



**pennsylvania**  
COUNCIL ON THE ARTS

THE PENNSYLVANIA COUNCIL ON THE ARTS  
ARTS IN EDUCATION DIVISION AND  
THE PHILADELPHIA ARTS IN EDUCATION PARTNERSHIP

**DIRECTORY OF PENNSYLVANIA**

*Artists in Education*

**2021 - 2022**

**ARTIST APPLICATION**

**Mail Application to:**

Philadelphia Arts in Education Partnership  
440 N. Broad St.  
Third Floor, Portal A  
Philadelphia, PA 19130

T: 215-982-1207    F: 215-324-3651  
[paep@paep.net](mailto:paep@paep.net)



## Introduction and Overview

The Pennsylvania Council on the Arts (PCA), Arts in Education Division (AIE) provides funding for arts in education programs. The purpose of the AIE Division is to develop and support quality arts education programs in schools and community settings for all Pennsylvanians. The **Philadelphia Arts in Education Partnership (PAEP)**, as the PCA regional partner for the Philadelphia, Chester, Montgomery, Delaware, and Bucks Counties, conducts the artist selection process, publishes the regional directory for the PCA, and manages residencies in schools and community sites.

The **Directory of Pennsylvania Artists in Education** is the PCA's directory of approved artists. It is an annual publication of the artists who have been accepted into the AIE Division and is distributed to schools and community organizations throughout the state. Schools and community organizations use the directory to identify artists to conduct AIE residencies. In these residencies teaching artists work intensely with "core" group(s) of students acting as mentors, facilitators, and technical advisors to the students as they undertake experiential arts projects. Planning for these residencies should occur as collaboration between the artist and hosts, especially in K-12 schools. Additionally, school-based residencies should be embedded in the curriculum, have a literacy component, and meet appropriate arts standards. Artists should also provide or participate in in-service training for teachers and community outreach. Once approved, artists may work in more than one region. Individual artists and artistic ensembles or companies may apply to be listed in the *Directory of Pennsylvania Artists in Education*.

An artist or ensemble selected for the *Directory* is eligible for PCA support through an application from a host organization. Funding is made available to units of government, public, charter, and private schools, childcare centers, senior centers, not-for-profit tax-exempt organizations, and other institutions in Pennsylvania. Host sites are responsible for making application for a residency grant. *Directory* artists are not eligible to apply directly for residency funding although they are encouraged to promote their services.

PAEP facilitates the process of selecting artists for inclusion in the *Directory of Pennsylvania Artists in Education*. Recommendation as a *Directory* artist is a three-step process. Once the application is received, the artistic credentials of the applicant is reviewed and evaluated. Those recommended to the next stage will meet with a panel for an interview and the opportunity to discuss their plans for a typical 10-day residency. Artists who succeed at this stage are then required to demonstrate to peer observers their teaching expertise in a workshop/school setting providing workshop participants with a hands-on arts activity. A successful demonstration leads to a recommendation to the Pennsylvania Council on the Arts, which makes the final decision for inclusion in the *AIE Directory*.

The mission of the Philadelphia Arts in Education Partnership (PAEP) is to promote life-long learning in and through the arts for Pre-K -12 students, seniors, and special populations in schools and community sites throughout southeastern Pennsylvania. PAEP encourages excellence in arts education practice and is grounded in the belief that the arts are integral to the comprehensive education of all learners. We accomplish this mission by working with teachers, teaching artists, school districts, colleges and universities, and 90 arts and cultural institutions throughout the region to encourage excellence in art-in-education practice and to bring arts-based learning experiences to all students. PAEP, in cooperation with PCA, offers professional development designed to assist teaching artists construct and carry out effective school residency programs. Workshop fees are subsidized by PCA for current *Directory* artists.

## Application Guidelines

### Eligibility

- Individual artists, artist ensembles, or companies may apply.
- Artists, artist ensembles, or companies that intend to work in multiple disciplines must demonstrate their qualifications and be approved to work in each discipline.
- Preference is given to Pennsylvania residents, although outstanding artists from other states may apply.

### Criteria

Applicants are selected for the program based on:

- Artistic excellence as demonstrated by samples of the artist's work, training and experience, resume, and letters of recommendation.
- Good communication skills as evidenced by the application, work samples, recommendations and subsequent interview, and teaching observation.
- Ability to develop and implement a sequential residency plan with education or community partners as evidenced by the application, interviews, and a classroom observation of an experiential arts activity.
- Ability, if applicable, to present culturally specific arts authentically as evidenced by work samples and subsequent observations.
- Experience, interest, and the ability to work with students including special needs populations as evidenced by credentials in education, application, letters of recommendation, and observations.

### Compensation

- Artists are paid a minimum of \$200 per day for up to three core groups per residency session. Artists may negotiate a higher fee with the host site. Ensemble fees are set accordingly. As a policy, PAEP limits its matches to no more than \$200 per individual artist and \$250 per ensemble. PAEP does not guarantee a fifty-fifty match. This is dependent upon the quality of the residency, the length of it, and the availability of funds. A funding guide appears in the Application for an Artist Residency.
- Mileage will be reimbursed only for residency distances farther than 50 miles one way. The host site pays mileage reimbursement.
- The host site is responsible for the cost of all materials used in the residencies.

### Ensembles and Companies

- The required application information must be submitted for all artists who will be working in residencies in schools or community settings.
- Only those members of the ensemble or company that have been approved for the Directory of Pennsylvania Artists in Education may work in a PCA Arts in Education residency.

### Observation, Training, and Planning

- Qualifying artists will be observed prior to being recommended to the state. These observations may be in pre-existing residencies or will be a one-time workshop arranged through PAEP. Artists are expected to provide workshop participants with a hands-on arts activity typical of the type of activity a participant would be engaged in during a ten-day residency.
- Qualifying artists who are recommended to and approved by the Pennsylvania Council on the Arts are required to participate in Philadelphia Arts in Education Partnership professional development workshops that address the guidelines of the Directory of Pennsylvania Artists in Education program. Additionally, artists are expected to attend advance training each year.

# Instructions for Artists (1 of 3)

## Submissions

Artists applying for directory status must submit the following materials:

- Application Cover Sheet..... 1 copy
- Request for Consideration Form..... 1 copy
- Artistic Narrative..... 1 copy
- Artist Information Sheet..... 1 copy
- Professional Resume (1–2 pages)..... 1 copy
- Letters of Recommendation\* ..... 2 letters, 1 copy each
- Work Samples and SASE\*\* ..... 1 copy each
- Work Sample List ..... 1 copy
- Digital Color Image for Directory 3"x5" ..... 1 copy
- Publicity Materials (optional)..... 1 copy

Please collate these materials using paper clips, not staples if you are not submitting it electronically.

\*These should be supplied by those who are familiar with your teaching ability, e.g. school personnel, regional art center staff, and residency coordinators and not those who have curated or published your work. They must be signed originals.

\*\*Any work samples that are submitted should be duplicates or copies, not originals. The accompanying list should completely and accurately reflect the work samples and their contents. The SASE should have sufficient postage to ensure its return to you. Work samples of artists accepted into the Directory will not be returned.

Application information must be completed in full. Narrative questions must be answered on no more than four (4) 8 1/2 x 11 pages in total, single sided, using 12-point font. Responses must be typed or computer printed.

## Work Samples

The Philadelphia Arts in Education Partnership will focus primarily on the artistic quality of your own work. With this in mind, you should pay close attention to your choice of work samples (digital images, CDs, MP4 files, manuscripts, or scores). The technical quality of your sample should allow clear viewing of and/or listening to the work. Work samples should be chosen to demonstrate your artistic ability, not to show work produced by students. The media you select for your work samples should also support the kind of work you plan to do in residency activities. Applications that do not include work samples will be considered incomplete.

**\*Dance Artists only:** If your dance work is primarily choreographic or you have not performed within the past three years, it is not necessary to submit a personal performance recording. Please submit a recording of your work demonstrating your choreographic skills and/or teaching skills, preferably in a residency environment. These samples may include student performers but not the choreography of your students. Follow all other work sample requirements for recording submission listed below.

Please note the following requirements:

### Images: Visual Arts, Crafts, Architecture, or Design Arts

- Please submit a maximum of sixteen (16) digital color images as an e-mail attachment or as a link to a Google Drive, Dropbox, or OneDrive folder, representing no more than six (6) works. Ensembles must submit four (4) images per individual.
- Images must show your work clearly
- Detail shots should be included as necessary
- Sharp focus and adequate lighting will allow the panel to see your work at its best
- Each image file must be titled using last name, title of the work, and be numbered consistent with the list below.

# Instructions for Artists (2 of 3)

- Included as a Word file as an e-mail attachment or included in your cloud-based folder should be:
  - Your name
  - The number (1-6) of each image file
  - The title of the work
  - The dimensions of each piece in inches (height x width x depth)
  - The date of the work
  - Materials used in the work
- If an image illustrates a detail of a previously listed work, it should be indicated on the slide and the list.

### Recordings: Theater, Dance, Media Arts, Storytelling, or Inter-Disciplinary Arts

- MP4 files only
- Please include two (2) works as MP4 files (sent by e-mail as a zip file or as a link to Google Drive, Dropbox, or OneDrive) and must not longer than five minutes a piece.
- Interdisciplinary artists should submit at least one complete work.
- The recording should be clearly lit.
- Include the entire scene, ensemble, or space.
- Include some details.
- Label cloud-based folder or e-mail subject line with your name and the title(s) of the work(s).
- Create a list to accompany the work(s) that includes:
  - Your name
  - Title(s) of the work(s)
  - Please note whether there is sound on your recording
  - Duration (no longer than 5 minutes each piece)
  - Date of completion of work
  - Where the work was performed
  - Number of performers
  - Production credits (production credits are important so that your role in the work is clearly stated and identifiable)
- Professionally produced recordings are not required, but keep in mind that we should be able to see/hear the contents clearly enough to evaluate the work

### Recordings: Music or Media Arts

- Include three (3) works as MP4 files (sent by e-mail as a zip file or as a link to a Google Drive, Dropbox, or OneDrive) that must be no longer than 5 minutes each
- Create a list to accompany the work that includes:
  - Your name
  - Title(s) of work(s)
  - Composer and librettist's names (if music recording)
  - Duration (no longer than 5 minutes each piece)
  - Date of completion of work
  - Where the work was performed
  - Number of performers
  - Production credits (production credits are important so that your role in the work is clearly stated and identifiable)
- Professionally produced recordings are not required, but keep in mind that the panel should be able to hear the contents clearly enough to evaluate the work

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# Instructions for Artists (3 of 3)

## Poetry, Playwriting, Fiction, or Non-fiction Writing:

- Work should be typed, or computer printed
- Please use size 12 font
- Submit work with a corresponding list containing:
  - Your name
  - Title of work
  - Date completed
  - Where and when published, read, performed, taped or produced, as appropriate
  - Locations and dates of any public readings of the submitted work
- Poetry:
  - Submit a maximum of ten (10) pages
  - Do not send original manuscripts
- Playwriting, fiction, and non-fiction:
  - Submit a double-spaced manuscript of a maximum of 15 pages
  - Do not send original manuscripts

## Manuscripts and Scores:

- Submit work with a corresponding list containing:
  - Your name
  - Title of work
  - Date completed
  - Where and when published, read, performed, taped or produced, as appropriate
  - Locations and dates of any public readings of the submitted work
  - Submit a maximum of two (2) works, totaling 15 pages

**Please note: Applicants who would like their work samples returned to them must enclose a self-addressed envelope stamped with the appropriate amount of postage. PAEP will require work samples of artists who are rostered to the Directory for its files.**

## Questions/Assistance?

This process requires many steps, attention to detail, and thoroughness. We realize that you may have questions along the way. Please feel free to call with any questions or concerns or for clarification.

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**PAEP will send applicants an email receipt of the application.**

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# Application Cover Sheet

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Company/Group Name: \_\_\_\_\_

## Checklist

Use the following checklist to make sure you have submitted everything that is required. All applicants **MUST** provide the following materials in this order:

**Note: Please collate these materials using paper clips, not staples.**

- Application cover sheet..... 2 copies
- Request for Consideration Form..... 2 copies
- Artistic Narrative ..... 2 copies
- Artist Information Sheet ..... 2 copies
- Professional Resume (1-2 pages) ..... 2 copies
- Letters of Recommendation ..... 2 letters, 2 copies of each
- Work Samples, List, and SASE\* ..... 1 copy each
- Digital Color Photograph ..... 1 copy
- Publicity Materials (optional)..... 1 copy

\*For clarification, please refer back to the Instructions for Artists sheet

## Check the one (1) discipline that BEST describes your work:

- |   |                                      |  |
|---|--------------------------------------|--|
| <input type="checkbox"/> Dance                | <input type="checkbox"/> Music       | <input type="checkbox"/> Media Arts              |
| <input type="checkbox"/> Opera/ Music Theater | <input type="checkbox"/> Theater     | <input type="checkbox"/> Interdisciplinary Arts* |
| <input type="checkbox"/> Visual Arts          | <input type="checkbox"/> Design Arts | <input type="checkbox"/> Literature              |
| <input type="checkbox"/> Craft                | <input type="checkbox"/> Photography | <input type="checkbox"/> Folk Arts**             |

\*An artist who integrates two or more different arts disciplines to form a single work.

\*\*Traditional arts, handed down within your community or culture.

## Work Samples Guidelines (see pages 4-6 for further details):

- Digital Files (JPEG, PNG, PDF):** Submit a maximum of sixteen (16) digital, color images representing no more than six (6) works, four (4) per ensemble member, include a list according to work (1-6) along with the dimensions in inches (height x width x depth), date of the work, title of the work, materials used in the work, and your name. If an image illustrates a detail of a previously listed work, it should be indicated.
- Digital Files (MP4):** List your name, title of work(s), cue marks (indicated in minutes and seconds), duration, date of completion of work, where the work was performed, number of performers, and production credits (including your role).
- Digital Files (MP3, MP4):** List your name, title of the work, composer's and librettist's names (if music recording), cue marks (indicated in minutes and seconds or track numbers), duration, date of completion of work, where the work was published, read, performed, taped or produced, number of performers, and production credits (including your role).
- Poetry, Playwriting, Fiction, or Non-fiction Writing:** List your name, title of work, date completed, where and when published, read, performed, taped or produced, locations and dates of any public readings. The order listed should correspond with the order of your submission.
- Manuscripts and Scores:** List your name, title of work, dates completed, and, as appropriate, where and when published, read, performed, taped, or produced, locations and dates of any public readings.

**Reminder: Work samples should show your own best artistic work, not work produced by your students. However, the work sample should support the work you propose to do in residency activities.**



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# Request for Consideration Form (1 of 3)

Please type or print clearly:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Company/Group Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: Day (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**You are applying as:**

- An individual artist       An ensemble or company

**Check the one (1) discipline that BEST describes your work:**

- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> Dance               | <input type="checkbox"/> Music       | <input type="checkbox"/> Media Arts              |
| <input type="checkbox"/> Opera/Music Theater | <input type="checkbox"/> Theater     | <input type="checkbox"/> Interdisciplinary Arts* |
| <input type="checkbox"/> Visual Arts         | <input type="checkbox"/> Design Arts | <input type="checkbox"/> Literature              |
| <input type="checkbox"/> Craft               | <input type="checkbox"/> Photography | <input type="checkbox"/> Folk Arts**             |

\*An artist who integrates two or more arts disciplines to form a single work.  
\*\*Traditional arts, handed down within your community or culture.

**Check the one (1) artistic type that BEST describes your work:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> choreographer             | <input type="checkbox"/> dancer              | <input type="checkbox"/> composer                |
| <input type="checkbox"/> conductor                 | <input type="checkbox"/> a. ballet           | <input type="checkbox"/> actor                   |
| <input type="checkbox"/> keyboard instrumentalist  | <input type="checkbox"/> b. ethnic/folk/jazz | <input type="checkbox"/> set/property designer   |
| <input type="checkbox"/> brass player              | <input type="checkbox"/> c. modern           | <input type="checkbox"/> makeup designer         |
| <input type="checkbox"/> fretted instrument player | <input type="checkbox"/> string player       | <input type="checkbox"/> storyteller             |
| <input type="checkbox"/> singer                    | <input type="checkbox"/> woodwind player     | <input type="checkbox"/> graphic designer        |
| <input type="checkbox"/> mime                      | <input type="checkbox"/> puppeteer           | <input type="checkbox"/> sculptor                |
| <input type="checkbox"/> costume designer          | <input type="checkbox"/> lighting designer   | <input type="checkbox"/> photographer            |
| <input type="checkbox"/> writer or poet            | <input type="checkbox"/> playwright          | <input type="checkbox"/> stained glass artist    |
| <input type="checkbox"/> interdisciplinary artist  | <input type="checkbox"/> architect           | <input type="checkbox"/> metal smith             |
| <input type="checkbox"/> graphic artist            | <input type="checkbox"/> painter             | <input type="checkbox"/> papermaker              |
| <input type="checkbox"/> film maker                | <input type="checkbox"/> video artist        | <input type="checkbox"/> book artist             |
| <input type="checkbox"/> ceramicist                | <input type="checkbox"/> glassblower         | <input type="checkbox"/> computer/digital artist |
| <input type="checkbox"/> mosaic artist             | <input type="checkbox"/> enamellist          | <input type="checkbox"/> fiber artist            |
| <input type="checkbox"/> leatherworker             | <input type="checkbox"/> audio artist        | <input type="checkbox"/> percussionist           |
| <input type="checkbox"/> jewelry artist            | <input type="checkbox"/> printmaker          | other (specify)                                  |

\*\*\* Please select only the ONE (1) artistic type that represents your strongest area of work; that which you wish to bring to PCA funded arts in education residencies and projects. Your work sample should support this artistic type.

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# Request for Consideration Form (2 of 3)

**ARTIST'S NARRATIVE**

Please answer the following five (5) questions using no more than two (2) sheets of 8 1/2 x 11 paper total, single sided, employing size 12 font. Your responses to these questions should be reflective of your work as an artist. Please retype the question (preceded by its number), then your response. Please include a 1-2 page resume as well that includes your arts experiences such as performances and exhibitions of your work for the last three years.

1. Artistic statement: Who are you as an artist? Please touch on your aesthetic principles, artistic goals, future plans, and projects.
2. What do you do to stay current in your art discipline?
3. Why do you want to become a residency artist?
4. Briefly describe what a residency would look like. What kind of activities would students/ participants do? How do you determine if they are age appropriate? How will you meet the needs of today's classrooms? How will you know that students have met the goals for the residency?
5. What do you expect students to gain from this experience? What do you expect teachers to gain and what do you expect to gain from this experience?

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# Request for Consideration Form (3 of 3)

## Artist's Residency Plan

Please answer the following questions using no more than two (2) sheets of 8 1/2 x 11 paper total, single sided, employing size 12 font (or printing neatly if you do not have access to a computer or typewriter). Your responses to these questions should be reflective of the work you plan to do in your residencies. Please retype the question (preceded by its number), then your response.

- For the purposes of this application, briefly describe your concept of a multiple-day experience in a school. Imagine that you are working with the same group of students for one hour each day for ten (10) days. Choose a grade level between kindergarten and 12th grade. Be sure to show how you would engage students in the creative process. Include the answers to questions a-d in your description:
  - What is the specific age/grade level of the students in your plan (example: 4th grade)?
  - What are the specific arts-related goals of your ten-day program? (What do you want students to learn as a result of your working with them for ten days?)
  - What is your sequence of activities for each day?
  - How will you know if you have accomplished your goal(s)? (Did the students learn or do what you had hoped? How will you be able to tell?)
- Give examples of how your work/art form can be used to teach concepts in other subject areas, such as history, science, language, etc.
- Include ways in which your residency activities promote literacy. (Was there an emphasis on learning vocabulary? Do students write reflections, critiques, etc.?)

## Fee Structure

The PA Council on the Arts (PCA), Arts in Education Division requires that individual artists be paid a minimum of \$200 a day for PCA-supported residencies and projects.

Is this rate acceptable? \_\_\_\_\_

If not, what rate would you require? \_\_\_\_\_

## Companies/Ensembles:

Please list your regular daily/weekly fee:

## Are you incorporated?

No     Yes, not-for-profit     Yes, for-profit: Date of incorporation: \_\_\_\_\_

## Certification

I, the undersigned, certify that:

- The information contained herein and, in all attachments, and supporting materials is true and correct.
- I understand that this is a request for inclusion in the Pennsylvania Council on the Arts Directory of Pennsylvania Artists in Education, and that such inclusion is not a guarantee that I will be selected to participate in the Arts in Education Program as a resident artist.
- I agree that any project resulting from this request will be operated in accordance with Program Guidelines.
- I understand that I will be required to get all necessary clearances annually.

By: \_\_\_\_\_  
Signature of Artist/Company Manager      Typed or Printed Name      Date

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# Artist Information Sheet (1 of 2)

## Please type or print clearly:

Note: This sheet is used for your roster description to be published in the Directory; therefore, some of the information is redundant.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Company/Group Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: Day (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

## Discipline (check one):

- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> Dance               | <input type="checkbox"/> Music       | <input type="checkbox"/> Media Arts              |
| <input type="checkbox"/> Opera/Music Theater | <input type="checkbox"/> Theater     | <input type="checkbox"/> Interdisciplinary Arts* |
| <input type="checkbox"/> Visual Arts         | <input type="checkbox"/> Design Arts | <input type="checkbox"/> Literature              |
| <input type="checkbox"/> Craft               | <input type="checkbox"/> Photography | <input type="checkbox"/> Folk Arts**             |

\*An artist who integrates two or more arts disciplines to form a single work.

\*\*Traditional arts, handed down within your community or culture.

## Artistic Type

(please list your choice from the Request for Consideration Form): \_\_\_\_\_

## Contact Person (companies/ensembles only):

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: Day (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

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# Artist Information Sheet (2 of 2)

**Artist's Personal Statement** (If your application is successful, this statement will appear in the Directory of Pennsylvania Artists in Education. It must identify your discipline. It should briefly touch on your artistic philosophy, your vision of possible residencies, and/or your particular interests in curriculum connections. This statement should catch the eyes of host sites and give life to the creative process that you propose to share with them. Please do not exceed 125 words.):

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**Area(s) of the state in which you would work:**

- SW       NW       NE
- SE       C       Out of State

**Age range(s) for Residencies** (please check all that apply):

- Early Childhood (3–5)       Elementary (6–11)       Middle (11–14)
- Secondary (14–18)       Adult       Senior

**Experience with Special Populations** (please list briefly):

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**References** (please list two):

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Organization: : \_\_\_\_\_ Organization: : \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_