



NORTH CAROLINA
TEACHING FELLOWS

Application and Selection Preparation Guide



Ready to apply to the NC Teaching Fellows Program?

Prepare with some of our essential tips!

North Carolina Teaching Fellows Program

The North Carolina Teaching Fellows Program is a competitive, merit-based forgivable loan for service program that provides up to \$4,125 per semester for up to eight semesters (four years) to highly qualified students committed to teaching special education or a STEM (Science, Technology, Engineering or Mathematics) field in a North Carolina public school. This guide will help to prepare you for the 2019 NC Teaching Fellows application and selection process.

NCTF Application Process

Before beginning your online application, please make sure that you meet one of the following eligibility criteria to be considered for a Teaching Fellows award:

You are eligible if:

- You are a high school senior residing in North Carolina.
- You are applying to transfer to and educator preparation program at a partner institution.
- You are already enrolled at a partner institution and transitioning into an educator preparation program.
- You have a bachelor's degree and are pursuing a teacher licensure at a partner institution.

You are ineligible if:

- You are a high school senior not residing in North Carolina.
- You are currently enrolled in an educator preparation program at one of the partner institutions.
- You have already obtained a teacher licensure or been previously licensed.
- You do not plan to teach in a STEM or Special Education licensure area.
- You are planning to obtain teacher licensure in Elementary Education.

All applicants must:

- Be accepted to/enroll in an approved educator preparation program leading to initial licensure in an eligible area at one of the five Teaching Fellows partner institutions: Elon University, Meredith College, NC State University, UNC Chapel Hill, UNC-Charlotte.
- Be willing to teach in a STEM (Science, Technology, Engineering, or Mathematics) or special education licensure area in a North Carolina public school, traditional or charter.

For more information about your eligibility and academic requirements, please review the [eligibility section](#) on the NCTF website.

Sections of the Online Application

We recommend that you get started on your application well ahead of the application deadline so that you can ensure your application and all application materials are submitted on time.

Application Instructions: This introductory section of the application will provide you with important program information. Be sure to read this section in its entirety.

Personal Information: You will be asked to provide basic personal information in this section. Please make sure you provide the most current contact information, and that you provide an email address that you review frequently, as you will receive correspondence to the email you provide. Any demographic information provided will not impact your candidacy and will be used for statistical purposes only.

Academic Information: In this section, you will be asked to provide academic information; including providing the names of all educational institutions you have attended.

- Applicants who are high school students must provide the name of their high school.
- Applicants who have taken less than 24 hours of college credit must provide the names of all the institutions where you have obtained college credit.
- Applicants who are currently an undergraduate college student with 24 or more hours as of the end of the fall 2019 semester, or who have obtained a bachelor's degree must provide the names of all the institutions you have attended.

You will also be asked to identify your intended area of licensure. Make sure the area you list is an [approved licensure area](#)!

Final Steps: In this section, you will be asked to acknowledge that you have reviewed and agree to program requirements. You will also be asked to select your preferred interview location. When selecting where you would like your interview, please make sure to choose the city closest to where you will be located in March. Interviews normally take place in March, and can sometimes fall around spring break.

Experience and Essays: You will be asked to provide extracurricular activities, work experience, volunteer and community service activities, leadership roles and honors you have received. Be sure to highlight activities that relate to teaching and/or working with underserved populations. You will be asked to complete two short answer responses on the application, which should be about 250 words each. Be sure to answer the questions completely and to carefully proofread your responses.

SAT/ACT Score Report: You are required to upload **official** test score reports. Score reports must be submitted at the time you submit your application. Please review SAT/ACT testing schedules to ensure that you will take and receive your score report before the application submission deadline.

Transcripts: You are required to upload **official** transcripts from all institutions you have attended. You will need to obtain your transcript(s) from your high school and/or college(s) and upload them electronically to your online application. **Please note that all transcripts must be submitted electronically, and that they must be *official* transcripts.**

Transcript Checklist

Before submitting your application, use the checklist below to ensure that your education information is complete:

- Are all uploaded transcripts **official** copies and clearly readable?
- Does your high school transcript have both weighted and unweighted GPA listed?
- If applicable, have you included your most recent transcript(s) of all college coursework?

Seven Tips for Completing the Application

1. Before beginning your online application, please make sure you meet our basic program requirements.
2. Start your application early, and allow enough time to complete your application before the application submission deadline.
3. Make sure you complete all sections, and attach all required documents to your application.
4. Check that required documents have been properly uploaded and are clearly readable.
5. Verify that you have entered your contact information correctly.
6. Give yourself time to thoughtfully answer all application questions, particularly the application essay.
7. Do not forget to proofread and review your application before submitting.

NCTF Selection Process

After you have submitted your application, you will receive a confirmation email to verify that your application has been received. Once submitted, all applications undergo an initial screening and review. You can expect to be notified of your Teaching Fellows status by the end of January. Please make sure to monitor your email inbox! The email will notify you if you have been selected for a finalist interview. Candidates are normally emailed for an interview mid-February, and interviews take place in March.

Finalist Interviews

During the interview, you will be asked questions about your background and experience; your interest in teaching; and how you would handle scenarios involving typical challenges that a teacher would face in their classroom. The interview panel typically consists of 2-4 interviewers and come from a variety of backgrounds: former Teaching Fellows, current educators, school administrators, business and community leaders, legislators, or other program stakeholders. The interview is in-person and will last approximately 20-25 minutes. ***Phone interviews are only granted if you are out-of-country or have an approved special circumstance.***

How to Prepare for the Finalist Interview

Please keep the following things in mind as you prepare for your interview:

Reserve your Slot: After you receive an invitation for a finalist interview, you **MUST** email us to confirm your slot. If we do not receive confirmation from you by the specified date, your slot will be forfeited and may be assigned to another finalist.

Arrive Early: Plan to arrive 15 minutes prior to your interview time, as you will have forms to complete.

Maintain a Professional Appearance: All candidates should dress in business attire and conduct themselves professionally. ***Please do not chew gum in your interview.***

Be Ready to Share Your Experiences: Our questions do not require any special knowledge of the educational system in North Carolina. What we are most interested in is your ability to think on your feet and overcome challenges. Be prepared to demonstrate your commitment to teaching in STEM or Special Education, and demonstrate how the challenges you have faced and your skills might benefit you in the classroom.

No Additional Documentation: Our finalist interviews are intentionally designed as a blind interview process, meaning that your interview is evaluated separately from your application. In light of that, we ask that finalist do not bring any additional documentation to the interview with them, including resumes, classroom portfolios, etc.

Still have questions? Check out our [FAQs](#).