



RIO SALADO COLLEGE

A MARICOPA COMMUNITY COLLEGE

Traditional 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. If you have any questions contact a Student Services Specialist at **480-517-8140**.

COMMUNICATION: All communication regarding the status of your application will be delivered to your Maricopa email account. Log into your account via my.maricopa.edu to check the status of your application materials.

OPTIONAL: Applicants are encouraged to complete the Federal Application for Financial Statement (FAFSA) early in the process. <http://www.riosalado.edu/students/financial-aid>

Application Checklist:

- **OPTIONAL: AEPA/NES subject knowledge exam (Not required for K-12 Special Education)**
 - 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 not 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
- **Fingerprint Clearance Card:** Front digital image of your IVP Fingerprint Clearance Card to upload. For more information: <https://psp.azdps.gov/services/fccFormTriage>
- **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 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 written by relatives.**
- **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.
 - 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:** Once the application is submitted you will receive a confirmation email with a registration link for the Welcome to EPP webinar.