



# FRIENDS TPP APPLICATION CHECKLIST

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The online application takes approximately 30-45 minutes to complete. You will need to complete this in one sitting in less than one hour; it is essential that you have all information readily available. If you don't fully complete and submit the application, you will not be able to return to complete it and will need to start over. **Prior to completing the online application, please go through this checklist.**

- Essay (1-2 pages responding to the questions below)**
  1. *Why are you drawn to the field of education?*
  2. *What do you imagine will be required of you as a teacher?*
  3. *As a teacher candidate, what skills, qualities, and experiences would you bring to the classroom?*
  
- Be prepared to enter your work experience, references (with contact information), and education.**
  
- Unofficial transcript showing your bachelor's degree conferred** (To be uploaded to the Friends TPP online application)
  
- Two letters of recommendation** (sent to [tppinfo@friendsschoolboulder.org](mailto:tppinfo@friendsschoolboulder.org)) \*The application can be submitted without these. However, we recommend requesting these ahead of time.
  
- Request 2 copies of your official transcripts (from each institution of higher education).**
  - **1 copy sent to Friends School Teacher Preparation Program**, Attention: Liz Berube or Julie Hart.
    - ◆ Mailing Address: 3800 Kalmia Avenue, Boulder, CO 80301
    - ◆ Electronic transcripts: [lberube@friendsschoolboulder.org](mailto:lberube@friendsschoolboulder.org) or [jhart@friendsschoolboulder.org](mailto:jhart@friendsschoolboulder.org)
  - **1 copy sent to yourself.** You will use this copy to upload to your application with the Colorado Department of Education (CDE) for your alternative teaching license.
  
- Current Resumé**
  
- Once you are ready to complete the online application, follow the links on our website!**

**\*Note:** It is not a requirement to complete the Praxis exam *prior* to applying. However, this must be completed as soon as possible in order to be issued your Alternative Teaching License in a timely manner.

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Once you have completed the Friends TPP online application, please see the Alternative License Instructions for next steps. Please contact Liz or Julie if you have any questions about the process.

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