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Teacher Apprenticeship Program – Champlain College

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# Application & Instructions

# 2013/2014

# Application Instructions

Application and admission into TAP is a two step process. TAP candidates must meet the minimum application requirements listed below through an Initial Review before receiving approval to seek an internship. After successful completion of the Initial Review, TAP candidates must interview for and secure an internship for field work with an approved mentor teacher at an approved school prior to final acceptance into the program (upon passing the criminal background check). The following information applies to all candidates for Initial Review and final acceptance into TAP:

## TAP Application and Professional History

Please submit the TAP application as a package and indicate all professional and academic accomplishments along with work history. Incomplete applications will not be considered.

## College and Post Secondary Transcripts

Please submit a copy of your transcripts from all post-secondary institutions attended (a photocopy will suffice. Transcripts must be submitted with your application package. (Official transcripts will be required during the final licensure process).

## Recommendations

Please submit a minimum of three professional or academic recommendations on the form provided. Only the provided format will be accepted. It is required that recommendations be mailed separately by references to TAP.

## Application Deadline

Applications are processed on a “rolling admissions” basis. *It is best to get your application in as soon as possible in order to increase your chances of securing a placement for the following year.*

Dates:

Dec 15 Application available  
Apr 30 Applications due  
June 1 Mentor placement secured  
July 15 \$2000 deposit due  
Aug 15 Tuition balance due  
Oct 15 Last date for withdrawal from the program

# Non-Discrimination Statement

The TAP program is committed to maintaining a work and learning environment free from discrimination. Admission decisions shall be made without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, marital/civil union status, ancestry, and place of birth, age, physical or mental condition and any other protected class under federal and/or state law.

## Admission Selection Process

Once your application is submitted, final acceptance into the TAP program shall be based on the following: securing an approved internship with a mentor teacher at a designated school, admission interview with TAP Directors, space availability, completeness of the application, transcript review to determine whether all required coursework in content area has been met, performance during the interview with TAP faculty and with potential mentor teacher, communication skills (both oral and written), references, and grade point average. Candidates will be notified via e-mail upon acceptance, deferment, or denial to the program.

## Candidate Checklist Checklist

### Step 1. Application for Initial Review

- Obtain and submit copies of transcripts
- Distribute references
- Complete and submit application form
- Attach the \$100 **non-refundable** application fee
- Schedule an admission interview with TAP Faculty

### Step 2. After notification of a positive Initial Review:

- Once your application has been positively reviewed, you will be notified and an admission interview will be scheduled with TAP Faculty. You may begin to work with TAP to identify potential mentor teachers for your field based placement.

- ❑ Candidates are responsible for interviewing and securing TAP internship placement with an approved TAP teacher mentor.
- ❑ Confirm TAP placement and teacher mentor with TAP

**Step 3.**

**Upon Final Acceptance:**

- ❑ .
- ❑ Once, notified of final acceptance submit letter of confirmation and payment.
- ❑ Complete the criminal records check requirement
  
- ❑ Submit official internship paperwork from mentor teacher and placement school
- ❑ Schedule required Praxis exam(s)
- ❑ Submit \$2,000 deposit in full for the Program no later than July 15<sup>th</sup> and remaining balance no later than August 15.
- ❑ Complete substitute paperwork (if interested)

**Please note:** *We strongly recommend that you make copies of your completed application and supporting materials. All materials submitted as part of the application process become the property of Chittenden Central Supervisory Union and will not be returned.*

**Send your application and \$100 non-refundable deposit to:**

Champlain College - TAP Program  
PO Box 670  
Burlington, Vermont 05402

Late, misleading, inaccurate improperly addressed or incomplete applications will result in forfeiture of your application package from consideration or if applicable, your removal from the TAP program

# Conditions of Participation in TAP

If selected and conditionally approved to participate in our Teacher Apprenticeship Program, participants shall be required to meet the following in order to be accepted and enroll in the TAP program:

## **Internship at an Approved School**

All Candidates that have been positively reviewed must secure a field based internship placement with an approved mentor teacher at an approved recognized school. Once approved by TAP to begin this process, the candidate will work with TAP faculty to secure the internship. All interviews and visits with schools and their staff shall be scheduled and conducted with the candidate. Final acceptance into the TAP program is dependent upon the candidate securing an approved internship with an approved mentor teacher in the appropriate grade level and endorsement area. TAP will provide assistance with scheduling and arranging these interviews. Ultimately it is at the discretion of the potential placement school and mentor teacher to elect to host and accept a TAP candidate at their school.

## **Criminal Record Background Check**

In an attempt to help protect our school children from abuse and exploitation, Vermont law (16 V.S.A. sections 251-260) requires/authorizes criminal background investigations and registry checks with the Vermont Department for Children and Families (DCF) and the Department of Disabilities, Aging and Independent living (DDAIL) prior to any TAP candidates being accepted and approved for their

internship and field work. Once a field based internship has been secured, all TAP candidates will be required to provide fingerprints, releases and other information necessary to conduct background investigations and pass such background checks prior to being accepted into the program and beginning the field work. The cost of the procedures shall be the responsibility of TAP candidate. The process outlined above must be completed prior final acceptance and prior to the commencement of services within the school district(s) in which you are performing your field work. All TAP placements shall be conditioned upon an acceptable background checks. Although your placement with the district in which you are placed may commence prior to the completion of the background check process, continued participation in TAP shall be contingent upon a satisfactory background check in keeping with VT law policy. Subsequent revelation of a criminal background will result in immediate removal from the TAP program if discovered.

## **PRAXIS Exams**

Selected TAP candidates shall be expected to take required Praxis exam(s) prior to completion of the program. Scheduling of and payment for PRAXIS exams are the responsibility of the TAP candidate. The TAP program does not provide instruction or preparation for PRAXIS exams and makes no representation or guarantee for success on such exams by entrance or completion of the TAP program.

## APPLICATION FOR ADMISSION TO TAP

PLEASE PRINT OR TYPE

### PERSONAL INFORMATION

Applicant Name (First Name M.I. Last Name)	Mailing Address
Home Phone Number (        )	Work/Other Phone Number Where You Can Be Reached (        )
E-mail Address	Other contact person
How did you hear about the Program?	
<p>Please indicate how you identify yourself (check all that apply)</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> American Indian or Alaska Native (including all Original Peoples of the Americas)</p> <p><input type="checkbox"/> Asian (including Indian subcontinent and Philippines)</p> <p><input type="checkbox"/> Black or African American (including Africa and Caribbean)</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander (Original Peoples)</p> <p><input type="checkbox"/> White (including Middle Eastern)</p> <p><input type="checkbox"/> Other _____.</p> <p>The ethnicity question on the TAP Application has been updated to meet the Agency of Education reporting requirements. Answers to the ethnicity question are not required for submission. If you choose to answer this question, you may provide whatever answer you feel best applies to you or any groups of which you feel you are a part. You can answer all or none of the questions. If you wish to answer the ethnicity question but feel that the established categories do not fully capture how you identify yourself, you may provide more detail below.</p>	
<p>Are you a veteran of the U.S. Armed Forces?      <input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, please include experience under Relevant Employment Experience</p>	

### APPLICANT STATUS INFORMATION

Please circle the content area endorsement sought.

<p><b>Middle Level: grades 5-9</b> (<i>indicate content-area specialty</i>):</p> <p><input type="checkbox"/> English Language Arts</p> <p><input type="checkbox"/> Math</p> <p><input type="checkbox"/> Science</p> <p><input type="checkbox"/> Social Studies</p> <p><b>Art: grades pre-k-12</b></p> <p><b>Business and Administration: grades 7-12</b></p> <p><b>ELL: grades pre-k-12</b></p>	<p><b>English: grades 7-12</b></p> <p><b>Education Technology Integration Specialist</b></p> <p><b>Family and Consumer Science</b></p> <p><b>Foreign Language (<i>indicate language</i>):</b> _____</p> <p><b>Music (check one): grades pre-k-12</b>  <input type="checkbox"/> Choral  <input type="checkbox"/> Instrumental</p>	<p><b>Health: grades pre-k-12</b><b>Mathematics: grades 7-12</b></p> <p><b>Physical Education: grades pre-k-12</b></p> <p><b>Science: grades 7-12</b></p> <p><b>Social Studies: grades 7-12</b></p>
<p>For Pre-k -12 endorsements: music, art, health, physical education Specify primary grade level interest</p> <p><input type="checkbox"/> <b>Grades K-5</b>    <input type="checkbox"/> <b>Grades 6-8</b>    <input type="checkbox"/> <b>Grades 9-12</b></p>		

**LICENSES AND CERTIFICATIONS**

Please list all applicable licenses, certifications, teaching endorsements, etc. you currently hold and the governing authority/state for each (please attach copies of all licenses/certifications listed):

Please list all applicable licenses, certifications, teaching endorsements, etc. that are currently pending and the status of each:

**ACADEMIC HISTORY**

**HIGH SCHOOL**

High School Name (listed in descending order of attendance)	City	State	Country	Dates Attended From	to	GPA	

**COLLEGE/UNIVERSITY**

Please attach copies of your official transcripts from all post-secondary institutions attended. You may not ignore any previous academic work.

College/University Name (listed in descending order of attendance)	City	State	Country	Dates Attended From	to	GPA	Degree and Major

College courses in Progress:

**OTHER RELEVANT TRAINING**

Title/Description of workshop, seminar or training received	Date

**AWARDS AND ACHIEVEMENTS**

	Date
<b>SAT/GRE SCORES</b>	
Test:	Score:      Date Taken:
<b>PRAXIS TEST SCORES</b>	
Please attach copies of your official Praxis test scores (if available)	
Dates of Praxis examination(s):      Praxis I: ____/____/____      Praxis II: ____/____/____	
Praxis I test scores:	Reading _____      Writing _____      Mathematics _____
Praxis II test scores:	Endorsement Area(s) _____      Multiple Choice Score(s) _____      Essay Score(s) _____
	_____
	_____
	_____

**RESIDENCY/CITIZENSHIP**

Are you a U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO    (if NO, please complete section below)	
<b>For Non-U.S. Citizens</b>	
Are you a permanent resident of the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO      My alien registration number is: A _____	
_____	
Current non-immigrant visa type (if relevant): (e.g. F-1; J-1; L-2; H-4; other): _____      My I-94 number is: _____	
_____	

**RELEVANT EMPLOYMENT EXPERIENCE**

Please list all employment experience in order starting with your most recent employment. Attach additional pages as necessary.

Dates of Employment From                      To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Hours/week
Dates of Employment From                      To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Hours/week

Dates of Employment From                      To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Hours/week
Dates of Employment From                      To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Hours/week
Dates of Employment From                      To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Hours/week

**PERSONAL EXPERIENCE/ACHIEVEMENTS**

**COMMUNITY SERVICE/VOLUNTEER EXPERIENCE**

Nature or Service or Volunteer Commitment	Dates of Participation	Hours/ Week	Weeks / Year	Required for Academic, Employment or Discipline reasons?

**CO-CURRICULAR & ATHLETIC EXPERIENCE**

Activity	Dates of Participation	Hours/ Week	Weeks /Year	Position Held



Please list any academic/employment/civic awards or honors you have received:	Date

<b>2 Short Essays</b>
<ol style="list-style-type: none"> <li>1. Please write short essay about the one teacher that has had the most influence on you. Be specific about why this teacher had so much impact by citing specific examples.</li> <li>2. Please write a short essay answering the following questions: What experiences in your own life would help you meet the needs of Vermont's diverse (special needs, ELL, diverse socio-economic backgrounds) student population?</li> </ol>

<b>BACKGROUND</b> Please circle the appropriate response and provide details as requested.
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Have you ever been dismissed or suspended, or received disciplinary action related to academic or work-related performance? <input type="checkbox"/> YES <input type="checkbox"/> NO  If YES, please explain the circumstances in complete detail on a separate piece of paper.	YES / NO
Have you ever been convicted of a crime or misdemeanor?	YES / NO
Have you ever entered a plea of guilty or nolo contendere to a felony or misdemeanor charge?	YES / NO
Are there any charges pending against you in any jurisdiction at this time?	YES / NO
Have you ever forfeited a bail bond posted to guarantee your appearance in court to answer criminal charges?	YES / NO
Have you ever been placed on the child protection registry maintained by the department for children and families?	YES / NO
Have you ever been placed on the vulnerable adult abuse, neglect, and exploitation registry maintained by the department of disabilities, aging, and independent living?	YES / NO
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?	YES / NO
Have you ever been disciplined, discharged, or asked to resign from a prior position?	YES / NO
Has your contract in a prior position ever been non-renewed?	YES / NO
Have you ever been charged with, or are you currently being investigated for sexual abuse, assault, misconduct or harassment of another person?	YES / NO
Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?	YES / NO
Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)?	YES / NO

If you answered "YES" to any of the questions above, please fully explain the circumstances of all conviction(s)/pending charges, including the specific charge, date, location of the offense and the court, and the disposition of court proceedings (continue on additional paper if needed). A "YES" response to any of the above questions will not automatically exclude an applicant from further consideration:

**NOTE:** Vermont State Law requires an FBI fingerprint supported criminal record background checks, a criminal background check with the Vermont Criminal Information Center and other states in which you lived and/or worked, and registry checks with the Vermont Department for Children and Families (DCF) and the Department of Disabilities, Aging and Independent living (DDAIL) for all student interns and TAP candidates prior to beginning any field work at their placement school. The costs associated with these checks will be the responsibility of the applicant. If placed prior to the completion of the background check process, continued participation in TAP would be contingent upon satisfactory background check results.

EQUAL OPPORTUNITY EMPLOYER

Chittenden Central Supervisory Union and its affiliated school districts are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity, marital/civil union status, ancestry, place of birth, age, citizenship, veteran status or disability, or other protected class as defined and required by state and/or federal laws.

APPLICANT STATEMENT AND AUTHORIZATION

“I certify that the information provided in this questionnaire and any attachments are true and complete to the best of my knowledge. I understand that intentional falsification of statements, incomplete or misleading information on this questionnaire and attachments will result in automatic removal of my application from further considerations, and, if placed in TAP, shall be grounds for immediate removal from the program. When it is determined that an applicant failed to disclose or fully disclose his or her background through misunderstanding or inadvertence, I understand that such failure will be considered a significant factor in placement considerations and shall result in removal from the application process or TAP program (if accepted and enrolled).”

“If my application is accepted, I also understand that although my placement may commence prior to the completion of the criminal records check and registry check process, continued participation in TAP would be contingent upon a satisfactory result of the check.”

“I authorize investigation of all statements contained herein. I also give permission to the references and previous employers listed on the application and any attachments to provide to you any and all information concerning my employment and any other pertinent information they may have. I agree to release all parties, including all CCSU and TAP employees and agents from all liability for any damage that may result from furnishing such information to you.”

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Teacher Apprenticeship Program (TAP)

### RECOMMENDATION FORM: To Be Submitted by Reference Separately

#### I. Applicant Statement and Release

Applicant Name (please print): \_\_\_\_\_

I hereby give permission to \_\_\_\_\_ to provide any and all information concerning my employment, potential employment, and/or any other pertinent information they may have to the Teacher Apprenticeship Program.. I agree to release all parties from all liability for any damage that may result from furnishing such information.

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

#### II. Recommendation Rubric

Rating	Please circle the appropriate box from the selections offered.				
General Outlook and Attitude	Rarely sees problems as solvable learning opportunities. Fairly close-minded.	At times sees problems as solvable learning opportunities. Sometimes open-minded.	Generally sees problems as solvable learning opportunities. Usually open-minded.	Usually sees problems as solvable learning opportunities. Open-minded and flexible thinker.	No basis for evaluation
<b>Communication Skills</b>					
Oral Expression	Makes frequent language/grammatical errors, not professional.	Inarticulate, language not professional.	Articulate, professional.	Expressive, animated, articulate, professional.	No basis for evaluation
Written Expression	Writing demonstrates confusion and has consistent errors in spelling and grammar.	Writing is often unclear and has frequent errors in spelling/grammar.	Writing is usually clear with infrequent errors.	Expresses ideas clearly with an absence of error.	No basis for evaluation
Non-verbal Expression	Unaware of own inappropriate behavior.	Is aware of non-verbal behavior but is unable to alter inappropriate demeanor.	Is aware of body language and behavior and usually uses it in appropriate ways.	Is aware of body language and behavior and always uses it in appropriate ways.	No basis for evaluation
<b>Professional Behavior</b>					
Reliability/Dependability	Often fails to complete assigned tasks or duties.	Sometimes needs to be reminded to attend to assigned tasks or duties.	Responsible, attends to assigned tasks or duties without prompting.	Self-starter. Perceives needs and attends to them immediately.	No basis for evaluation
Independence, initiative and preparedness.	Passive, depends on others for direction, ideas and guidance/is rarely prepared.	Does what is asked, dependent on others for instructions.	Works effectively with limited supervision.	Creative and resourceful: independently plans and follows through on ideas.	No basis for evaluation
Punctuality	Often late.	Occasionally late.	Always on time.	Frequently arrives early.	No basis for evaluation
Managerial Skills	Disorganized, inefficient, hesitates to make decisions independently.	At times is organized and efficient. Occasionally makes decisions independently. Rarely anticipates challenges.	Generally organized and efficient. Often makes decisions independently. Sometimes anticipates challenges.	Organized, efficient decision-makers. Anticipates challenges and prepares ahead of time.	No basis for evaluation
Attendance	Often absent.	Occasionally absent.	Is present and engaged.	Provides additional personal time.	No basis for evaluation
Response to Feedback	Defensive, unreceptive to feedback.	Receptive, doesn't implement suggestions.	Receptive, adjusts performance accordingly.	Solicits suggestions and feedback from others.	No basis for evaluation
Interpersonal relationships	Insensitive to others' feelings and opinions as evidenced by abrupt and/or critical statements.	Limited sensitivity and diplomacy.	Perceives what to do or say in order to maintain good relations with others and responds accordingly.	Highly sensitive to others' feelings and opinions, diplomatic.	No basis for evaluation

#### III. General Reference Questions

1. Would you hire or rehire this individual? If NO, please explain.	YES / NO
2. Would you recommend this individual for acceptance into the CCSU TAP program? If NO, please explain.	YES / NO
3. Do you have any concerns about this individual that we should be aware of? If YES, please explain.	YES / NO
4. To your knowledge, has this individual ever been disciplined as a result of his/her performance, actions, or lack thereof? If YES, please explain.	YES / NO
5. Do you know of any reason why we should not accept this individual? If YES, please explain.	YES / NO
Other relevant information (attached additional pages as necessary):	
<b>IV. Reference Information and Acknowledgement</b>	
Name of individual providing recommendation (please print):	Organization Name: Title/Position:
What is your relationship with the applicant?	Phone Number: E-mail Address:
I certify that the above information is true and complete the best of my knowledge.	
Signature of individual providing recommendation	Date

Please mail completed form to: TAP, Champlain College, Attn: Scott Mosher, PO BOX 670, Burlington, VT 05402

**- DO NOT give directly to applicant -**

This form has been designed collaboratively by personnel from UVM, CCSU, and Saint Michael's College.

*Revised December 11, 2012*