

RTR COHORT 13 APPLICATION CHECKLIST



Thank you for your interest in applying to RTR's Cohort 13 for the 2023-2024 school year! RTR is a specialized teacher residency program supported by district, state, and federal funding that is focused on supporting hard-to-staff schools in several partner school divisions. Because our focus is on preparing teachers to work in hard-to-staff schools that often serve historically marginalized communities, work that is fulfilling, yet challenging, we want to make sure there is a good fit between applicants and the RTR program. To ensure a good fit, there are several components to the application process.

STEP 1: RTR ONLINE APPLICATION

[Click here to access the application.](#) Please be prepared to upload transcripts for all previous post-secondary schooling (unofficial transcripts are fine) and provide the name and email address of three professional references – a current or former supervisor, a current or former colleague, and a third professional reference. Please note the final submission deadlines for each entry term:

- The final submission date for beginning in summer 2023 is Friday, March 24 (all pathways).
- The final submission date for beginning in fall 2023 is Friday, June 30 (elementary education only).

STEP 2: TRANSCRIPT REVIEW

After your application is submitted, your transcripts will be reviewed. Please note the GPA and degree requirements in the application and on the [RTR website](#).

STEP 3: ADDITIONAL COMPONENTS

Once your transcripts have been reviewed, you will receive communication about next steps in the application process. This communication will provide details about these three components:

- **The Statement of Intent** – this is your personal statement describing your motivations for becoming a teacher through the RTR program and VCU School of Education.
- **The Teaching Dispositions Video Activity** – you will create a 5-minute video either teaching a mini-lesson or responding to provided teaching video.
- **The Interview** – you will select your interview time from the dates provided. Interviews take place via Zoom on the first Thursday of December, February, April (final interview for summer admission), June, and July (final interview for fall admission) from 9:00 to 10:00 am or 4:00 to 5:00 pm.

STEP 4: DECISION

RTR acceptance decisions will be emailed approximately two weeks after the interview. If offered enrollment, you will have one week to let RTR know whether you accept or decline the offer.

STEP 5: VCU APPLICATION

You will need to submit an application to VCU's graduate school. The application you submit depends on the RTR pathway to which you were accepted. The references, transcripts, and statement of intent used for your RTR application will be used for your VCU graduate school application as well. Unofficial transcripts are fine for your application; official transcripts will be required for your second semester of study.

Official transcripts will need to be sent either electronically to gradmail@vcu.edu or by mail to Office of Graduate Admissions, Box 843051, Richmond, VA 23284-3051.

- **Elementary Education** apply to the Certificate in Elementary Education Teaching program.
- **General Special Education** (for those who are maintaining employment as an **instructional assistant**) apply to the Certificate in Special Education General Curriculum program.
- **General Special Education** (for those who are not instructional assistants) apply to the Master of Education in Special Education General Curriculum program.
- **Adapted Special Education** apply to the Master of Education in Special Education Adapted Curriculum program.
- **Secondary Education** apply to the Master of Teaching in specific content area (English, Math, Science, or Social Studies) program.

STEP 6: RTR ENROLLMENT

Unless noted during the recruitment and application process, incoming residents will need to indicate their **residency placement preferences**. Information about our four original partner divisions (Chesterfield County, Henrico County, Petersburg City, and Richmond City) will be provided; site visits to each of the divisions can also be arranged to help incoming residents make the best choice for them.

Each pathway has its own **testing requirements**. Information will be shared about the required tests and deadlines for submitting passing scores. RTR will pay for required testing for incoming residents.

Incoming residents will sign and submit a notarized **service agreement**. This is the document that indicates your understanding that in exchange for RTR paying for your degree, you will work as a teacher of record for three years in the school division in which you completed your residency.

RTR staff members will be in touch to ensure that you are able to **enroll in the correct courses**. Details about being **matched with your clinical resident coach** (CRC; mentor teacher) and **RTR Launch** (orientation) will be sent in the summer.

CHECKLIST

Below is the shortened RTR application checklist to help you keep track of each of the application components.

RTR Online Application

Interview

Statement of Intent

Teaching Dispositions Video Activity

Acceptance of Offer

VCU Graduate School Application

Residency Placement Ranking

Required Testing

Service Agreement

Enroll in Courses

Match with your CRC

Attend RTR Launch

CONTACT INFORMATION

Please contact us if you have any questions about the application process. For questions about the RTR application, reach out to teachrtr@vcu.edu; for questions about the VCU graduate school application, reach out to soeogs@vcu.edu.