



## Retooling Application Checklist

*All application items must be submitted by May 1, 2023!*

### SEVEN-STEP APPLICATION CHECKLIST

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| <input type="checkbox"/> CONNECTION WITH DISTRICT  | <input type="checkbox"/> REFERENCES                      |
| <input type="checkbox"/> COMMUNICATE WITH DISTRICT | <input type="checkbox"/> FIELD EXPERIENCE AGREEMENT FORM |
| <input type="checkbox"/> UNOFFICIAL TRANSCRIPTS    | <input type="checkbox"/> ONLINE ESD-U APPLICATION        |
| <input type="checkbox"/> LETTER OF RECOMMENDATION  |  |

### SEVEN-STEP APPLICATION CHECKLIST: CLARIFICATIONS & INSTRUCTIONS

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*Applications will be reviewed on an ongoing basis. You will be contacted by ESD-U staff for next steps.*

**CONNECTION WITH DISTRICT:** If you are not yet connected to a school, district, or other learning institution, we recommend applying for open positions. The ESD-U program is designed for individuals who are already working or volunteering within a school/classroom system. If you interview for positions, you should indicate your intent to apply for the program. ESD-U does not take an active role in placing applicants who are not yet connected. To view job postings at districts in the ESD 112 region, visit: [https://www.esd112.org/takeroot/?target=District Openings](https://www.esd112.org/takeroot/?target=District%20Openings).

**COMMUNICATE WITH DISTRICT:** If you are employed with a school, district, or other learning institution, we recommend that you communicate with your **building supervisor and your district Human Resources (HR) department** regarding your intent to apply for the ESD-U program. Share the [ESD-U Info Sheet for HR & Administrators](#) with them.

**UNOFFICIAL TRANSCRIPTS:** For highest completed degree from an accredited institution.

- Unofficial transcripts should be uploaded as an attachment to the online ESD-U application.
- If you have multiple degrees, the highest completed degree transcript should reference other completed degrees. If it does not, provide unofficial transcripts for other completed degrees.
- ESD-U does not have access to transcripts in district HR records.

**LETTER OF RECOMMENDATION:** At least one (1) letter of recommendation should be uploaded as an attachment to the online ESD-U application. You can upload multiple, if you have more than one relevant letter.

- If **currently working** in a school, district, or other institution of learning, provide a **letter of recommendation** from your supervisor or administrator recommending you for ESD-U based on your skills, experience, and commitment to becoming a teacher.
- If **not** currently working in a school, district, or other institution of learning, provide a **letter of recommendation** from a supervisor or employer that includes information about your skills, experience, and commitment to working with children and youth.
- If the recommender prefers to send the letter directly to program staff ([esd-u@esd112.org](mailto:esd-u@esd112.org)) then you should upload a placeholder document to the online ESD-U application with your name, the name and email of the recommender, and an estimated timeframe for when it will be sent.

Application items must be submitted by May 1, 2023. For application questions, email [esd-u@esd112.org](mailto:esd-u@esd112.org).

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- If your recommender has questions about ESD-U, provide them with the [ESD-U Info Sheet for HR & Administrators](#) (located on the [ESD-U website](#)).

**REFERENCES:** Three (3) individuals that we may contact for references who are familiar with your skills and knowledge. We contact references on an 'as needed' basis, and we may not contact all references.

- **One** (1) of the three (3) references must be your current administrator or supervisor.
- Include these individuals in the 'Reference' section of the online ESD-U application.

**FIELD EXPERIENCE AGREEMENT FORM:** To be enrolled in ESD-U, a school, district, or other learning institution must agree to provide you with appropriate access to instructional opportunities for you to complete the required field experience hours in either a paid or volunteer capacity. This form is the first step in that process.

- If **currently working** in a school, district, or other institution of learning, this form should be completed by district HR staff, indicating whether the district is willing and able to provide appropriate access to instructional opportunities during your required field experience if employed during the upcoming school year.
  - Your supervisor or administrator can provide a statement on the form if they are interested in providing a recommendation or more information for HR (OPTIONAL!)
- If **not** currently working in a school, district, or other learning institution, you will need to provide a District Agreement Form before program begins from a school, district, or other learning institution.
- Districts are not required to provide access to instructional opportunities for field experience. There are several factors that may influence a district's ability to provide access, including district policies, current classroom assignment, current position, access to students in the desired endorsement area, etc.
- Completed [Field Experience Agreement Form](#) can be uploaded to the online ESD-U application.
  - If your district prefers to send the letter directly to program staff ([esd-u@esd112.org](mailto:esd-u@esd112.org)) then you should upload a placeholder document to the online ESD-U application with your name, the name and email of the HR staff you have contacted, and an estimated timeframe for when it will be sent.

**ONLINE ESD-U APPLICATION:** Submit the online ESD-U application using the **ESD 112 NEOGOV** application system. You will need to create a free NEOGOV account. Links to the online ESD-U application are posted on the [ESD-U website](#).

- In the **Work History** section, please include positions that would be relevant to applying for the ESD-U program, including any employment/volunteering at schools, districts, learning institutions, or other programs working with children and youth.