

## Southwestern Illinois College

### Education Pre- Apprenticeship Checklist

must have each of these steps initialed and dated by the appropriate parties. Bring this sheet to the Education Coordinator.

Step 1	<p>Complete Steps to enrollment</p> <p>Confirm eligibility</p>
	<p>Apply for a SWIC student ID Here: <a href="#">Submit the New Student Information Form</a></p> <p>See instructions for "How to become a new student"</p> <p>Request official Highschool and College transcripts be sent to SWIC Enrollment Services.</p> <p>My SWIC ID number is _____</p>
Step 2	<p><b>Academic Advising</b></p>
	<p>See Academic Advising to discuss placement testing needs and review transcripts.  <a href="https://www.swic.edu/students/services/advising/">https://www.swic.edu/students/services/advising/</a></p> <p><b>DO NOT ENROLL YET!</b></p> <p><b>Place classes in your cart</b></p> <p>ED 255- Intro to Education            ED 267- Methods for Teaching Diverse Learners            ED 265- Intro to Special Education            ED 299 Paraprofessional Test Prep</p> <p>If you have already completed one of the courses above, choose            ED 260- Intro to Ed Tech            -OR-            If you have already completed ENG 101 with a "C" or higher, choose LIT 293- Children's Literature</p>
Step 3	<p>Contact Financial Aid to submit FAFSA and scholarship applications.</p>
	<p>Are you:</p> <ul style="list-style-type: none"> <li>▫ Interested in teaching Special Education?</li> <li>▫ Part of an under-represented group (Minority Scholarship)</li> <li>▫ Did you participate in a High School Ed Pathway Program (Golden Apple)?</li> </ul>

		<ul style="list-style-type: none"> <li>▫ Do you complete 8 credit hours of dual credit in high school and have a GPA (DC only) of 3.5 or above?</li> <li>▫ Did you graduate in the top 20% of your graduating class?</li> <li>▫ Are you going to attend courses at the Red Bud Campus (Red Bud Advantage)?</li> <li>▫ Are you a male who identifies as a minority? (DMTI Scholarship)?</li>   <li>▫ Check out Foundation Scholarships</li> <li>▫ Does your potential partner school provide tuition reimbursement?</li> </ul>
	<b>Step 4</b>	<b>Meet with Education Coach</b>
		<p>You will need to schedule an appointment with the Education team to discuss pre-Apprenticeship Program requirements and to discuss goals.</p> <p>At this point we will enroll you in courses and also determine what books you need. <b>DO NOT PURCHASE TEXTBOOKS YOURSELF.</b></p> <p>Lauren Maedge  <a href="mailto:lauren.maedge@swic.edu">lauren.maedge@swic.edu</a>          Jessica Day  <a href="mailto:Jessica.Day@swic.edu">Jessica.Day@swic.edu</a></p>
	<b>Step 5</b>	<b>New to SWIC?</b>
		<a href="#">Complete NEW STUDENT ORIENTATION</a>
	<b>Step 6</b>	<b>Complete the courses in the pre-apprenticeship</b>
		The following SWIC courses must be completed before January 2025:
		ED 255- Intro to Education Semester:
		ED 267- Methods for Teaching Diverse Learners Semester:
		ED 265- Intro to Special Education Semester:
		ED 299 Paraprofessional Test Prep Semester:
	<b>Step 7</b>	<b>Take the workKeys test</b>
		<a href="https://www.swic.edu/community/community-education/paraprofessional-test-class/">https://www.swic.edu/community/community-education/paraprofessional-test-class/</a>
	<b>Step 8</b>	<b>If you have gained a 4 or above on the ACT workKeys, get licensed!</b>
		<ul style="list-style-type: none"> <li>○ Licensure on ISBE</li> <li>○ ELIS number _____</li> </ul>

**Meet with Mike Conley in Career Services to fill out Registered Apprenticeship Paperwork**

Director of Workforce Development and Career Pathways  
 Southwestern Illinois College (SWIC)  
 618.641.5193 Belleville Campus Information Sciences Building  
 Determine WIOA eligibility

Resume building with career services  
<https://www.swic.edu/community/career-services/>

- o Match with school site
- o ROE to obtain your background check for your site

**Congrats; you did it!!! Proceed to the Apprenticeship Checklist**

**IMPORTANT CONTACTS**

SWIC Career Services	SWIC Education Staff	SWIC Resources	Site resources
Mike Conley Director of Workforce Development and Career Pathways  <a href="mailto:michael.conley@swic.edu">michael.conley@swic.edu</a> 618.641.5193 Office	Jessica Day Education Program Coordinator <a href="mailto:Jessica.Day@swic.edu">Jessica.Day@swic.edu</a>  Lauren Maedge <a href="mailto:Lauren.Maedge@swic.edu">Lauren.Maedge@swic.edu</a>	Advising Career Services: Success Center	TBD