

#GetReady Self-Checklist

Statement of Eligibility (SOE): Your ticket to getting hired! Your SOE is what qualifies you for employment. Follow this checklist to learn how to earn your SOE!

This checklist is also available in your Intern Portal titled the “What’s Next Checklist”! Once ALL items are checked off, your SOE will then auto-populate in your Intern Portal and be available for you to download!

Apply

I completed my Admissions Application on the website.

Official Transcripts

My official transcripts have been received and processed.

Tip: If this box is unchecked in your Intern Portal, it is likely that you were admitted with contingency. Please make sure you have your official transcripts with a listed conferred date sent to us once you graduate. You will not be able to access your SOE once all other requirements are complete if your “Official Transcripts” box is not checked.

Interview

I completed the Admission Interview. This can either be a phone conversation or the on-line questionnaire.

Paid

I paid my Enrollment Fee.

Pass Required Exams

I passed all exams needed to be eligible for a certificate. This includes the Science of Teaching Reading Exam (STR).

Field-Based Experiences

I completed 30 total Field Based Experience (FBE) hours.

Tip: Candidates have the option of completing their FBE hours 100% online by accessing the course “TCR000 Field-Based Observation” under the Training Progress tab in your Intern Portal. They can also complete them 100% in-person, but you must submit your hours in the Field-Based Experience tab in your Intern Portal. They can also do a combination of both.

Required Courses

I completed all courses listed under the Required Courses tab of my Training Progress page.

Tip: These courses are part of your Pre-Service Training Requirements and are required to receive your Statement of Eligibility (SOE) and to be eligible to get hired. These courses build on each other and should be taken in the order in which they are listed.

Once you have your SOE, it’s time to #GetHired! Check out more helpful resources [here](#).

*This self-checklist is for personal use only. This checklist does not replace the What’s Next Checklist located in your Intern Portal, and cannot be used to determine your eligibility for hire.