



# Grow Your Own Program Aspiring Apprentice Checklist

<b>Established District Employer</b>	List your public school district employer (required).
<b>Degree &amp; Licensure Area</b>	Bachelors, Post-Bac (1yr), or Masters   Special Ed., Elementary Ed., Math etc.

1) Talk to Your School District	2) Application and Acceptance
<ul style="list-style-type: none"> <li>❑ Complete this <a href="#">Apprentice Profile</a> form.</li> <li>❑ Use <a href="#">this list</a> to confirm that your district is a program provider.</li> <li>❑ Confirm that your district will employ you as an apprentice in the upcoming school year.</li> <li>❑ With your district leader (see list above), choose an eligible partnering university.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Complete the university application</li> <li>❑ Complete the FAFSA as early as you can to maximize financial aid.</li> <li>❑ Use the <a href="#">Estimated Cost Calculator</a> to get an unofficial estimate of aid.</li> <li>❑ When you receive acceptance information*, most to step three.</li> </ul> <p><i>*You may need to be accepted to both the university and the education program.</i></p>
3) Seek District Approval	4) Enrollment - EPP & LEA
<ul style="list-style-type: none"> <li>❑ Provide your acceptance and <a href="#">aid estimate</a> to you school district leader.</li> <li>❑ 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.</li> <li>❑ Submit your letter of approval to the Grow Your Own contact at your Educator Preparation Provider (EPP)</li> <li>❑ If approved, move to step 4.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Finalize all enrollment and course registration steps with your university.</li> <li>❑ Finalize academic financial aid (eligible for the GYO Scholarship after 60 or more college credit hours). You will have no academic costs (tuition, books, fees or testing). You will be responsible for continuing to meet aid requirements.</li> <li>❑ Complete RTAP form 671 with your school district to register your apprenticeship with the state.</li> </ul>

## Denial

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

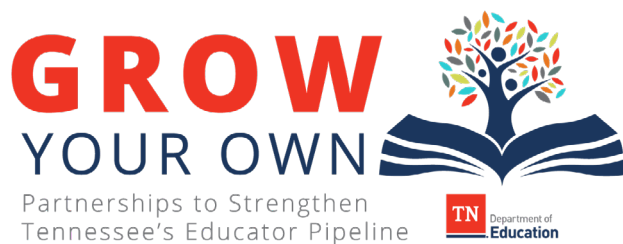
- You are still eligible to go to college! Contact the university and ask about financial aid options and/or payment plans.
- GYO apprenticeship openings will occur annually. Ask you district leader if you should consider re-applying the following year.

## 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 List:

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



[growyourown@tennessee.edu](mailto:growyourown@tennessee.edu) | [growyourown.tennessee.edu](http://growyourown.tennessee.edu)