

This checklist will assist the candidate in gathering the information needed to complete the on-line application for the Traditional Post Baccalaureate (TPB) 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**.

OPTIONAL : Financial Aid: **Apply NOW** http://www.riosalado.edu/financial_aid/Pages/default.aspx. Fill out Federal Application for Financial Student Aid (FAFSA).

Apply for Admission to the College at www.my.maricopa.edu. You must have a student ID and MEID# 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.**

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.

Program Names

Teacher Preparation – Traditional Post Bacc –Early Childhood	Teacher Preparation – Traditional Post Bacc –Elementary
Teacher Preparation – Traditional Post Bacc – Secondary	Teacher Preparation – Traditional Post Bacc – Arts
Teacher Preparation – Traditional Post Bacc –Special Education	

Application for Admission to the Traditional Post Baccalaureate certification program. The following items will be needed to submit the on line application:

- **OPTIONAL: AEPA/NES subject knowledge exam.** Passing score on the Arizona Educator Exams (e.g. AEPA/NES) in your chosen **subject** area. Completion of the AEPA/NES exam is optional prior to admission to the Traditional Post Baccalaureate program but will be required prior to advancing to Level II of the program. 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 AEPA: www.aepa.nesinc.com (Test registration and study guides available)
- **IVP Fingerprint Clearance Card** - Front digital image of your IVP Fingerprint Clearance Card to upload For more information: <http://www.riosalado.edu/programs/education/post-baccalaureate/Pages/Fingerprint-Clearance.aspx>
- **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.**
- **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.
 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?
- **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:
 - Rio Salado College Admissions and Records Office Attn: Educator Preparation Program 2323 W. 14th Street Tempe, AZ 85281
 - Or Electronic Transcripts to: records@riosalado.edu
- **Once the application is submitted complete the Star Teacher Assessment:** You will receive a link to complete the Star Teacher Assessment inside of the email which confirms the submission of the application. The email will come from forms@riosalado.edu. 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.

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](#).