

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE No. 4204

**Admission to Third-Year Certificate of Achievement Program in
Teacher Preparation-Elementary**

Date Adopted: 1 April 1993

Date Revised:

Date Reviewed: 22-24 March 2014

References:

1. Obtain an Application for the [Third-Year Certificate of Achievement Program in Teacher Preparation-Elementary form](#) from the college's Office of Admissions, Records and Retention (OARR). The form may also be downloaded from the college's [website](#).
2. Complete the Application for the Third Year Certificate of Achievement in Teacher Preparation-Elementary form.
3. Verify with Business Office whether or not you have outstanding balance (see *For Business Office Use Only* section of the form).
4. Submit the completed and Business Office verified form the Third-Year Certificate of Achievement in Teacher Preparation-Elementary program coordinator.
5. Take the Third-Year Certificate of Achievement in Teacher Preparation-Elementary entrance essay.
6. Wait for the official notice from the college's OARR.