



## Information for Teacher Cadet Instructors and Guidance Counselors

### Application Process

- The Teaching Fellows application, videos about the process, a pdf of the application and FAQ are available online at [www.cerra.org/teachingfellows/application.aspx](http://www.cerra.org/teachingfellows/application.aspx).
- There are no paper applications. All students must apply using the online application. Applications must be completed in one sitting. Students may **not** save an application and return to finish or edit the information at a later date.
- Students can apply between September 1, 2015 and December 1, 2015 and will be notified by early January as to whether they have been invited to an interview, which is the second phase of the identification process. All applicants will receive a letter from CERRA.
- Applicants have been instructed to verify guidance counselor email addresses and phone numbers prior to applying.
- There are no GPA or SAT/ACT score requirements for eligibility. Any high school senior who is a US citizen or permanent resident alien and a SC resident can apply. Please note that students categorized as Deferred Action for Childhood Arrivals (DACA) are not eligible for Teaching Fellows. Initial scoring is based on a combination of scholastic information, community and school activities, and references.
- Students are responsible for sending 3 references to CERRA. References must be on official 2015 forms and must arrive in our office by 5:00 on December 7, 2015. Students will be directed to print these from the CERRA website when their completed application is submitted online. References should be submitted in sealed envelopes with the signature of the person completing the reference across the seal. All 3 references should be returned by the student to CERRA together in ONE envelope.
- Students are responsible for requesting that their guidance counselor send an official transcript on their behalf to CERRA. Students will be directed to print a transcript request letter from the CERRA website when their completed application is submitted online. Official transcripts must be received by 5:00 pm on December 7, 2015, in order to be accepted. Applications will be considered incomplete without transcripts.
- If the student's SAT or ACT scores are NOT included on the transcript sent to CERRA, the student is responsible for having an official score report sent to CERRA. Score reports must be received by 5:00 pm on December 7, 2015. The SAT code is 3680 and the ACT code is 3873.
- If a student receives an updated SAT/ACT score after the guidance counselor has mailed his/her transcript and test scores, and he/she would like the new score added to his/her application, he/she would need to have an official score report sent. In order for test scores to affect the first round of scoring (determining who is invited to a regional interview), the score report must arrive at CERRA by 5:00 pm on December 7, 2015. Only score reports sent to CERRA between September 1, 2015 and December 7, 2015 will be accepted for the first round of scoring of the Teaching Fellows application. Please note that CERRA is not responsible for misguided or misdirected mail.
- Applications are considered complete when the student has answered all required questions on the online application, a high school transcript including SAT and/or ACT scores or a SAT and/or ACT report, as well as three references have been received. All supporting documents must be received by 5:00 on Monday, December 7, 2015.