



RIO SALADO COLLEGE

A MARICOPA COMMUNITY COLLEGE

Teacher in Residence Post Baccalaureate Program Application Checklist

This checklist will assist in gathering the information needed to complete the online application for the Teacher in Residence Post Baccalaureate 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**.

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.

OPTIONAL: Due to the length of time required for processing a financial aid application, it is recommended that this step be completed early in the process.

Apply NOW <http://www.riosalado.edu/students/financial-aid> Fill out Federal Application for Financial Student Aid (FAFSA).

Step 1: Explore Programs

Step 2: Get Admitted to Maricopa Community College

Apply for Admission to the College at <https://www.maricopa.edu/become-a-student>. Applicants should use one of the following certification codes when enrolling with Maricopa.

This process to be fully admitted can take up to 24 hours to confirm.

When prompted choose:

- **Academic Career - Credit**
- **Primary College of interest - Rio Salado College**
- **Take courses for job skills (do not intent to earn degree or certificate)**
- **Scroll through the list of Academic Plans to find the plan that matches your certification/employment needs**

Traditional Post Baccalaureate Program Names with Major Code:

Teacher Preparation – Teacher in Residence – Early Childhood (7177)

Teacher Preparation – Teacher in Residence – Elementary (7165)

Teacher Preparation – Teacher in Residence – Secondary (7166)

Teacher Preparation – Teacher in Residence –Special Education Mild to Moderate (7167)

Step 3: RSC Program Admission Application (wait at least one hour from the time of the admission request with Maricopa Community College to access the TIR application)

Teacher in Residence Post Baccalaureate Program Application for Admission

You will need the following items to complete the online application:

1. AEPA/NES subject knowledge exam. 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 to the Teacher in Residence Post Baccalaureate program. A pdf verifying passing scores must be uploaded with the application materials. A middle grade AEPA/NES content area exam is not an acceptable exam for applicants applying to the Teacher in Residence program.

NES &/or AEPA: www.aepa.nesinc.com (Test registration and study guides available) 2.

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

<https://www.riosalado.edu/teacher-education/clinical-practices/fingerprint-clearance>

- 3. 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.**
- 4. Employment Verification:** Provide the name and email address of the individual the employment site that can verify that a contract offer or contract has been approved.
- 5. 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. Applicants must provide detailed responses that 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?
- 6. Complete the Star Teacher Assessment:** After submitting your online application to Rio Salado College's Post Baccalaureate Teacher Certification program, applicants will receive an email from forms@riosalado.edu confirming that the application has been received. This email will contain a link

to register for and complete the Star Teacher assessment. **There are no additional costs to complete the assessment.** This assessment must be completed prior to acceptance into the program and will take approximately 30 minutes to complete.

To access the Maricopa student email, go to <https://my.maricopa.edu/>

Click on Student Email.

Enter your MEID@maricopa.edu (MEID = series of letters and numbers) and password.

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If you experience difficulties accessing your email account, utilize the resources below:

[Student Email and Sign-In Help](#)

[Student Passwords & MEIDs](#)

7. Transcripts Verifying Baccalaureate Degree: One **official** original transcript showing a conferred Bachelor's degree. Official transcripts **must** be sent directly from the participating institution either electronically or by mail:

- Electronically: records@riosalado.edu
- **MAIL:**
Rio Salado College Admissions and Records Office
Attn: Educator Preparation Program
2323 W. 14th Street Tempe, AZ 85281

Additional Helpful Links and Information:

Residency Documents - If you have lived in Arizona for **less than 1-year** additional documentation is needed to determine if you are eligible 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) is required prior to enrolling. Either a State Board of Education approved 3-credit hour course or 45-clock hour workshop is required.

- If a 3-credit hour course is taken through a college, RSC or otherwise, submit an official transcript.
- If a 45-clock hour workshop is taken, provide a copy of the certificate of completion

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.

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