

TMATE-FWISD Application Checklist

The TMATE application process has many steps. To keep track of what you must do, you might start a TMATE file and keep this checklist at the front.

DATE ITEM

- ___ Schedule attendance at an optional TMATE Information Meeting.

- ___ Assemble all the materials for your application to the College of Graduate Studies
 - ___ Completed graduate school application form
 - ___ Check for the \$30 filing fee made payable to Tarleton State University. This fee will be refunded if you are not admitted to TMATE and your application for the College of Graduate Studies has not been sent from the TMATE-FWISD office to Tarleton.
 - ___ THEA/Accuplacer test scores if certification only (not pursuing masters degree)
 - ___ If you are planning to continue for a Master's Degree after finishing the TMATE program, GRE test scores
 - ___ TWO official transcripts from each college or university you have attended – one copy for Tarleton and one copy for FWISD. Only one copy of a Tarleton transcript is required for FWISD. Transcripts may be submitted with your application or sent directly to the TMATE office by the college or university. One transcript will be provided to FWISD for you as part of the interviewing and hiring process.

- ___ Assemble all the materials for your TMATE application.
 - ___ Completed TMATE-FWISD application form
 - ___ Resume

- ___ Submit both your Graduate School application and your TMATE application together to TMATE –FWISD, 7400 Garza Avenue, Fort Worth, TX 76116 by the application deadline shown for Fort Worth.

- ___ Give TMATE-FWISD Request for Reference forms to two people who are familiar with you and your work and are willing to serve as a reference for you. One reference must be from a current or previous supervisor. Each person must complete the form and mail it directly to TMATE-FWISD, 7400 Garza Avenue, Fort Worth, TX 76116,

- ___ Receive an Observation Packet for completing 30 hours of classroom observation. The packet will be sent to you after the TMATE office officially receives your application.

- ___ Receive written notification of admission status.

- ___ Register for the Spring Workshop (EC-6 Generalist/Bilingual, 4-8 Generalist/ESL, and EC-12 Special Education only). The TMATE office will provide registration information.

- ___ OR register for a TMATE sponsored TExES pre-test. The TMATE office will provide registration information.

- ___ Schedule an Admission Interview appointment. Your TMATE office will provide dates and times.

- ___ Submit your observation log and reflective journal to TMATE by the deadline shown for FWISD.

- ___ Receive written notification of admission status.

If you are admitted to TMATE:

- ___ Register for Summer Session coursework. Your TMATE office will provide registration information. You can register online at www.tarleton.edu.
- ___ Report for summer classes.