RIO SALADO COLLEGE
A MARICOPA COMMUNITY COLLEGE

Teacher in Residence Post Baccalaureate Program Application Checklist

This checklist will assist the candidate in gathering the information needed to complete the online application for the Teacher in Residence Post Baccalaureate program (TIR). Utilize the embedded links to guide you. If you have any questions contact a **Student Support Team** or call **480-517-8140**.

Teams Are Assigned By The Student's Last Name.
Please provide your SID or MEID when you communicate with your Student Support Team.

Last Names A-L contact:	Last Names M-Z contact:
(480) 517-8504	(480) 517-8113
EPP.PostBac1@riosalado.edu	EPP.PostBac2@riosalado.edu

COMMUNICATION: Communication regarding the status of your application will be delivered to your Maricopa email account. Log into your account via Student Resources (RSC) to check the status of your application materials.

RECOMMENDED: Arizona Teachers Academy Scholarship Program | Rio Salado College is available for the Teacher in Residence Program and the Traditional Post-Baccalaureate Program. Applicants are encouraged to complete the Free Application for Federal Student Aid (FAFSA) early in the process. *Please contact* Financial Aid *directly at 1-800-433-3243 for all questions*. Tip: FA LIVE! Video Chat (via WebEx).

APPLICATION CHECKLIST:

☐ **AEPA/NES subject knowledge exam** (Not required for Special Education applicants)

- Passing results from the AEPA (Arizona Educator Proficiency Assessment)/NES (National Evaluation Series) in the content area for which you are being hired is required prior to admission. *A middle grade AEPA/NES content area exam is <u>not</u> an acceptable exam* for applicants applying to the Teacher in Residence program.

- A PDF verifying passing scores must be uploaded with the application materials.

- Test Registration and study guides: www.aepa.nesinc.com. You may also want to review past AEPA Study Guides. Although the NES replaced the AEPA the objectives and content are still similar.

☐ **Fingerprint Clearance Card:** Front digital image of your IVP Fingerprint Clearance Card to upload. For more information: IVP Fingerprint Clearance Card

☐ **Transcripts Verifying Baccalaureate Degree**: One **official** original transcript showing a conferred Bachelor's degree **must** be sent directly from the participating institution. Options include:

- **Electronically**: records@riosalado.edu

- MAIL:

  Rio Salado College Admissions and Records Office
  Attn: Educator Preparation Program
  2323 W. 14th Street Tempe, AZ 85281
  Note: Student-submitted copies of transcripts will be considered unofficial.

☐ **Letters of Recommendation:** Applicants must provide the names and email addresses of two (2) individuals that will complete online letters of recommendation. Applicants must enter this information in the application for an auto generated email to be sent directly to the designated individuals. **Rio Salado College will not accept Letters of Recommendation from relatives.**

☐ **Employment Verification (EVF):** Enter the name of the education partner and then an electronic form will be auto-forwarded to the approved point of contact.

☐ **Biographical Information**: Provide answers to the following questions as part of the application. Answers must be at least 1600 characters long and not exceed 5000 characters. It is recommended that responses be prepared in advance using a word document and then copy and paste the responses into the textboxes in the on-line application. (Characters include text, punctuation, and spaces.)

- ○ The prompts are:
  - ■ Explain what appeals most and least to you about teaching.
  - ■ Describe your understanding of a teacher's responsibilities.
  - ■ Discuss your greatest strength as a future educator.
  - ■ Discuss which grade level and content you desire to teach and why.
  - ■ Explain the career path you have pursued to date, and include any relevant employment or volunteer work with Pre-K-12 students. How does your prior work experience relate to the classroom experience?

☐ **Attend a Welcome to EPP Webinar:** This webinar provides useful, orienting information that will assist students as they start out their program. The student's application for admission to the program cannot be approved without completing this step. Although it is strongly encouraged that potential students only register for the webinar AFTER submitting the application to the Educator Preparation Program, webinar attendance can be prior to the application submission.