

CHECKLIST FOR EXPEDITED APPLICATIONS

**Directions: check all that apply on BOTH pages of this checklist
Be sure to sign the bottom of the second page**

APPLICATION – a completed, signed, and notarized paper application must accompany each request for an expedite, even if an application has already been submitted by paper or online.

Application is included in this packet (required)

COMPLETE FEE PAYMENT

Full payment or balance due is enclosed

Complete payment confirmed in TCIS

TRANSCRIPTS – For expedited applications, we will accept transcripts and evaluations either mailed directly to the department from the college or service OR sent to the applicant in a sealed envelope and presented in the sealed envelope to the county office. In the latter case, the county office should keep a copy of the transcript or evaluation and submit the original to the department with this packet.

Official copies of all U.S. college transcripts listing degree conferral and grade point average (GPA):

All transcripts are included in this packet

Some transcripts are confirmed as received in TCIS, the rest are included in this packet

All transcripts are already confirmed as received in TCIS, thus none are included in this packet

Foreign Transcript Evaluations: transcript evaluation(s) from an approved evaluation service that includes degree equivalency, semester-hour equivalent of each area of college-level study, and cumulative baccalaureate and advanced degree GPAs

Not applicable because applicant has no foreign transcripts

All evaluations are included in this packet

Some evaluations are confirmed as received in TCIS, the rest are included in this packet

All evaluations are confirmed as received in TCIS

PRAXIS II, SLS, OPI, AND/OR WPT TEST SCORE(S) if the certificate requires it. (See Test Requirements List, available on the web.) Passing test scores must be confirmed as received in TCIS for an application to be expedited.

Test score(s) required and is confirmed as received and passing in TCIS

Test score(s) required but not in TCIS. Copy of passing test score report and of SSN card are attached.

Test score(s) NOT required

VERIFICATION OF PROGRAM COMPLETION FORM. (See Guidelines for Verification of Program Completion Form.)

Verification of Program Completion Form is NOT required

Verification of Program Completion Form is required and is confirmed as received in TCIS

OUT-OF-STATE CERTIFICATES

Copies of all certificates are enclosed

Applicant has NO out-of-state certificates

CRIMINAL HISTORY FORM

A completed, signed criminal history form is enclosed.

LETTER(S) OF EMPLOYMENT EXPERIENCE – If required. If not already in TCIS, letters for an expedited application may be sent in sealed envelopes to the applicant, then provided in the sealed envelopes to the county office by the district or applicant for forwarding to Trenton. (See Guidelines for Letters of Employment Experience)

Letters of experience not required

All necessary letters of experience are confirmed as received in TCIS

Some or all letters of experience are included in this packet.

FOR NON-CITIZENS ONLY – Both forms listed below **MUST** be included in this packet, even if the forms were submitted for previous applications.

A signed and notarized Non-citizen Oath of Allegiance/Verification of Accuracy Statement is enclosed.

A signed and notarized Affidavit of Intent to Become a Citizen is enclosed.

Signature: _____
(County Certification Officer or County Superintendent)

Date: _____