



Application Checklist

All application items must be submitted by May 1, 2019

RESIDENCY TEACHER CERTIFICATE APPLICANTS (ROUTES 2, 3 & 4)

- (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.
- Passing scores for basic skills test (WEST-B) – Or passing scores for an equivalent alternative.
- Passing scores for subject matter test (WEST-E or NES) – If you are applying for a dual endorsement program, you only need to pass one WEST-E test (SPED or ELL), and you can take the NES test (Elementary Education or Reading) at a later date.
- Transcripts – **Official transcripts** are required and 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 2019-2020 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 – Prepare responses to the **Residency Teacher Certificate Essay Questions** (located on ESD-U website).
- Submit ESD-U application – Using the **ESD 112 NEOGOV** application system.

Note: After applications have been reviewed, qualified applicants will be contacted for an interview with an ESD-U representative.

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** are acceptable and 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.