

Guidance for Completing and Submitting EDLD Application Materials

Guidance for the documents to be submitted in the application process. All applicable documents should be submitted to Heather Wilson at hewilson@wtamu.edu in a single email with multiple attachments. File naming conventions (as demonstrated in column one) are Firstinitial.Lastname_Document name.

Materials to Submit	Guidance for Completing and Submitting
Graduate School Application (all applicants) <i>J.Doe_Transcript</i>	All degree and certification applicants must apply to and be accepted by the Graduate School. Complete the WTAMU Graduate School Application (preferred over the Texas Common Application), pay the fee, and submit transcripts as instructed to the address listed
Office of Teacher Preparation Application (certification applicants) <i>J.Doe_OTP</i>	Provide requested information in <i>Application</i> section. A buff email will be assigned to you by the University upon acceptance by the Graduate School. Your TEA ID may be accessed from your TEAL account . Sign and date the <i>Acknowledgements and Authorizations</i> section.
Candidate Information Page (certification applicants) <i>J.Doe_CIP</i>	Complete (a) the candidate admission information, (b) the contact information, and (c) the professional certification <ol style="list-style-type: none"> Make no entries into the checklist at the top of the page. TEA ID is located in your TEAL account. Leave program admission date blank. Leave GPA lines blank. Creditable years of creditable teaching experience should match only the CLASSROOM TEACHING experience as listed on your service record.
Resume / CV (all applicants) <i>J.Doe_Resume</i>	Submit a copy of your current resume or curriculum vitae – just as you would in applying for a new position in your profession.
Letters of Recommendation (all applicants) <i>J.Doe_Recommendation1</i> <i>J.Doe_Recommendation2</i>	The M.Ed., principal, and superintendent certification options require two letters of recommendation. There is no prescribed format for the letters. However both letters should be on an official letterhead and one should be from a current, immediate supervisor. The Ed.D. requires three letters of recommendation as addressed on the Ed.D. admission page .
Educator Certificate (certification applicants) <i>J.Doe_Certificate</i>	The educator certificate should be submitted as a pdf. Texas educator certificates may be retrieved from the Certificate Look Up link on the TEA website.
Service Record or Deficiency Letter (certification applicants) <i>J.Doe_SvcRcd</i>	The service record is obtainable from each school district’s HR office. A copy should be made and submitted as a pdf. Since the EDLD certification programs will admit candidates with less than the two required years of creditable teaching experience, any candidate admitted into a certification program without the required years of service must receive a letter of deficiency stating how many years they currently have attained and indicating how many they must have before they are eligible for certification.
Signed TEA Code of Ethics (all certification applicants) <i>J.Doe_Ethics</i>	The code of ethics must be manually or digitally sign. A simple typing of your name into the form will not be accepted.
Screening Requirements (all applicants) <i>J.Doe_LOI and J.Doe_LdrshpInv</i>	M.Ed., principal, and superintendent applicants must click the Screening Requirements link in the table on the Admission to the Program website and follow the instructions. Ed.D. applicants must follow instructions on the Ed.D. admission page .
Signed Acceptance Letter (certification applicants) <i>J.Doe_AcceptanceLtr</i>	Upon acceptance for inclusion into a certification option in the educational leadership program, you will receive a letter inviting you to join the program. You are responsible for following all instructions in the letter, signing and dating it, and returning it to your adviser.
TEA Fee (certification applicants) <i>J.Doe_Receipt</i>	Instructions regarding the TEA fee will be contained in the acceptance letter.