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# CWU College in the High School Teacher Application Guide

As a prospective new teacher for the CWU College in the High School program, we have created a guide to the process. When we accept applications, which is typically from fall to spring, we are reviewing them and accepting them for the next year. This is because we require all our new teachers to attend our Summer Institute training which provides guidance and support from both an administrative and discipline perspective. We do not typically allow teachers to apply and teacher within the same year. Steps to a successful application are:

1. Review the minimum qualifications established by the colleges within the university.
  - a. <https://www.cwu.edu/academics/specialized-programs/college-high-school/instructor-development/instructor-minimum-qualifications.php>
  - b. If you meet or exceed the minimum qualifications, please consider applying. Meeting or exceeding the minimum qualifications does not guarantee you will be approved.
2. Apply to the program by going here <https://cihs.cwu.edu/> selecting the “High School Instructor tile > “Prospects/Applicants tab > Create your account > Begin the application
3. Be prepared to provide:
  - a. Current Resume
  - b. Current CV or Cover Letter
  - c. All transcripts from institutions of higher education (unofficial is acceptable)
  - d. Names and emails for 3 references (one needs to be your current supervisor)
4. As you go through the application process please consider:
  - a. What courses you are asking to be approved for. If you end up teaching a course that you are not approved for through CWU, you must go through the application process again. Please be thoughtful in what courses you are applying for. Often, more is better.
  - b. Talk to and remind your references that they will be getting an email from us so they can upload their letters of recommendation. Our system sends reminders to them to upload but you can also go in and change your references at any time.
  - c. List all institutions of higher education that you have attended.
  - d. When uploading your cover letter/CV, resume, etc. you have the option to apply that upload to all courses you are applying to, just follow the directions.
5. You will receive an email when your application(s) is/are complete and ready to submit. You must log back in and officially submit your application for review.
6. It typically takes 4-5 weeks for a decision to be made. Please be patient, but after week 5 please feel free to reach out. Please also be aware of what time of the year you are applying (i.e., during a break, holiday weekend, etc.)
7. Please do not wait until the last week or day that we accept applications to apply.
8. You will be required to attend a Summer Institute training. We typically host 6 of them and they are generally held within the last 2 weeks of June and 2<sup>nd</sup> week of August. Please plan accordingly as there are no exceptions or make-up sessions.

## High School Partnerships

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