Graduate Gate 2 Application Instructions

M.A.T./M.Ed. Candidates:

Submit the Gate 2 Application through the [Gate 2 Application](#) Portal.

Ed.S./Ed.D. Candidates:
Submitting an Application

1. Log into LiveText with your LiveText username and password.
2. Click the "LiveText Docs" tab.
3. Click the "New" button.
4. Choose "Gate Applications" from the folder dropbox.
5. Choose "Ed.S and Ed.D. Gate 2 Licensure Application TEMPLATE" from the template dropbox.
6. Title the application with your first name and last name.
7. Click the "Save as New Document" button.
8. Complete your Gate 2 application (attaching all necessary documents).
9. Click "Send for Review" (at the top of the application).
10. Type "candidacy" as the username.
11. Click on "candidacy" in the shadow box that appears.
12. Click "Submit for Review."

View Assessed Application Rubric

1. Log into LiveText with your LiveText username and password
2. Click the "Reviews" tab.
3. Click on your Gate 2 application in the list of reviews.
4. Click the "View Assessment" button.
5. Check the ratings for each requirement on the rubric.
6. Any ratings of "Denied" or "Probation" require additional information before the application can be resubmitted.

If you have any questions, please feel free to email gate2@liberty.edu. Please be patient as the review period for applications can take up to two weeks. You can expect an email once the application has been reviewed.