Graduate Teacher Education Program
checklist and information sheet: 2 year program

Application checklist - Feb 2, 2014 deadline:

- Attend GTEP Information Session or meet with Lynda Pullen, GTEP Admission Advisor
- Start Tk20 application
- Fill out and submit Portland State University Graduate Application (see examples on page 2 of this document)
  - **Elementary:** Complete elementary prerequisite courses (2 of the 4 must be completed or in progress by submission) and submit transcripts showing grade of B- or better to the GSE
    - LIB 428
    - MTH 211
    - MTH 212
    - MTH 213
  - **Secondary and/or mid-level:** Meet with content area advisor for dept. rec. form
  - **Secondary and/or mid-level:** Complete PSY 311 (Must be completed or in progress by application submission) and submit transcripts showing grade of B- or better to the GSE
  - Submit official basic skills test score report (Paper copy or .pdf must be sent to the GSE by applicant)
  - Submit official transcripts to the GSE (PSU transcripts can be unofficial)
  - Submit three letters of recommendation to the GSE
  - Finalize and submit Tk20 Application
  - Submit proof of bachelor’s degree to the GSE
  - Verify with PSU admissions that you are admitted to MED in Education for summer 2014

Start of Program checklist - June 20, 2014 deadline:

- Have fingerprints taken and submit fingerprint card along with appropriate forms and fee to the TSPC (The review process can take up to 6 weeks by the TSPC, so get them submitted early)
- Submit proof of TSPC fingerprint clearance to the GSE
- **Elementary:** Submit official score report for NES Elementary Educator Subtest II to the GSE (The Elementary Educator Subtest I is required prior to licensure, at the end of the program)
- **Secondary and/or mid-level:** Submit official score report for secondary subject matter test to GSE
- Set up PSU ODIN account
- Register for classes after receiving registration information from cohort leader
- Submit scholarship application (Optional)
- Submit financial aid application - see financial aid notes below (Optional)

Mid-Program checklist – June 19, 2015

- **Elementary:** Submit transcript showing B- or better in remaining prerequisite courses to the GSE
- **Secondary:** Submit transcript showing B- or better in all courses listed on departmental recommendation form to the GSE

End of Program checklist - Required prior to licensure

- **Elementary:** Submit official score report for NES Elementary Educator Subtest I to the GSE
- Submit official score report for NES Civil Rights Exam to the GSE
Important Financial Aid Information for GTEP students starting in summer 2014

We want to make sure you are aware of the financial aid disbursement procedures for the various terms. The financial aid year runs from fall through summer, so if you wish to receive financial aid for summer 2014 as well as the rest of the terms, then you will need to:

1. Submit a financial aid application for the 2013-14 year (for summer 2014)
2. Submit a financial aid application for the 2014-15 year (for fall 2014, winter and spring 2015)

If you have additional questions please contact the financial aid office. They can be reached at 503-725-3461 or askfa@pdx.edu.

Please send all paper documentation needed by the GSE to:

Curriculum & Instruction - GTEP
Graduate School of Education
Portland State University
P.O. Box 751
Portland, OR 97207-0751