



OSSE Apprenticeship in Teaching Program Application Checklist

Master of Arts in Teaching 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 Master of Arts in Teaching (MAT) pathway. For the application checklist for individuals applying to the Bachelor's Degree pathway, please visit the "Bachelor's Degree 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				
First Round of Application				
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
Submit the OSSE Apprenticeship in Teaching program application	OSSE Apprenticeship in Teaching Program Web Page	Feb. 15, 2026		We anticipate that we will refer selected applicants to the next round of the



				application process by early March 2026.
Monitor your email for next steps from the OSSE Apprenticeship in Teaching team.	OSSE will review all applications and will refer selected applicants to the next round of the application process, which will include participating in an interview with OSSE, and submitting a graduate application to UDC	Feb. 28, 2026		We anticipate that we will refer selected applicants to the next round of the application process by early March 2026
Second Round of Application				
Review UDC's "Step-by-Step Guide for Graduate Students" Important Note: While UDC does not require the GRE or GMAT for graduate school admission, UDC does require that applicants meet the first stage of OSSE licensure. This means that applicants must hold a cumulative undergraduate GPA of 3.0 or higher. However, if applicants have less than a 3.0 GPA, they must submit a passing Praxis CORE score OR a GRE combined score of 288 or higher.	UDC Graduate Application	March 2, 2026		Not Applicable
Request official college transcripts from the college at which you earned your bachelor's degree. If you attended multiple	Please visit your college's website for information about how to request official transcripts.	March 9, 2026		7-15 Business Days



colleges, please request an official transcript from each one.				
[Optional] Create a Free Application for Federal Student Aid (FAFSA) account	FAFSA Application	March 13, 2026		Not Applicable
Submit your graduate application to UDC	UDC Graduate Application	April 1, 2026		We anticipate that conditional offers will be made by early June 2025.
Submit your official bachelor's degree transcript to UDC. Important Note: UDC does not review graduate school applications until the admissions team receives an applicant's official undergraduate transcript. If you attended multiple colleges, please submit an official transcript from each one.	Please see the guidance below from UDC : Please submit the required documents for admission through the UDC's Salesforce application system. Any additional supplemental documents can be sent to udctranscores@udc.edu and cc Dr. Anika Burtin, Interim Dean, School of Education and Learning Sciences at	April 1, 2026		We anticipate that conditional offers will be made by early June 2025.



	<p>anika.burtin@udc.edu and Tim Harrison at gradadmission@udc.edu</p>			
<p>Submit additional supporting documents, as requested by UDC, including 2 letters of recommendation.</p>	<p>Please see the guidance below from UDC:</p> <p>Please submit the required documents for admission through the UDC's Salesforce application system.</p> <p>Any additional supplemental documents can be sent to udctranscores@udc.edu and cc Dr. Anika Burtin, Interim Dean, School of Education and Learning Sciences at anika.burtin@udc.edu and Tim Harrison at gradadmission@udc.edu</p>	<p>April 1, 2026</p>		<p>We anticipate that conditional offers will be made by early June 2025.</p>
<p>[Optional] Submit your FAFSA application</p>	<p>FAFSA Application</p>	<p>April 1, 2026</p>		<p>7-10 Days</p>



<p>Email osse.apprenticeship@dc.gov and provide them with the confirmation email that you submitted your graduate school application.</p>	<p>UDC Graduate Application</p>	<p>April 3, 2026</p>		<p>Not Applicable</p>
Third Round of Application				
<p>Respond to the interview request from UDC to schedule your virtual interview.</p>	<p>Information to be shared via email.</p>	<p>Within 48 hours of receiving the email.</p>		<p>Not Applicable</p>
<p>If you submitted a FAFSA application, review 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>
DECISION SCENARIOS				
<p>Scenario 1</p> <p>Accepted into the University of the District of Columbia</p> <p>HOWEVER,</p>	<p>Please contact Dr. Anika Burtin (anika.burtin@udc.edu) for any questions about the program.</p> <p>Please review your financial aid offer, if applicable.</p>			



<p><u>Not selected to participate</u> in the OSSE Apprenticeship in Teaching program in 2026-27</p>	<p>If you decide to accept the offer, please follow the steps outlined in UDC's graduate student 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 to be held in early August 2026.</p> <p>If you decide to accept the offer, please follow the steps outlined in UDC's graduate student 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."

Application Timeline

Please see below for the sample application and orientation timeline:

- **Feb. 15:** Submit the OSSE Apprenticeship in Teaching program application. After submission, please monitor your email for instructions from the OSSE Apprenticeship in Teaching team.
- **March 9:** Start to request a copy of your bachelor's transcript. If you attended multiple colleges, please request an official transcript from each one.
- **April 1:** Submit a Free Application for Federal Student Aid (FAFSA). **[Optional]**
- **April 1 :** Submit your graduate application to UDC.
- **April 3:** Email OSSE.Apprenticeship@dc.gov and provide the OSSE team with the confirmation email that you submitted your graduate school application.
- **April – May:** OSSE and UDC teams review all applicants and invite applicants selected for the final 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.