



MfA Los Angeles Early Career Teacher Fellowship 2019 Application Checklist

The deadline for applications to be received is March 11, 2019 at 11:59PM

Please see www.mfala.org/mt for the most up-to-date information and instructions regarding applying for the MfA Los Angeles Early Career Teacher Fellowship.

Application checklist:

- Completed two-page information form (handwritten and/or scanned forms are not acceptable)
After downloading the application and saving it to your computer: open it using Adobe Reader; complete it; save it; and then email it as an attachment to ec-apply@mfala.org [Mac users: do NOT use Preview]
- Resume
- Personal statement
- Math course credits form
- Take the Praxis exam
- Arrange to have three letters of reference sent (one from your principal; the second from your assistant principal/ administrator in charge of the math department *or* from your math coach; the third is your choice). A rating form must be submitted with each letter (letter and rating sheet must be sent to MfA Los Angeles by the person writing the recommendation)
- Order official transcripts from each post-secondary institution you have attended for which you have earned a degree (you need only include transcripts from institutions where you did *not* receive a degree if you took math classes above Calculus I that you are listing on the math course credits form)
- Call MfA Los Angeles and provide your social security number and date of birth

Submit your application via email to ec-apply@mfala.org.

Please have transcripts sent to MfA Los Angeles directly from the institution. They can be emailed to ec-apply@mfala.org or mailed to this address:

USC Math for America Los Angeles
1150 S. Olive Street, Suite 2100
Los Angeles, CA 90015

Dates to remember:

- **March 11, 2019: applications due**
- **May 1, 2019:** Take the Praxis on or before this date
- **Interviews (we will call you to set-up an on-site interview)**
- **May 24, 2019:** decision letters sent via email
- **September 14, 2019:** first PD for applicants admitted into the program

***Please call us at (213) 821-3438 or send an email to ec-apply@mfala.org if you have any questions.
We're here to help!***



MfA Los Angeles Early Career Teacher Fellowship 2019 Information Form

PROFESSIONAL TEACHING EXPERIENCE

17. Current Teaching Experience:

	-				
From	To	Grade Levels	Courses Currently Taught	School Name	City
				State/Prov.	Country
					Type (public, charter...)

18. Previous Teaching Experience:

	-				
From	To	Grade Levels	Courses Taught	School Name	City
				State/Prov.	Country
					Type (public, charter...)

19. Previous Teaching Experience:

	-				
From	To	Grade Levels	Courses Taught	School Name	City
				State/Prov.	Country
					Type (public, charter...)

20. Previous Teaching Experience:

	-				
From	To	Grade Levels	Courses Taught	School Name	City
				State/Prov.	Country
					Type (public, charter...)

PROFESSIONAL ASSOCIATIONS/DEVELOPMENT

21. Years of full-time teaching:

22. Date of National Board Certification (if applicable):

23. Date of Preliminary CA credential:

24. Date of Clear CA credential:

25. Professional Memberships

26. Articles/Publications

27. Leadership Roles at School (include extracurricular activities and dates)

If there is not sufficient room to complete your answers to the questions above, please attach an additional sheet.



MfA Los Angeles Early Career Teacher Fellowship 2019 Personal Statement

Please write a personal statement that addresses the question below (1,000 words maximum). We recommend that you include the question at the beginning of your personal statement.

How am I continuing to grow into the teacher that I want to be?



MfA Los Angeles Early Career Teacher Fellowship 2019 Letter of Reference

To the Applicant:

Please complete *all* fields above the dotted line.

Name of Applicant: _____

Name of Recommender: _____

I am aware of the rights afforded to me by the Federal Educational Rights and Privacy Act of 1974. I hereby waive my right to examine the contents of this reference. I understand that by waiving my right, I do so under the condition that the reference is used solely for the purpose for which it is requested.

Date _____ Applicant's Signature _____

To the Recommender*:

The applicant whose name appears above has applied to the MfA Los Angeles Early Career Teacher Fellowship. Please attach a letter detailing your evaluation of the applicant's qualifications. We are particularly interested in examples of the applicant's leadership skills, flexibility, interpersonal skills, and resourcefulness. In the letter, tell us how long you have known the applicant and in what capacity, what you know about his/her content knowledge in mathematics, his/her ability as a high school math teacher, and any other information that might pertain to the candidate's qualifications for this program.

How would you rate this applicant's **overall ability** as a math teacher and school/area education leader?

____ Very High ____ High ____ Average ____ Low

Date _____ Recommender's Signature _____

Recommender's Name and Title (*please print*):

Institution/Organization _____

Address _____

Phone _____ Email _____

Thank you for your time. Please mail or email this form along with your reference letter so that it reaches us by March 11, 2019:

**Math for America Los Angeles
1150 S OLIVE ST STE 2100
LOS ANGELES, CA 90015**

Email: ec-apply@mfala.org

** Letters may not be written by current MfA Fellows, Staff, or Board Members.*

Letters (with this rating sheet) must be sent directly from the recommender to MfA Los Angeles.



ETS Praxis® web site: <http://www.ets.org/praxis/about/praxisii/>

You must take the Praxis® 5161 *Mathematics: Content Knowledge*

REGISTRATION

Register for the Praxis® exam directly through Educational Testing Service. The exams are computer-delivered. **Test dates on or before May 1, 2019 are preferred.** It takes approximately 2-3 weeks for us to receive your score and a final decision regarding acceptance into the program cannot be made absent the results.

To ensure that you can be reimbursed for the exam fee and that your score report is sent to MfA Los Angeles, enter institution code 7779 when registering for the test.

Testing Window: The Praxis® 5161 *Mathematics: Content Knowledge* is offered continuously throughout the year.

REIMBURSEMENT FOR TEST FEE

A one-time reimbursement for the \$120 test fee is available if a completed application is submitted, the applicant meets the basic criteria for admission, and the appropriate institution code is entered when registering for the test. Please submit your receipt to MfA Los Angeles showing that the test fee was paid and a reimbursement will be processed once your score report is received. Any additional fees assessed because of test center date or location changes, additional score report requests, or late registration fees are at the applicant's expense.

ACCOMMODATIONS

Accommodations are available for test takers with disabilities or health-related needs. For more information, please visit <https://www.ets.org/praxis/register/disabilities/>.

The Praxis® tests are only given in English. If English is not your primary language, you may be eligible for 50 percent additional testing time. For more information, please visit https://www.ets.org/praxis/register/plne_accommodations.