



**SCOTTSDALE
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

STEP PROGRAM

May Start

**TRADITIONAL TEACHER IN TRAINING COHORT
or
TEACHER IN RESIDENCE COHORT**

(Courses completed on Monday and Tuesday evenings)

APPLICATION PACKET

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit www.maricopa.edu/non-discrimination.



TRADITIONAL TEACHER IN TRAINING

Thank you for your interest in the **Scottsdale Teacher Education Partnership (STEP)** post-baccalaureate teacher certification program that is offered at Scottsdale Community College. This **Traditional Teacher in Training** pathway is a field-based immersion program where students learn alongside master teachers for a full year. It is based on the conviction that future teachers must have lengthy experience in schools to practice what they are learning in college.

Students complete the program, which begins in May and ends the following May, as a cohort and are required to commit to the program for the full year. Classes are a blend of face-to-face and online learning and meet Monday and Tuesday evenings from 5:00pm – 8:30pm.

From mid-May through July, students attend classes at SCC. From August to February, students spend two consecutive full days at K-8 schools as an intern working side-by-side with teachers in classrooms (usually 7:30am – 3:00pm) and attend classes at SCC. Homework and class preparation are in addition to these hours. Many candidates [substitute](#) teach on the days they are not interning in the classroom. Towards the end of the program, for twelve weeks from February to May, students spend five days per week student teaching full time at the school with no coursework at SCC.

When the completed application is submitted and a student is determined eligible for the program, an interview will be scheduled as the final part of the application process. Candidates will receive an email indicating acceptance into the program. Orientation takes place in April.

If you have any questions about the program or the application process, please do not hesitate to contact me at (480) 423-6217 or STEP@scottsdalecc.edu.

Sincerely,

Mary Ellertson

Scottsdale Teacher Education Partnership (STEP) Program Director





TEACHER IN RESIDENCE

Thank you for your interest in the **Scottsdale Teacher Education Partnership (STEP)** post-baccalaureate teacher certification program that is offered at Scottsdale Community College. This **Teacher in Residence** pathway allows candidates who have a bachelor's degree to sign a teaching contract and teach in the classroom while concurrently completing required education coursework leading towards certification. It is approved by the Arizona Department of Education and utilizes the Alternative Teaching Certificate.

Students complete the program, which begins in May and ends the following May, as a cohort and are required to commit to the program for the full year. Classes are a blend of face-to-face and online learning and meet on Monday and Tuesday evenings from 5:00pm – 8:30pm. The internships and twelve weeks of student teaching will be completed within the student's own classroom.

Students will work toward the following:

- Obtain the [Fingerprint Clearance Card \(AZDPS IVP\)](#).
- If required by the hiring school district, take and pass the [Elementary Education](#) Subtest I (NT102) and Subtest II (NT 103). These exams are not required for STEP program acceptance.
- Apply for and submit an [Application For Alternative Teaching Certificate](#) through the [ADE website](#).
- Secure a full-time teaching position in a K-8 public, charter, or private school.

When the completed STEP application is submitted and a student is determined eligible for the program, an interview will be scheduled as the final part of the application process. Candidates will receive an email indicating acceptance into the program. Orientation takes place in April.

If you have any questions about the program or the application process, please do not hesitate to contact me at (480) 423-6217 or STEP@scottsdalecc.edu.

Sincerely,

Mary Ellertson
Scottsdale Teacher Education Partnership (STEP) Program Director



STEP COURSE OUTLINE

May Start | M/T Meetings

TRADITIONAL TEACHER IN TRAINING or TEACHER IN RESIDENCE

SUMMER	
COURSE NUMBER	COURSE
EDU 269	Educational Technology
EDU 272	Educational Psychology
EDU 239	Structured English Immersion Grades K-8
EDU 270	Learning And The Brain

FALL - BLOCK ONE	
EDU 254	Educational Internship
EDU 287AA	Master Teacher Seminar
EDU 267	Reading Instructional Practices, Interventions, & Assessments
EDU 268	Science of Reading Including Systematic Phonics Instruction
POS 220	U.S. & Arizona Constitution

FALL - BLOCK TWO	
EDU 225	Professionalism & Ethics in Education
EDU 254	Educational Internship
EDU 293	Mathematics Methods & Curriculum Development
EDU 276	Classroom Management & Behavior Analysis
EDU 295	Social Studies Methods & Curriculum Development

SPRING - BLOCK THREE	
EDU 254	Educational Internship
EDU 290	Science Methods & Curriculum Development
EDU 222	Introduction to the Exceptional Learner
EDU 287AC	Master Teacher Seminar

SPRING - BLOCK FOUR	
EDU 288 AA	Student Teaching (no SCC Coursework)

STEP PROGRAM APPLICATION

May Start

Page
1 of 3

This form may be completed using a digital signature or printed using a handwritten signature.

PERSONAL/EDUCATIONAL INFORMATION

- ☐ I am applying for the **May Traditional Teacher in Training Cohort**.
- ☐ I am applying for the **May Teacher in Residence Cohort**.

Name _____
(Last) (First) (Middle)

Other or Maiden Name (if appropriate) _____

Address _____
(Number, Street, Apartment) (City, State, Zip)

Phone _____ Email _____

List all schools and educational programs attended beyond high school.

Name of Institution	Dates Attended	Degree Earned	Degree Granted Date

What is your cumulative GPA for your *undergraduate* degree? _____

List the course numbers and names for the Math and Science courses that are listed on your transcript.

Is English your first language?

☐ Yes ☐ No First Language _____

STEP PROGRAM APPLICATION

May Start

Page
2 of 3

RESPONSE TO QUESTION

Directions: Respond to the question below by typing or hand-writing in the box.

Why do you want to be an elementary school teacher and participate in the STEP program at Scottsdale Community College?

OTHER INFORMATION

Transcripts: Transcripts are required to be sent from the University directly to SCC. The STEP department is not allowed to accept transcripts from students. When ordering transcripts, choose Scottsdale Community College from the list of institutions in the drop-down menu.

If you received your degree from an institution outside of the United States, you will need to have your transcript evaluated by an approved Arizona Department of Education transcript evaluation provider. [International Transcript Evaluation Approved Companies](#).

Once the transcript has been evaluated, have the provider email a copy of the evaluation to admissions@scottsdalecc.edu or mail to SCC Admissions:

SCC Admissions
9000 E. Chaparral Rd
Scottsdale, AZ 85256

Resume: Prepare a resume to be submitted with this application.

Recommendation Letters: Request two letters of recommendation using the provided Recommendation Forms found on the [SCC website](#). The recommender must email the letter directly to Mary Ellertson – STEP@scottsdalecc.edu.

STEP PROGRAM APPLICATION

May Start

Page
3 of 3

CONVICTIONS INFORMATION

Arizona Department of Education shall not issue teacher certification to a person who has been convicted of certain criminal offenses. These offenses, according to state law (A.R.S. Sections 13-3716 and 13-604.01) include, but are not limited to, conviction of, admission of committing, or pending trial for any of the following offenses: any sexual offense involving a minor, abuse of a minor, exploitation of a minor, a dangerous crime against children, exploitation of minors involving drug offenses, misdemeanor offenses involving the possession or use of marijuana or dangerous or narcotic drugs, burglary, assault, robbery, and arson.

Have you been convicted of, admitted committing, or are you awaiting trial for any of the above-listed dangerous crimes?

☐ Yes ☐ No

Have you been convicted of, admitted committing, or are you awaiting trial for a felony?

☐ Yes ☐ No

I hereby certify that the information presented on this form is true, accurate and complete. I understand that misrepresentation, falsification or omission of pertinent facts is cause for dismissal from the program.

Signature: _____ Date: _____

APPLICATION CHECKLIST

This checklist assists the candidate in collecting the needed documentation to apply to Scottsdale Community College's STEP Program.

- ☐ Completed STEP Application – includes all three (3) pages.
 - Personal/Educational Information
 - Response to Question/Other Information
 - Convictions Information/Application Checklist
- ☐ Requested two letters of recommendation using the provided STEP Recommendation Forms found on the [SCC website](#).
The recommender must email the letter directly to Mary Ellertson – STEP@scottsdalecc.edu.

- ☐ Resume
- ☐ Requested transcripts to be sent from the University or awarding institution directly to Scottsdale Admissions.
 - On what date did you order your transcripts?

 - How are your transcripts being delivered?
 - ☐ Electronically ☐ Postal Mail

Submit your completed application to:

Mary Ellertson | STEP Program Director | STEP@scottsdalecc.edu