



OSSE Apprenticeship in Teaching Program Application Checklist

Bachelor's Degree Pathway

Thank you for your interest in the [Office of the State Superintendent of Education \(OSSE\) Apprenticeship in Teaching program](#)! To support you with the application process, we encourage you to use the following checklist to ensure you have completed all the requirements. Please familiarize yourself with the entirety of this checklist, including what is required by OSSE, what is required by the University of the District of Columbia (UDC), and each deadline throughout the process. To help you track your progress, use the checklist to input the date you completed the application step.

This checklist is intended for individuals applying to the Bachelor's Degree pathway. For the application checklist for individuals applying to the Master of Arts in Teaching (MAT) pathway, please visit the “Master of Arts in Teaching Pathway Resources” section on the [OSSE Apprenticeship in Teaching website](#).


Important Note: The OSSE Apprenticeship in Teaching program application and the UDC application are **two separate application processes**. Throughout the application process, you will receive communication from both OSSE and the UDC admissions team. Please monitor your email regularly for information from the two teams.

APPLICATION PROCESS				
Application Step	Resources for Completing	Deadline	Date Completed	Estimated Processing Time
Schedule a meeting with your school leader to discuss the program and request a letter of recommendation	OSSE Apprenticeship in Teaching Program Web Page	Feb. 6, 2026		1-2 weeks, depending on your school leader's schedule
Review page six of this document and determine your UDC applicant type	Page six of this document and UDC Admissions	Feb. 6, 2026		Not Applicable



Create a Common Application Account	Common Application	Feb. 6, 2026		Not Applicable
Request official high school transcripts or a copy of a GED diploma	Please visit your high school's website or the GED website for information about how to request official transcripts.	Feb. 13, 2026		7-15 Business Days
For students that have attended another college or are currently attending another college: Request official transcripts be sent to UDC (udctranscores@udc.edu).	UDC Admissions	Feb. 13, 2026		7-15 Business Days
Submit the OSSE Apprenticeship in Teaching Program Application	OSSE Apprenticeship in Teaching Program Web Page	Feb. 15, 2026		We anticipate that conditional offers will be made by early June 2025.
Submit your Common Application to UDC	Common Application	March 6, 2026		We anticipate that conditional offers will be made by early June 2025.
Email osse.apprenticeship@dc.gov and provide them with your (1) Common	Common Application	March 9, 2026		Not Applicable



<p>Application ID Number and (2) Common Application submission confirmation email</p>	<p>Your Common Application ID Number can be found in the top right corner of your Common Application dashboard.</p> 			
<p>Create a Free Application for Federal Student Aid (FAFSA) account</p>	<p>FAFSA Application</p>	<p>March 9, 2026</p>		<p>Not Applicable</p>
<p>Submit your FAFSA application</p>	<p>FAFSA Application</p>	<p>April 1, 2026</p>		<p>7-10 Days</p>
<p>Decisions regarding your FAFSA application</p> <p>When you review your financial offer, you may want to consider whether you are eligible for any federal grants that may affect the need for student loans.</p>	<p>FAFSA Application</p> <p>UDC Financial Aid Office</p>	<p>June 30, 2026</p>		<p>Not Applicable</p>
<p>DECISION SCENARIOS</p>				



<p>Scenario 1</p> <p>Accepted into the University of the District of Columbia</p> <p>HOWEVER,</p> <p><u>Not selected to participate</u> in the OSSE Apprenticeship in Teaching program in 2026-27</p>	<p>Contact Dr. Ayanna Kelley (ayanna.kelley@udc.edu) for any questions about the program.</p> <p>Please review your financial aid offer, if applicable.</p> <p>If you decide to accept the offer, please follow the steps outlined in UDC's enrollment checklist.</p> <p>If you decide to not accept the offer, please decline the offer.</p>
<p>Scenario 2</p> <p>Accepted into the University of the District of Columbia</p> <p>AND</p> <p><u>Selected to participate</u> in the OSSE Apprenticeship in Teaching program in 2026-27</p>	<p>Please monitor your email for information about two events: 1) a virtual welcome session to be held at the end of June 2026; and 2) Signing Day and orientation in early August 2026.</p> <p>If you decide to accept the offer, please follow the steps outlined in UDC's enrollment checklist.</p> <p>Please review your financial aid offer, if applicable. When you review your financial offer, you may want to consider whether you are eligible for any federal grants that may affect the need for student loans.</p> <p>If you decide to not accept the offer, please decline the offer.</p>





Appendix

Additional Guidance for Students with Higher Education Credits from Outside the United States

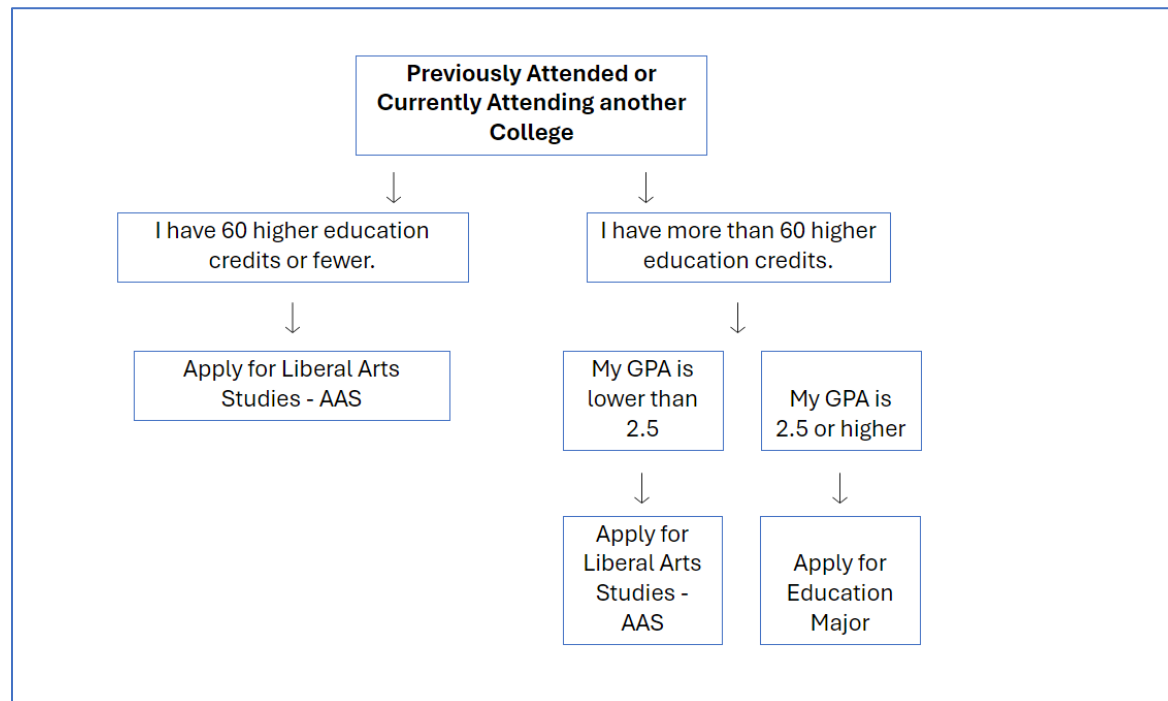
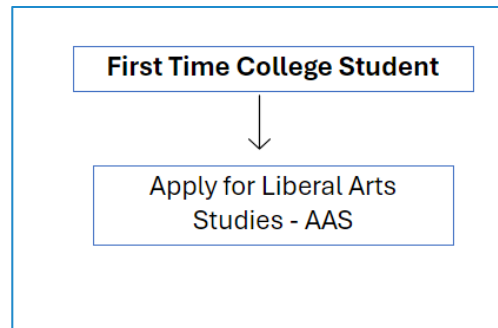
If you are an international applicant, please refer to [UDC's additional requirements](#) for the application process, located in the section "International Applicant."

Guidelines for Selecting Your Common Application Status for UDC

Generally, applicants who have less than 60 higher education credits will start the program at the UDC - Community College before transitioning to UDC – School of Education and Learning Sciences. Generally, applicants who have more than 60 higher education credits will start the program at UDC – School of Education and Learning Sciences. There may be some variation with these guidelines, based on a student's GPA and transcript review. Please note that **all apprentices, no matter which campus they start at, will earn a bachelor's degree as part of the OSSE Apprenticeship in Teaching program.**

Please note that UDC requires each applicant to submit official transcripts from any higher education institutions they previously attended. The number of credits that UDC accepts toward an education program may be different than your total number of credits earned to date. UDC uses program plans to review each transcript to see if previous courses align with UDC's program requirements. For UDC's program plans, please visit the following pages: 1) [Elementary Education Program of Study](#); 2) [Special Education Program of Study](#); 3) [Early Childhood Education Program of Study](#).

We invite you to use the following chart as a guide for selecting your application type. For detailed information about the application types, please visit [UDC's admissions web page](#).





Application Timeline

Please see below for the sample application and orientation timeline:

- **Feb. 13:** Start to request copies of transcripts.
 - Request official high school transcripts or a copy of a GED diploma.
 - For students that have attended another college or are currently attending another college: Request official transcripts.
- **Feb. 15:** Submit the OSSE Apprenticeship in Teaching program application.
- **March 6:** Submit your Common Application to UDC.
- **March 9:** Email osse.apprenticeship@dc.gov and provide them with your (1) Common Application ID Number, and (2) your UDC Portal "N Number."
- **April 1:** Submit a Free Application for Federal Student Aid (FAFSA).
- **April - May:** OSSE and UDC teams review all applicants and invite applicants selected for the next round to complete a virtual interview.
- **By Early June:** OSSE and UDC teams share admissions statuses with applicants.
- **Late June:** OSSE holds a virtual welcome session for admitted individuals
- **Mid-July:** Accepted applicants complete all forms to enroll in UDC.
- **Early August:** OSSE holds "Signing Day" and orientation for the 2026 OSSE Apprenticeship in Teaching program cohort.