



Application Checklist

All application items must be submitted by May 1, 2020

*Applications will be reviewed as they are submitted.
Approximately two weeks after submission you will be contacted by ESD-U staff for next steps.*

ROUTE 2, ROUTE 3 & ROUTE 4 APPLICANTS

- (Route 2 & 4 only) Discuss with district – **Communicate** with your building supervisor and your district HR department regarding your intent to apply for the ESD-U program.
- Take basic skills test (WEST-B) – Or provide proof of taking equivalent alternative (ex: SAT, ACT).
- Take endorsement test (WEST-E or NES) – If you are applying for a dual endorsement program, you only need to take one WEST-E test (SPED or ELL) in order to apply, and you can take the NES test (Elementary Education or Reading) at a later date.
- Transcripts – **Official transcripts** from an accredited institution must verify degrees earned.
- List of references – **Three** (3) people that we may contact for references and who are familiar with your skills and knowledge. **One** (1) must be your current school district administrator or supervisor. If you do not currently work in a school district, it should be someone who is able to provide us information about your skills, experience, and commitment to working with children and youth.
- Letter of support
 - If **currently working** in a school district, provide a letter of support from your school district administrator or supervisor verifying your good standing with your current school district and providing assurances that your district will provide appropriate access to instructional opportunities during your required residency if employed during the 2020-2021 school year.
 - If **not** currently working in a school district, provide a letter of support from a supervisor or employer that includes information about your skills, experience, and commitment to working with children and youth.
- Essay questions – Submit responses to the **ESD-U Essay Questions** (located on ESD-U website).
- Submit ESD-U application – Using the **ESD 112 NEOGOV** application system.

RETOOLING APPLICANTS

- Discuss with district – **Communicate** with your building supervisor and your district HR department regarding your intent to apply for the ESD-U program.
- Transcripts – **Unofficial transcripts** from an accredited institution must verify degrees earned.
- List of references – **Three** (3) people that we may contact for references and who are familiar with your skills and knowledge. **One** (1) must be your current administrator or supervisor.
- Letter of support – Provide a **letter of support** from your school district administrator or supervisor verifying your good standing with your current school district and providing assurances that your district will provide appropriate access to instructional opportunities during your required residency if employed during the 2019-2020 school year.
- Submit ESD-U application – Using the **ESD 112 NEOGOV** application system.