PAEMST 4 Month Checklist

Note: This document serves as guidance, not a requirement. It is based on our interpretations of the application requirements and is not an official document of PAEMST, EASE, or the National Science Foundation.

The final due date for applications is February 6, 2022.

Month	Week	Checklist
1	1	**Administrative:** ❏ Review the application packet. ❏ If interested, request a mentor via the portal. ❏ Email/call three people to secure letters of recommendation. ***Remember: one recommender must be your current administrator.*** **Video:** ❏ Brainstorm a topic/concept for your recorded lesson (video). Refer to 1A of the narrative for details. ❏ Record a lesson for practice. ***Remember: videos must be no longer than 30 minutes with no more than one break in the lesson.***
	2	**Video:** ❏ Continue to record lessons until you find one you are satisfied with.
	3	**Video:** ❏ Continue to record lessons until you find one you are satisfied with.
	4	**Administrative:** ❏ Once done with your recording, complete the Employment Verification Form. **Narrative:** ❏ Complete 1A (once video is completed). ❏ Complete 1B (once video is completed). ❏ *Remember: add research/sources to reference page.* ❏ *Remember: start compiling any supplemental materials.* **Video:** ❏ "Last Recording": Do a final recording and choose the video you are most satisfied with (from all recordings). ❏ ***Remember: videos must be no longer than 30 minutes with no more than one break in the lesson.***

Month	Week	Checklist
2	1	**Administrative:** ❏ Complete Teacher Information Form and Demographic Form. ❏ Work on Resume **Narrative:** ❏ Complete 1C. ❏ Complete 2A. **Video:** ❏ Watch your video! Take some notes for revisions/answers: 1A, 1C, 2A, 3A, 4A.
	2	**Narrative:** ❏ Complete 3A. **Video:** ❏ Watch your video! Take some notes for revisions/answers: 1A, 1C, 2A, 3A, 4A.
	3	**Administrative:** ❏ Confirm/check on letter of recommendations. **Narrative:** ❏ Complete 4A. ❏ Review all narrative responses so far. ❏ *Remember: add research/sources to reference page.* ❏ *Remember: compile any supplemental materials.* **Video:** ❏ Watch your video! Take some notes for revisions/answers: 1A, 1C, 2A, 3A, 4A. ❏ Upload video to application portal.
	4	**Narrative:** ❏ Complete 2B, 2C. ❏ Review all Narrative Responses completed so far. ❏ *Remember: add research/sources to reference page.* ❏ *Remember: start compiling any supplemental materials.*

Month	Week	Checklist
3	1	**Narrative:** ❏ Complete 3B. ❏ Complete 3C.
	2	**Narrative:** ❏ Complete 5A. ❏ Complete 4B.
	3	**Administrative:** ❏ Finalize resume. ❏ Confirm letters of recommendation. **Narrative:** ❏ Complete 4C.
	4	**Administrative:** ❏ Use resume to brainstorm ideas for 5B. **Narrative:** ❏ Complete 5B. ❏ Review all narrative responses. ❏ *Remember: add research/sources to reference page.* ❏ *Remember: start compiling any supplemental materials.*

Month	Week	Checklist
4	1	**Administrative:** ❏ Send out narrative for peer review.
	2	**Narrative:** ❏ Review all narrative responses. ❏ *Remember: add research/sources to reference page.* ❏ *Remember: start compiling any supplemental materials.*
	3	**Narrative:** ❏ Review narrative! Make sure each question has a unique response and truly represents **you**!
	4	**Administrative:** ❏ Upload final application. **Narrative:** ❏ Finalize all supplemental materials and references.

Congratulations!
You have applied for the Presidential Award for Excellence in Mathematics and Science Teaching!

Note: On March 11, you will find out if you have been selected as a state finalist. If you are selected, you will have until March 20. 2022 to upload an addendum for the national level review. This addendum is limited to five pages.