# Aspiring Apprentice Checklist - GYO Program

<table>
<thead>
<tr>
<th>Established District Employer</th>
<th>List your school district employer (required).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree &amp; Licensure Area</td>
<td>Bachelors, Post-Bac (1yr), or Masters</td>
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## 1) Talk to Your School District
- Complete this [apprentice profile](#) form.
- Use this list to confirm that your district is a program provider.
- Confirm that your district will employ you as an apprentice in the upcoming school year.
- With your district leader (see list above), choose an eligible partnering university.

## 2) Application and Acceptance
- Complete the university application.
- Complete the FAFSA as early as you can to maximize financial aid.
- When you receive the university acceptance information* and a financial aid estimate, move to step three.
*You may need to be accepted to both the university and the education program.

## 3) Seek District Approval
- Provide your acceptance and financial aid information to your school district leader.
- 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.
- If approved, move to step 4.

## 4) Enrollment- EPP & LEA
- Finalize all enrollment and course registration steps with your university.
- 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.
- Complete RTAP form 671 with your school district to register your apprenticeship with the state.
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: