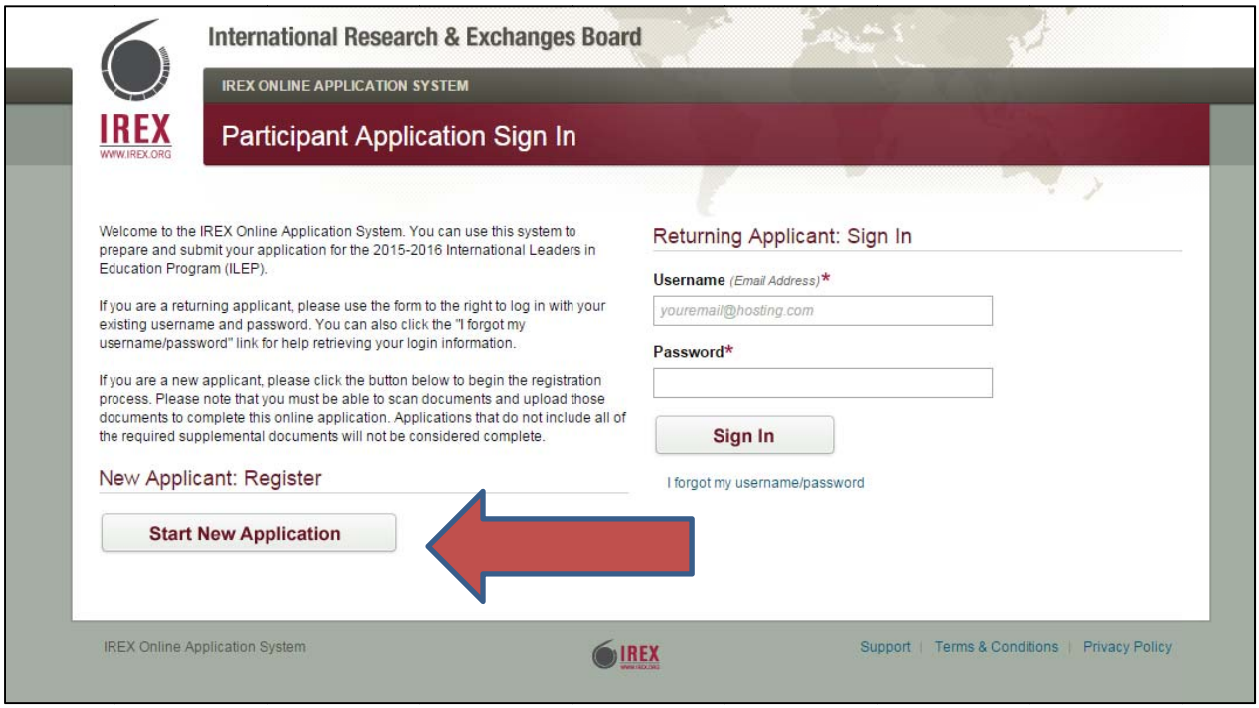
# Teaching Excellence and Achievement (TEA) Program & International Leaders in Education Program (ILEP)

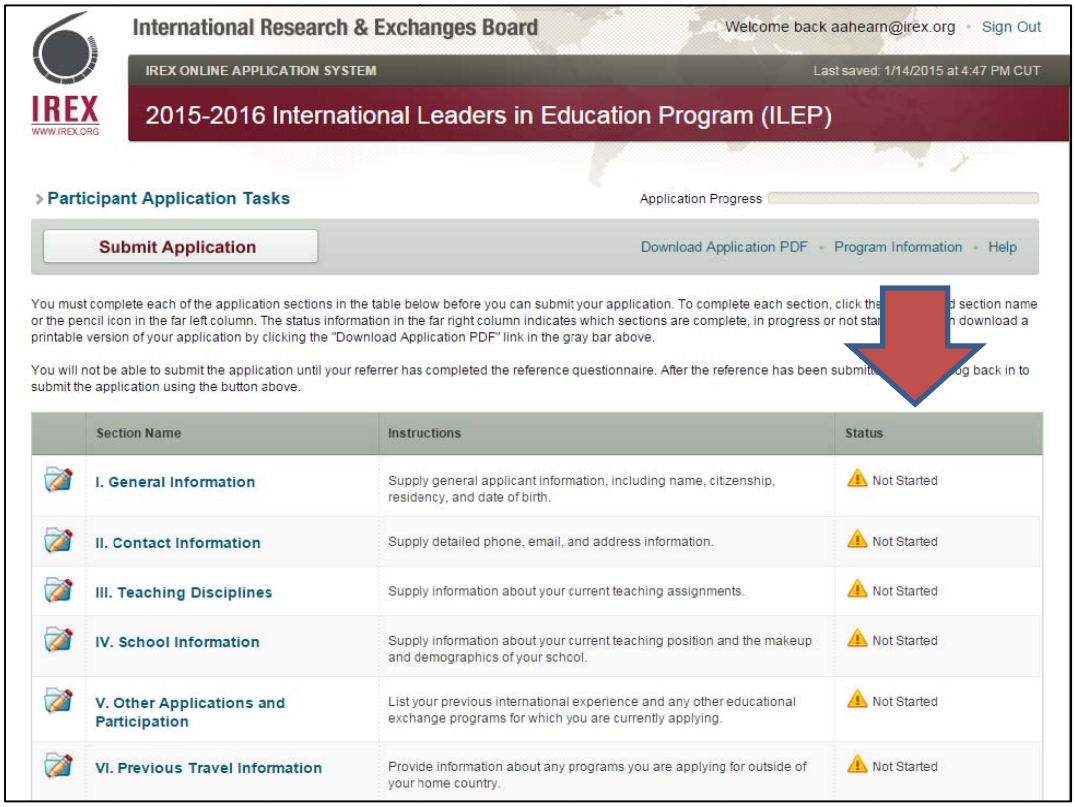
## Online Application Guide for Applicants

1. Register as a new applicant

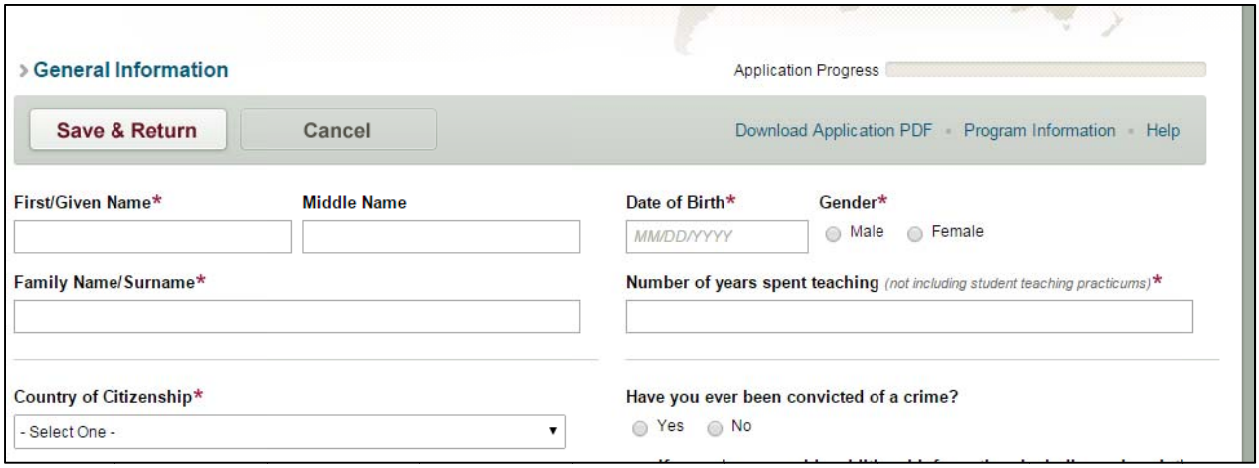



2. You do not need to finish the application in one sitting. Remember your login information and you can come back.

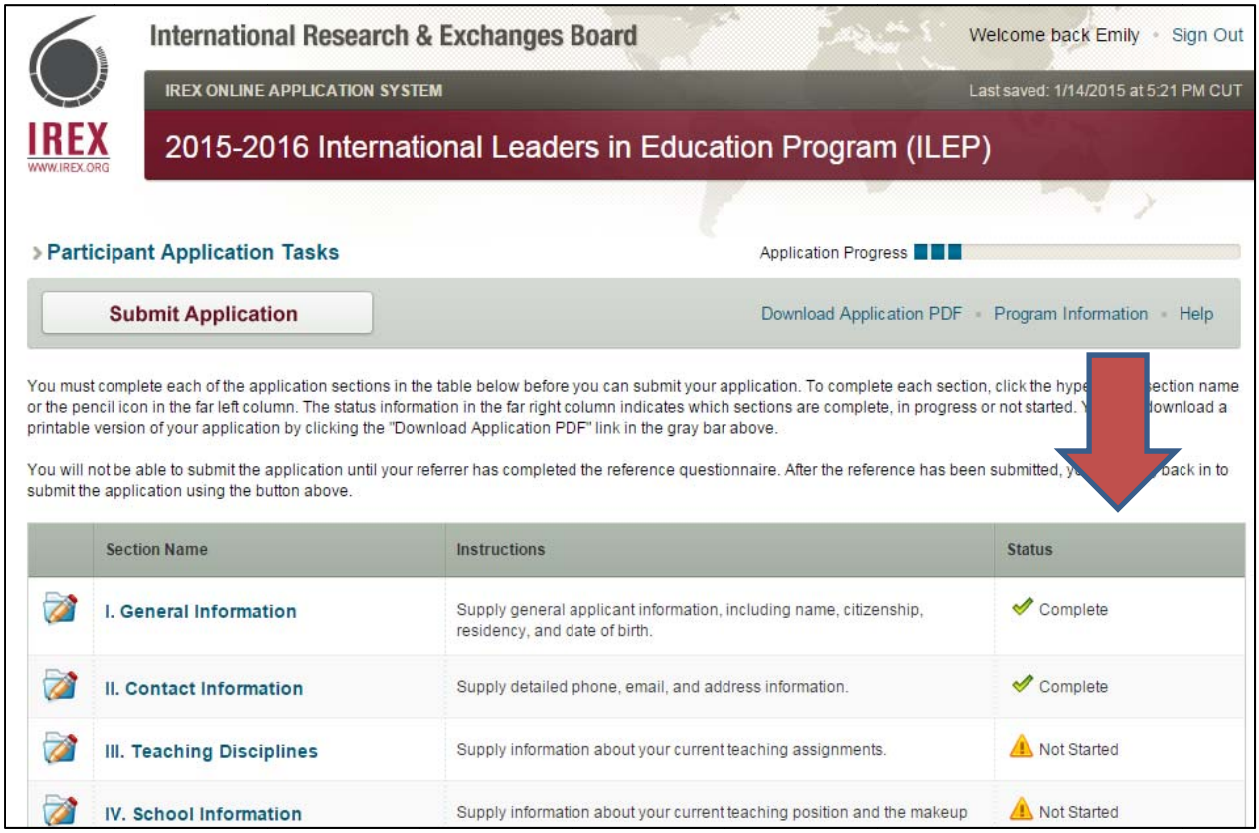
3. Home Page- allows you to view all of the sections and keep track of which sections are complete and which are in progress.



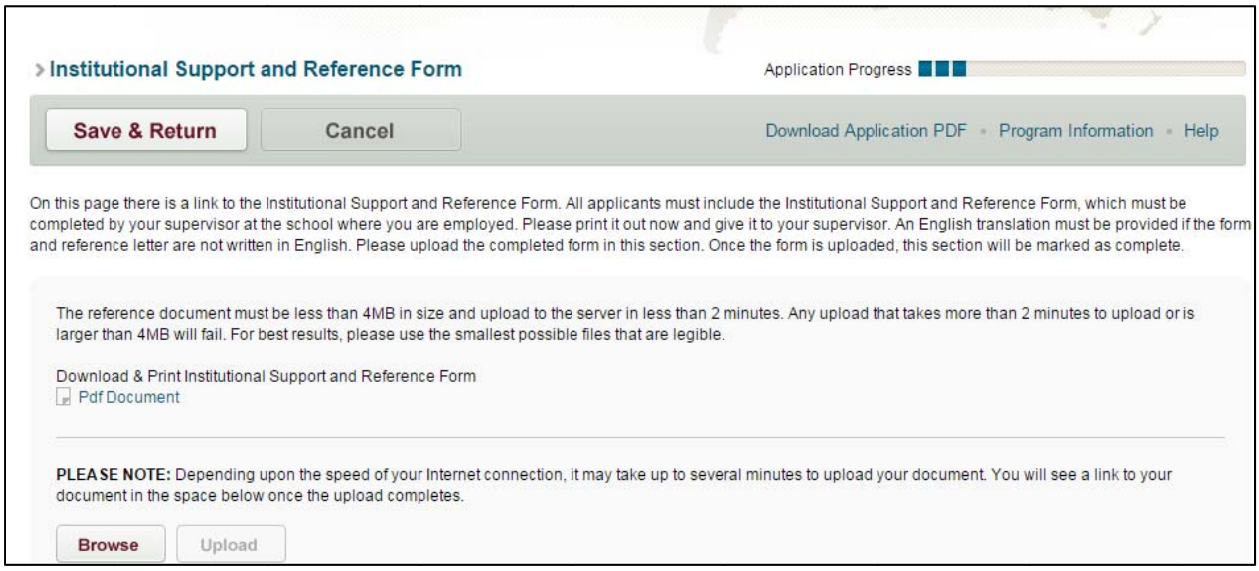

4. Go through each section of the application to enter information about yourself.



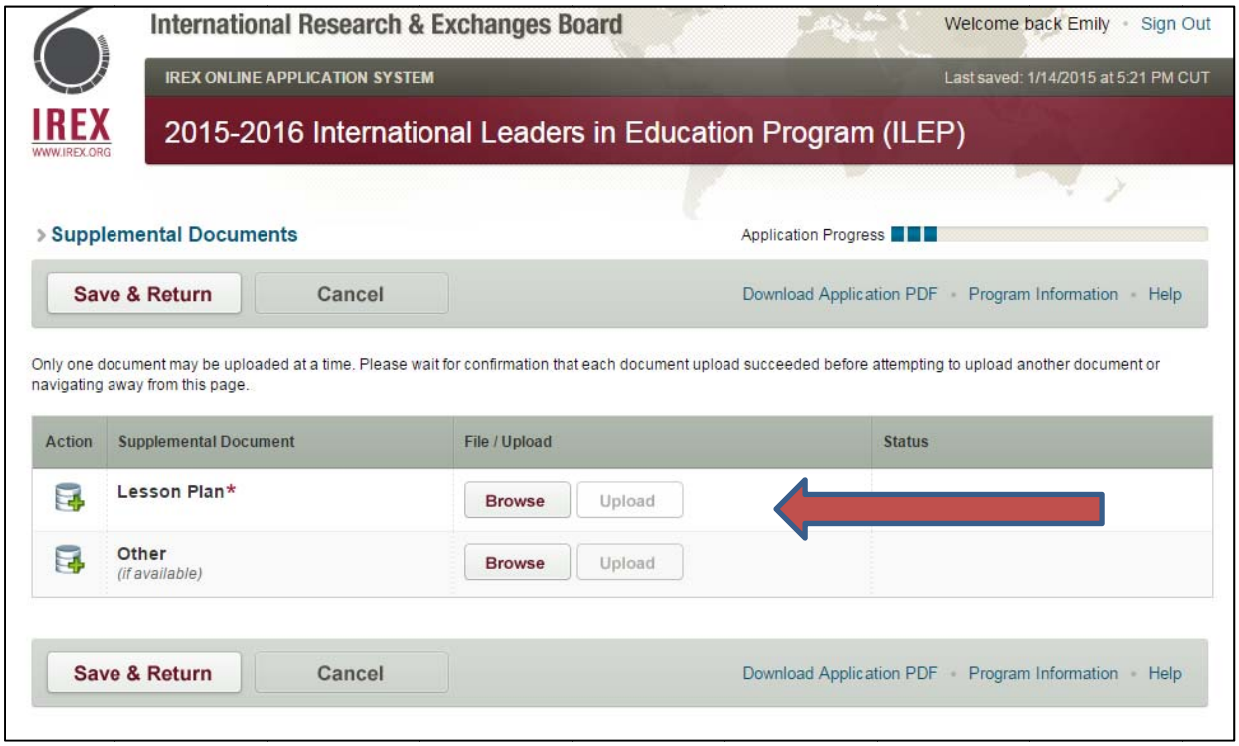
5. You can keep track on the home page of which sections are complete.



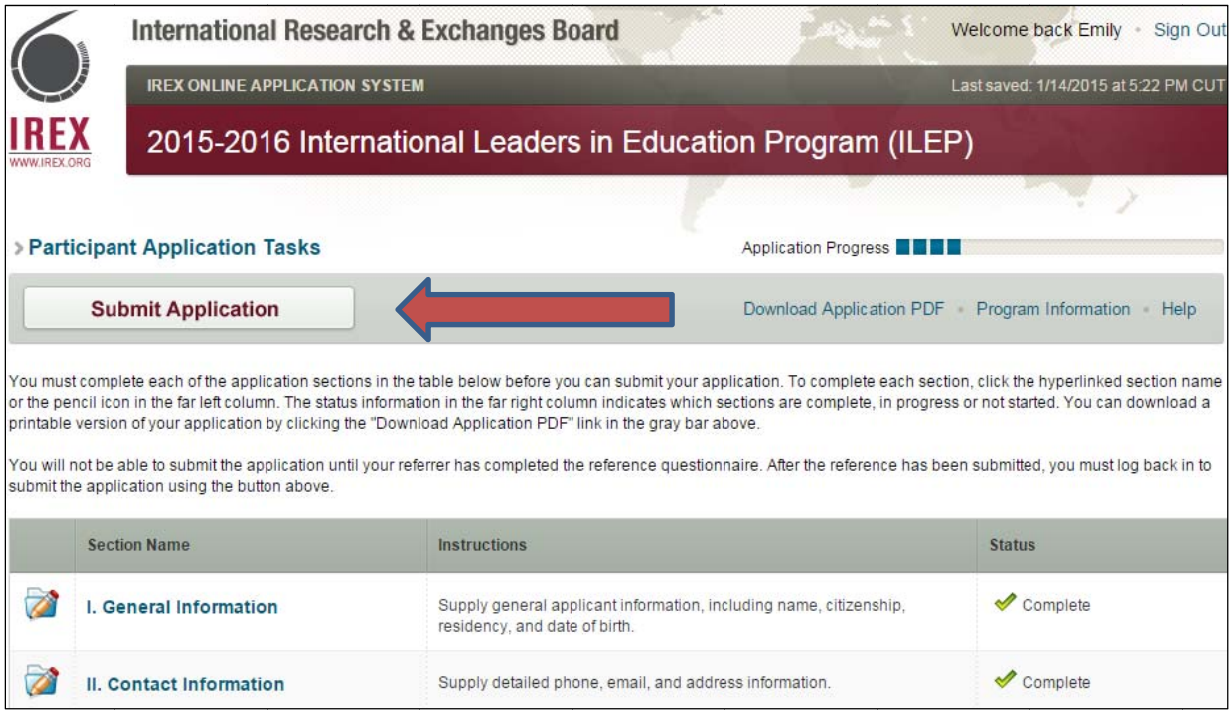

6. Section XII- Institutional Support and Reference Form: In this section, please download and print the Institutional Support and Reference Form. Your supervisor needs to complete this form and reference for you. Once it is completed, please upload an electronic copy to the system. This section is not complete until it is uploaded.



7. Section XIII- Supplemental Documents: For one of the essay questions, you asked to discuss one of your lesson plans. Please upload the lesson plan in this section. If you would like to upload any other documents, please do so here.




8. When you have completed, all of the sections- press "Submit Application."




9. If you have difficulties with the online application, please email IREX at teaglobal@irex.org for the TEA Program and ilep@irex.org for the ILEP Program.