

**DTR Application Checklist:**

\_\_\_ Personal Information

\_\_\_ Educational Background

\_\_\_ **Two (2) official transcripts** from ALL post-secondary institutions where college credit has been earned sent to:

Denver Teacher Residency  
900 Grant St., Room 400  
Denver, CO 80203

**NOTE:** Because requests for transcripts can take up to four weeks to process, DTR strongly recommends that applicants order **three sets of official transcripts.**

- Two (2) sets for DTR Phase One Application
- One set for the Colorado Dept. of Education (CDE) upon admission to the program (Only required if applicant is admitted into the Denver Teacher Residency)

\_\_\_ Professional Background

\_\_\_ Teaching License

\_\_\_ Teaching Preference

\_\_\_ Test Scores - PLACE or PRAXIS II passing score report sent to:

- Denver Teacher Residency (fax: 720-423-3810)
- Colorado Department of Education

Some Secondary Math or Science applicants may have the necessary 24 credit hours that exempt them from taking the PLACE or PRAXIS II. Please visit the DTR Eligibility FAQ page for specific coursework requirements.

**NOTE:** If taking the PLACE, all scores automatically get sent to the Colorado Department of Education (CDE). If taking the PRAXIS II, the CDE must be selected as a designated score recipient (Institutional Code 7040) when registering for the exam.

\_\_\_ Three (3) personal essays

\_\_\_ Resume reflecting relevant experience

\_\_\_ Contact information for three references

\_\_\_ Letters of reference submitted to DTR by all three references prior to the application deadline.

**NOTE:** Applicants are responsible for submitting accurate contact information for three references, as well as ensuring that all three references submit letters on or before the application deadline.

\_\_\_ DTR Outreach

\_\_\_ Certify and Submit Application