



## Intent to Enter Year- Long Residency Checklist

**Important Note:** Completed applications received after published deadlines will be deferred to the following semester. Candidates may not apply for Residency I and Residency II in the same semester.

- Submit each required documentation via email to [teachercertification@tnstate.edu](mailto:teachercertification@tnstate.edu) in PDF Format **(No Photos Accepted)**

**Application Deadlines: March 30**

### CANDIDATE BACKGROUND

- Acceptance Letter to Teacher Education program
- Up to Date Program of Study (academic plan) – **MUST include grades for completed coursework and be signed by your academic advisor.**
- Copy of Transcripts Current GPA: \_\_\_\_\_  
(Unofficial TSU and **Official copies** on file if attended other universities prior to TSU)  
*To retrieve MyTSU transcript – Go to MyTSU > Select Banner Services > Student > Student Records > Academic Records > Web-transcript (undergraduate and/or graduate) > right click on mouse while viewing transcript > select Print (but do not print) > change from printer to save as PDF. Save document on your computer then attach to email.*
- Candidate Photo (headshot, 2x3 from Driver’s License or Student ID).  
*\*Note: Professional Photos can also be taken at the University Career Development Center.*
- Background Check Clearance Letter
- TB Skin Test
- TBI Waiver \_\_\_\_\_ (sem/yr completed) Privacy Act \_\_\_\_\_ (sem/yr completed)
- [Emergency Contact Form](#)
- Proof of [liability insurance](#) for field placements.  
*\*Complete this step AFTER April 1<sup>st</sup>, to join for the **next academic year.***

### TEST SCORES **\*Note: Scores should be passed at the time filing this application.**

- Copy of Praxis Content Knowledge Tests for your certification area.

### PROFESSIONAL DEVELOPMENT

- Updated Teaching Philosophy (*minimum of 300 words*)
- Updated Professional Resume, URL to LinkedIn page: \_\_\_\_\_

**TESS Office Only**

Admission Status:  Approved  Denied

Emailed Certificate & Letter Mailed: \_\_\_\_\_ Department Notified:  Yes  No



## SUPPORTING DOCUMENTATION

Attach all supporting documentation in PDF format **with application** (pending documents please note as attachment):

1. **Transcript** (Unofficial TSU and **Official copies** on file if attended other universities prior to TSU)  
*To retrieve MyTSU transcript – Go to MyTSU > Select Banner Services > Student > Student Records > Academic Records > Web-transcript (undergraduate and/or graduate) > **right click on mouse** while viewing transcript > select Print (**but do not print**) > change from printer to save as PDF. Save document on your computer then attach to email.*
  2. Program of study/Transcript Evaluation (Semester and Grade for each course completed and pending).
  3. Praxis Score Results for all required test (**pending result submit a copy of registration**)  
*While viewing your test results, right click on mouse while viewing test results, select print – do not print > change from printer to save as PDF. Save the document on your computer then attach within email with application. **Passing score results are to be sent to the sent the State Department of Education - Tennessee State University when applicant registers and PDF copy to the passing results emailed to the TESS office ([teachercertification@tnstate.edu](mailto:teachercertification@tnstate.edu)).***
  4. Photo (headshot, 2x3 from Driver's License or Student ID). \*Note: Professional Photos can also be taken at the University Career Development Center.
  5. Proof of [liability insurance](#) for the *next* academic year: **Renew after April 1<sup>st</sup>.**
  6. TB Skin Test (negative results signed by physician's office original copy attached)
  7. Attach copy of [Background Check Clearance](#) letter (contact TESS office if you can not locate)  
Waiver Form:  Privacy Act:
  8. [Emergency Contact Form](#)
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Do you have any family or relatives who are currently working for any school or district?  
No  Yes  (If Yes, list their names, titles, school site and district below):

If you are seeking special accommodations under ADA, please attach the completed *A Reasonable Accommodation Request Form*. ([available of the TSU Disabled Student Services webpage](#))

Verified Disabilities: No  Yes

Have you ever been dismissed from an observation, field placement, internship, or student teaching?

No  Yes  (If Yes, explain):

Have you ever been convicted of a misdemeanor or felony?

No  Yes  (If Yes, explain):

**APPLICATION FOR INTENT TO ENTER YEAR-LONG RESIDENCY  
BIOGRAPHICAL & TEACHER EDUCATION CLASSIFICATION DATA**

Name:		T#:		SS#:	
Email:		Phone:			
<b>Current Address:</b>					
City:		State:		Zip:	
		County:			

*Same as Current Address*

<b>Permanent Address:</b>					
City:		State:		Zip:	
		County:			

High School:					
City:		Graduation Year:		County:	

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

<b>TESS Office Only</b>	<b>Date Received</b> _____	<b>By</b> _____
Application for Residency (Semester/Date): _____		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Reason for Denial:		