadline**

We strongly encourage you to submit your application for the priority deadline. There are many benefits to applying to the priority deadline, including earlier notification. Priority deadline applicants are notified of their acceptance by February, whereas final deadline applicants are not notified until mid-May. This allows priority deadline applicants more time to:

- notify their current place of employment
- prepare for the summer training institute
- make travel arrangements

In order to start the application process, **you must fill out the [Eligibility Pre-Screening form](#) (click on the link to see the form). Following the submission of this form, if you are eligible for our program, you will be assigned credentials and instructions for accessing the application portal via email. Relevant information from your eligibility verification will populate the application and can be altered if necessary.**

If you would like to get a sense of the entire application, download the [sample application](#). We suggest you work on your short answers and essays off-line. Again, as the deadline draws near, remember that many users will be on the system, increasing the likelihood that you may run into

technical problems. Please try to submit your completed application at least a few days prior to the deadline.

**If you're having technical issues with your application, please contact us at [apphelp@nlins.org](mailto:apphelp@nlins.org) or 866-649-0701.**

### **My user ID is not working. What should I do?**

- We have changed our online application system, so if you created a profile in previous years, your previous user ID and password are no longer valid.
  - **Note that you must fill out the [Eligibility Pre-Screening form](#) and following the submission of this form, if you are eligible, you will be assigned credentials (a new user ID and password) and instructions for accessing the application portal via email.**
- If there appears to be a browser issue, clear the temporary internet files on your browser. If you are using Internet Explorer 6.0:
  - Go to Tools – Internet Options.
  - In the General Tab, click on Delete Files (in IE 7.0, click on Delete in the Browsing History section).
  - Hit OK, and do NOT choose to clear the offline files (in IE 7.0, click Delete Files).
  - Close the browser window, and start a new window.
  - Login to your profile through the New Leaders Applicant Portal
- If you do not recall your password, retrieve your password (see below).

### **I have been given access to the application portal, but forgot my password. How do I retrieve my password?**

- Go to the New Leaders Applicant Portal.
- Hit “Forgot your password?”
- Enter the username you received via email.
- An email will be sent to the email address corresponding with your username. You will need to click on the link in the email to create a new password. .
- If you still have problems after this, please contact [apphelp@nlins.org](mailto:apphelp@nlins.org) or 866-649-0701 to troubleshoot further.

### **I submitted the eligibility pre-screening form, and have been given access to the application portal. How do I update information I submitted in that form?**

- Please contact New Leaders for New Schools via email at [apphelp@nlins.org](mailto:apphelp@nlins.org) should any of the fields from the eligibility verification (Name, Address, Education, Professional Experience, Background Information) require updating.
- Your city preference and resume, amongst other fields from the eligibility verification, are editable within the application portal.

### **How do I print/save my application?**

- If you are still working on your application, go to the left hand side of the application and click on “Click Here for a current view of your application.”
- The application will appear in Adobe Acrobat as a PDF (you will need Adobe Acrobat on your computer; if you don't have it, please click [here](#) to download.
- Click on the print/save icons to print or save the application.
- **Once you submit your application, you will NOT be able to access your application.**

**How do I navigate the online application?**

- We recommend using either Microsoft Internet Explorer 7.0 or Mozilla Firefox 2.0 while navigating the application. Regardless of which browser you use, JavaScript must be enabled, and SSL v3 and 128-bit encryption must be available in your browser (check your browser setting under the Advanced tab to verify).
- **You may save/submit sections of the application in any order. Click on the application section on the left-hand side of the page to edit any information and move between the sections. Check the legend at the bottom of the left-side menu to see your progress on each application section.**
- You can use the back buttons on the web browser to go between previously viewed parts of the application.
- You may save your information for each section at any time by going to the bottom of the section and clicking on "Save My Work and Continue."
- **Save often on every page to avoid losing any of your work.**
- To submit a section, you must answer all of the required questions in the section (marked with a **red asterisk \***) and click on "Submit and Continue to Part." For sections 1 – 7, you are able to edit your application after you have submitted that particular section.
- Once you choose "Yes" for the three statements and hit "I'm Ready! Submit My Application" in the Verification section (section 8) of your application, your complete application is sent to New Leaders for New Schools and **you will no longer be able to make any changes to your application.**

**What are the eight parts of the online application?**

*Part 1: Personal Information*

- Include all current contact information including both a valid email and phone number.
- It is important for you to include an email address that you check frequently and adjust settings to keep nlns.org emails from being filtered as spam or categorized as junk mail. In most email platforms, go to Options/Settings and either add any nlns.org email addresses as safe senders, or create an email filter that allows any nlns.org email address to go to your inbox.
- We will contact you via email throughout the application process.

*Part 2: Education*

- All candidates must have a Bachelor's degree in order to be considered for the program.

*Part 3: Teaching and Professional Experience*

Check the table below for city-specific requirements. Please include in this section all of your relevant K-12 teaching experience. Information provided in this section should match experience noted in your resume. Should you have questions on your eligibility, please contact the local program office.

Program City	Minimum Yrs of Full-Time K-12 Teaching	Masters Degree	Teaching Certificate	Other Notes
Baltimore	3	Y***** **	N**	
Bay Area	3	N	Y***	

Charlotte	2	N	N	
Chicago	2	N	Y*****	Substitute teaching doesn't count towards the teaching requirement in Illinois.
Memphis	3	Y *****	Y (current or expired)	
Milwaukee	3	Y*	Y (valid certification required)	If chosen to participate in the program, you must reside in the city of Milwaukee by June 2010.
New Orleans (public, non-charter)	3	N	Y****	
New Orleans (charter)	3	N	N	If chosen to participate in the program and you don't have teaching certification, you will <b>not be eligible</b> for principal certification.
New York City	3*****	N**	Y*****	
Prince George's County	3	Y***** **	N**	
Washington DC	2	N	N**	

\*For Milwaukee Public Schools, the candidate must have a Master's degree in any field by June 2009 in order to be considered for admission.

\*\*Preferred, but not required.

\*\*\*A California Teaching Credential or an out-of-state teaching credential *Note: Out-of-state credentials can be transferred to California with no additional work.* Candidates without teaching certification will not become certified principals and will only be eligible to become principals in charter schools (where certification is not required).

\*\*\*\* Hold or be eligible to hold a valid Louisiana Type B or Level 2 teaching certificate or have a comparable level out-of-state teaching certificate.

\*\*\*\*\* A Master's degree in any academic subject must be completed by May 2009.

\*\*\*\*\*3 years of full time K-12 teaching experience or 2 years of K-12 teaching experience + 1 year of experience in other pupil services.

\*\*\*\*\*You must have a teaching certificate from New York State or an out-of-state teaching credential.

\*\*\*\*\*Applicants who have completed 36 graduate credit hours (at least 24 graduate credits and up to 12 post-baccalaureate credits) also meet the master's degree requirement for the state of Maryland.

\*\*\*\*\*Teaching certification is not necessary if you have 2+ years of teaching experience in a charter school

#### Part 4: Additional Information

- The first part of the section is provided to help our future recruitment efforts. If you answer "Yes" to any of the Background Information questions, you must provide a written explanation in the text box.

#### Part 5: Resume

- To submit your resume successfully, you must limit it to two pages in Word. If you exceed two pages, it is likely that you will not be able to submit this section. You must copy your resume from a Word document and paste it into the text box. Any special formatting and/or spacing may not transfer, so format your resume within the text box as appropriate. You will not be able to use bold font, italics or underlining. Do not include a curriculum vitae or cover letter.

#### Part 6: Short Answers

#### Part 7: Essays

- We strongly encourage you to write your answers in a Word document, save this document and then copy and paste into the appropriate text box of the application. After

you copy and paste, we recommend that you review the formatting, as formatting can be lost in the transfer. Make sure you check for word count.

- Remember to save your work as you go.
- There are three required essays (four for re-applicants) for the 2008-2009 application.

### **How do I write a successful application?**

For the short answer and essay parts of the application, successful applications:

1. Answer the entire question, including all sub-points.
2. Are specific, compelling, and use demonstrable evidence and examples.
3. Demonstrate your perspective and skills as they relate to our 10 Selection Criteria.
4. Reflect on past experiences.
5. Use an essay format, rather than subheadings or bullets, to address all of the sub-points.

Additionally:

- **Think, then write.** Self-reflection is an important part of the essay writing-process. Ask yourself questions like, "What was the path that led me to where I am today? What experiences and accomplishments contributed to my leadership development? What skills do I need to develop or improve?" Understanding your unique personal history and goals will better enable you to answer the essay questions in an effective way.
- **Be yourself!** The best essays we see are ones where we feel as though we have gotten to know the person writing them. These essays often serve as a prelude to a conversation we might have during an interview. Hearing your voice come through your words is important to us.
- **Proofread.** It is often helpful to have a close friend or colleague - someone who knows you well - read over your essays. This person can tell you if the "real" you shines through in your writing. Also, check for spelling and grammar errors by using spelling and grammar check in Microsoft Word and/or having a friend or colleague proofread for any errors.

### **How do I update my city preference and/or contact information after submitting my application?**

- Log into your profile through the New Leaders Applicant Portal.
- Click on My Profile.
- Then click on the Edit button to update your contact information (email, phone).
- Please note that Name and Address information are not editable from within the application. Please contact NLNS via email at [apphelp@nlns.org](mailto:apphelp@nlns.org) should any of these fields require updating.
- To update your city preference (city preference changes can ONLY be made up until the finalist interview), email [admissions@nlns.org](mailto:admissions@nlns.org).