Teacher in Residence: Online Application Checklist

This checklist will assist the candidate in gathering the information needed to complete the on-line application for the Teacher in Residence (TIR) program. This includes documents and images that will be uploaded during the application process. If you have any questions, feel free to contact a Student Services Specialist at 480-517-8140.


Apply for Admission to the College at www.my.maricopa.edu. You must have a student ID and MEID# in order to complete the on line application. This process will take 24 hours to confirm so access to the actual application materials will not be available immediately.

Teacher Preparation – Teacher In Residence – Early Childhood
Teacher Preparation – Teacher In Residence – Secondary
Teacher Preparation – Teacher In Residence – Special Education

☐ Application for Admission to the Teacher in Residence Program: You will need the following items to complete the on line application:
  o APEA/NES subject knowledge exam. Passing score on the Arizona Educator Exams (e.g. APEA/NES) in your chosen subject area. You will be able to upload your official score report if it is available. NOTE: The subject area you choose will determine which of these tests you will take. A Subject Knowledge Exam is NOT REQUIRED for Special Education Candidates.
  * NES &/or APEA: www.apea.nesinc.com (Test registration and study guides available)
  o IVF Fingerprint Clearance Card – Front digital image of your IVF Fingerprint Clearance Card to upload. For more information: http://www.riosalado.edu/programs/education/post-baccalaureate/Pages/Fingerprint-Clearance.aspx
  o Letters of Recommendation – Applicants must provide the names and email addresses of two (2) individuals that will complete online letters of recommendation. Applicants should enter this information in the application and an auto email will directed to the designated individuals. *Rio Salado College will not accept Letters of Recommendation written by relatives.
  o Employment Verification: You will be asked to provide the name and email address of the individual at your school or district office that can verify your employment.
  o Biographical Information: You will be asked to 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 you prepare your responses as a word document and then copy and paste your responses into the textboxes in the on line application. It is strongly encouraged that you provide detailed responses and that you utilize correct grammar and spelling. A Rio Salado staff member will evaluate your responses as part of the formal admission process and candidates who do not adequately support their statement, address the prompt correctly, or have numerous errors on their statement will be assigned to a Success Coach. Throughout the program, Biographical responses will be shared with instructors, district personnel, and program staff members.
    The prompts are:
    1. Explain what appeals most and least to you about teaching.
    2. Describe your understanding of a teacher’s responsibilities.
    3. Discuss your greatest strength as a future educator.
    4. Discuss which grade level and content you desire to teach and why.
    5. 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?

☐ Complete the Star Teacher Assessment: You will receive a link to complete the Star Teacher Assessment in the email confirming your application submission. You will receive this email upon signing and submitting your application. The link will allow you to sign up for the Star Teacher Assessment at no cost to you. This assessment must be completed prior to your admission to the program.

☐ Transcripts Verifying Baccalaureate Degree: One official original transcript showing a conferred Bachelor’s. Note: Official transcripts must be sent directly from the participating institution to:
  o Rio Salado College Admissions and Records Office Attn: Educator Preparation Program 2323 W. 14th Street Tempe, AZ 85281
  o Or Electronic Transcripts to: records@riosalado.edu

NOTE: All communication regarding the status of your application will be delivered to your Rio Salado email account and NOT a personal account. It is essential that you log into your account via my.maricopa.edu on a regular basis to check the status of your application materials.

Additional Helpful Links and Information:
Residency Documents - If you have lived in Arizona for less than 1 year additional documentation will be needed to obtain in-county tuition rates. Candidates will need to complete the Teacher Waiver Form and complete the Online Non-Resident Tuition Form.

IF TEACHING IN AN ELD CLASSROOM: Structured English Immersion (SEI) – Either a 3-credit hour course or 45-clock hour workshop.
  o If a 3-credit hour course is taken through a college (Rio or otherwise) submit an official transcript.
  o If a 45-clock hour workshop is taken, provide a copy of the certificate of completion

Note for Special Education Teacher Candidates Working in a Special Education ONLY School (Public school district, charter, or private)

Special Education teacher candidates working in a Special Education ONLY school (public school district, charter, or private) must complete their required field experience observation hours for EDU235 (Introduction to the Exceptional Learner) and EDU223AB (Learning Disabilities in the Classroom), in a general education school. This placement (total of 9 hours over two semesters) will satisfy the expectation of the Arizona Department of Education for Rio Salado College’s Mild to Moderate Special Education Certificate. This additional experience is necessary to ensure the teacher candidate participates in activities such as: the prereferral process; Multi-Tiered Systems of Support; Child Study Team meetings; initial evaluations; providing services along the continuum of settings (inclusion/co-teaching/resource); collaborating and consulting with general education teachers; etc.