

2024-25 WEA Teacher Residency Application Checklist

All application materials must be complete and required documents uploaded by 5:00 pm on Friday, April 12, 2024. Use this checklist document as a guide to making sure you are prepared. Questions? Email admissions@washingtonea.org.

Step 1: Application questions: Share contact information and district preferences, and respond to short questions about your experience and assessments. The application process includes taking a basic skills assessment with no minimum score required. It can take some time to register for the basic skills assessment, so please do this right away! Find out more in our [FAQ](#).

Basic skills assessment.

Taking a basic skills assessment is required for program admission and must be taken prior to the application deadline, so please schedule this right away if you have not already taken it. **You must request that a score report be sent to the WEA.** There is no minimum required passing score. The results of this assessment will be used by the WEA teacher residency program to design candidate supports.

Basic skills exams approved for Washington teacher preparation program admission:

- **WEST-B:** Register for the [WEST-B](#). Request a [WEST-B score report](#) be sent to the WEA. **Prior** to registering for the WEST-B, please request a voucher from admissions@washingtonea.org to cover test fees.
- **SAT:** Request a [SAT score report](#). Use the Code 9284 -Washington Education Association to request your scores be sent to the WEA.
- **ACT:** Request an [ACT score report](#). Use the Code 8087 -WEA Teacher Residency Program to request your scores be sent to the WEA.
- Washington state approved [Basic skills exams from other states](#)

Many applicants will have previously taken the SAT or ACT, and these past scores can be submitted. There is no expiration date for these exams, although be aware that if the College Board (SAT) or ACT is unable to retrieve your scores, you will need to take the WEST-B.

Your score report needs to include separate results in reading, writing, and math. In many years, the SAT and ACT did not include a writing test, or writing was optional. If you do not have a writing score for your SAT or ACT, you will need to take the [WEST-B writing subtest](#). Please request a voucher from admissions@washingtonea.org prior to registering for the WEST-B writing subtest.

Request two letters of recommendation.

You will need to submit two letters of recommendation. As it can take some time for references to write these letters, please request these as soon as possible.

A. At least one of these letters must be from a current or most recent supervisor. **Note:** Teachers are not supervisors of paraeducators. The supervisor for a paraeducator is generally the principal, assistant principal, special education director, or someone in a similar administrator role.

B. If you have experience working with students or children, at least one of these letters must document your experience, including length of your experience, and must be from school district personnel, other employer, volunteer supervisor, or someone with knowledge of your work.

C. If a current or most recent supervisor is able to document your experience with students or children, that letter may meet both requirements A and B. In that case, you will still need to submit two letters, but the second letter may be from someone else of your own choosing.

- Demographic information.** The application contains a link to a survey for your demographic information. Please complete this survey.
- Respond** to all application questions.
- Candidate assurances.** Carefully review and indicate your understanding.

After you complete Step 1, you will receive a link via email to Step 2, the document portal.

Step 2: Upload required documents.

After you click “submit” on your application, you will receive an email with a link to your candidate portal for uploading required documents. Summary below. [Find details.](#)

- Transcript(s) of bachelor’s degrees or higher. Upload unofficial transcripts, and request official transcripts be sent to WEA.
- Personal narrative. Essay or video/audio recording.
- Resume or description of experience.
- Two letters of recommendation. See above for requirements for who may write the letters.
- If there is any prior coursework or experience you wish WEA to consider towards meeting program completion requirements, please email it to the WEA at admissions@washingtonea.org with the subject line, “Prior coursework or experience for consideration.”

How will applicants be selected for the program?

We anticipate receiving many applications for a relatively small number of openings in WEA's program.

WEA Teacher Residency's [six core values](#) will be used to assess applicants' readiness for the program throughout the selection process. Please feel free to review them to ensure you understand our program's focus.

1. Collaboration & Connection
2. Reflection
3. Impact
4. Strategic & Intentional Instruction
5. Student & Family Centered
6. Dignity & Integrity

Applicants may be invited to an in-person interview. Applicants invited to an interview will also be asked to complete a [virtual teaching simulation](#), and then reflect on that simulation as part of the interview.

WEA is using a holistic review of all application materials in making admissions decisions.

These materials include:

- Personal narrative
- Interview process, including reflection on [virtual teaching simulation](#)
- Letters of recommendation
- Resume or description of experience
- Transcript
- Basis skills assessment scores in reading, writing, and math. See FAQ for list of acceptable assessments. There is no minimum passing score. Assessments are one of multiple measures used in the admissions process.
- Other items submitted as part of the application

WEA anticipates notifying all applicants of admissions decisions in late May.