

Aspiring Apprentice Checklist - GYO Program

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| Established District Employer | List your school district employer (required). |
| Degree & Licensure Area | Bachelors, Post-Bac (1yr), or Masters Special Ed., Elem. Ed., Math etc. |

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| 1) Talk to Your School District | 2) Application and Acceptance |
| <ul style="list-style-type: none"> <input type="checkbox"/> Complete this apprentice profile form. <input type="checkbox"/> Use this list to confirm that your district is a program provider. <input type="checkbox"/> Confirm that your district will employ you as an apprentice in the upcoming school year. <input type="checkbox"/> With your district leader (see list above), choose an eligible partnering university. | <ul style="list-style-type: none"> <input type="checkbox"/> Complete the university application. <input type="checkbox"/> Complete the FAFSA as early as you can to maximize financial aid. <input type="checkbox"/> Use the Estimated Cost Calculator to get an unofficial estimate of aid. <input type="checkbox"/> When you receive acceptance information*, move to step three. <p>*You may need to be accepted to both the university and the education program.</p> |
| 3) Seek District Approval | 4) Enrollment- EPP & LEA |
| <ul style="list-style-type: none"> <input type="checkbox"/> Provide your acceptance and aid estimate to your school district leader. <input type="checkbox"/> The school district leader will provide you with a letter of approval or denial (see below) into the registered teacher apprenticeship program (RTAP) for the upcoming school year. <input type="checkbox"/> If approved, move to step 4. | <ul style="list-style-type: none"> <input type="checkbox"/> Finalize all enrollment and course registration steps with your university. <input type="checkbox"/> Finalize academic financial aid (includes a GYO Scholarship). You will have no academic costs (tuition, books, fees or testing). You will be responsible to continue meeting aid requirements. <input type="checkbox"/> Complete RTAP form 671 with your school district to register your apprenticeship with the state. |

Denial

What happens if your school district denies your RTAP application even though the university accepted you into their program of study?

- You are still eligible to go to college! Contact the university and ask about financial aid options and/or payment plans.
- GYO apprenticeship openings will occur annually. Ask your district leader if you should consider re-applying the following year.

Pro Tips:

- Use the same email address across all applications and forms.
- Keep a list of names, email addresses, and roles of contacts, or use the *Contact People* space on this checklist to remember names/emails.
- If you have waited 1-2 weeks for a response and have not heard anything, it is appropriate to email and request an update. Ask if any additional items are needed.
- Keep this checklist in a memorable place.

Contact People

- GYO contact person for your LEA:
- Admissions person at your selected EPP:
- Advisor at your selected EPP:
- GYO contact for your EPP:
- Mentor teacher:



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