

**ELEMENTARY EDUCATION INTERNSHIP APPLICATION CHECKLIST**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

G# \_\_\_\_\_

**TESTING: PLEASE CHECK ALL THAT APPLY:**

- I have passed the VCLA (required for all students to obtain licensure after Dec. 31, 2006)
- I have passed the Praxis I and II
- I have passed VRA

**APPLICATION WILL INCLUDE:**

- Unofficial Mason transcript
- A Goals Statement Two pages typed.
- A copy of your **passing** Praxis I and II scores If you don't have a copy on file with GMU, please request one from ETS ([www.ets.org](http://www.ets.org)).
- A copy of your **passing** VCLA scores If you don't have a copy on file with GMU, please request one from ETS ([www.va.nesinc.com](http://www.va.nesinc.com)).
- Negative TB test results If you are an employee of the school district where you intern, the test is not required.
- Current resume
- Four (4) complete collated applications** Deliver to the, School Placement Coordinator (Robinson A307), **by the deadline.**

**NOTE:** Any application turned in past the deadline WILL NOT BE ACCEPTED.**CHECK THE APPLICABLE DEADLINE:**

- Spring Applications—October 15
- Fall Applications—July 15

**AFTER TURNING IN YOUR APPLICATION**

- Register** for EDCI 790 Register for 6 credits on Patriot Web.
- Retain a copy of my application and supporting documents for my records

I certify that I have included the items checked on this list. \_\_\_\_\_

# Endorsement Checklist

**(to be included with the Application for Internship)**

**Instructions:** Please include one copy of the following documentation with your internship applications (you need only submit one copy of this packet per your 5 internship applications):

- This checklist
- Copies\* of your previous endorsement forms and letters from both GMU and the Virginia Department of Education (if copies are available)
- Copies\* of your transcripts and CLEP exam scores showing any endorsement courses that have been completed, or showing what courses are in progress

\*Photocopies and or unofficial transcripts will be accepted

**Name:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**G#:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

Are your endorsements complete?       Yes       No

If not, please briefly explain which endorsements are missing, and when they will be completed. Please note, all endorsements must be completed prior to beginning an internship:

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