



OnBase: Post-Baccalaureate Application Student Instructions

Audience: Post-Baccalaureate Teacher Candidacy Students

Purpose: Graduate Students applying for Approved Program of Study & Grad/Post-Bacc Teacher Candidacy. This document provides step-by-step instructions for accessing and completing the application via the RAM portal.

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ACCESSING THE FORM

1. Log in to [RamPortal](#).
2. Navigate to the Student Links Card and find the link for the **Approved Program of Study**. Fig 1

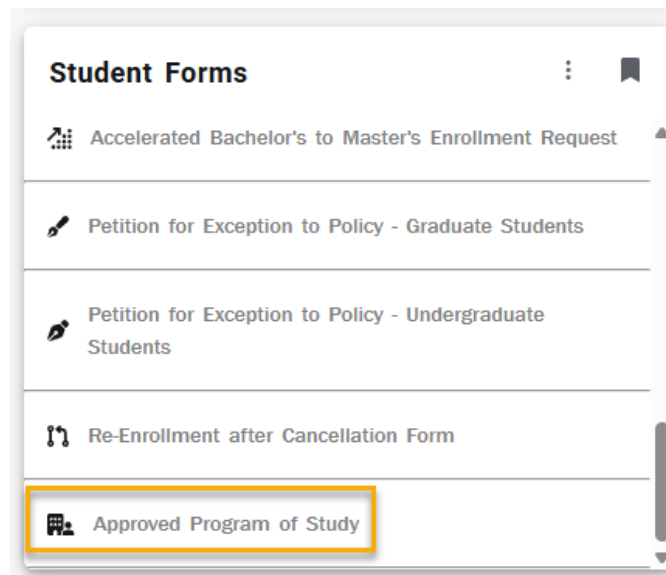


Fig 1



3. Your RamNet ID, first name, middle name, and last name should be automatically pre-populated. If not, please close the form and try accessing it again.

FILLING OUT THE APPLICATION

1. Select the **Certification Area** and **Certification Pursued** from the provided dropdown menus.

The screenshot shows a form titled "Student Information" with the following fields:

- EMPLID*: 9999999
- First Name: RAMMIE
- Middle Name: S. [REDACTED]
- Last Name: [REDACTED]
- Email: [REDACTED]@WCUPA.EDU
- Phone: Cell: [REDACTED]
- Phone: Home: [REDACTED]
- Certification Area*: [Dropdown menu]
- Certification Pursued*: [Dropdown menu]

Red arrows point to the dropdown arrows of the "Certification Area" and "Certification Pursued" fields.

Fig 2

Note: Depending on the certification area selected, additional prompts or extra criteria requirements may appear dynamically on the form.

Uploads and Submission

- **Ethics Module:** If your program requires it, the area to upload your ethics module documents will display. Please upload all forms as four separate PDFs.
 - **Select Attach File**

Click [HERE](#) for Ethics Module Requirements.

The screenshot shows a section titled "Teacher Ethics Module (0)" with the following text and button:

Please upload required Ethics Module documents: Preassessment, Knowledge Check, Final Assessment, and Printed Final Grade Screen. *

[Attach File](#)



Fig 3

- **Browse to the location of the file on your computer**

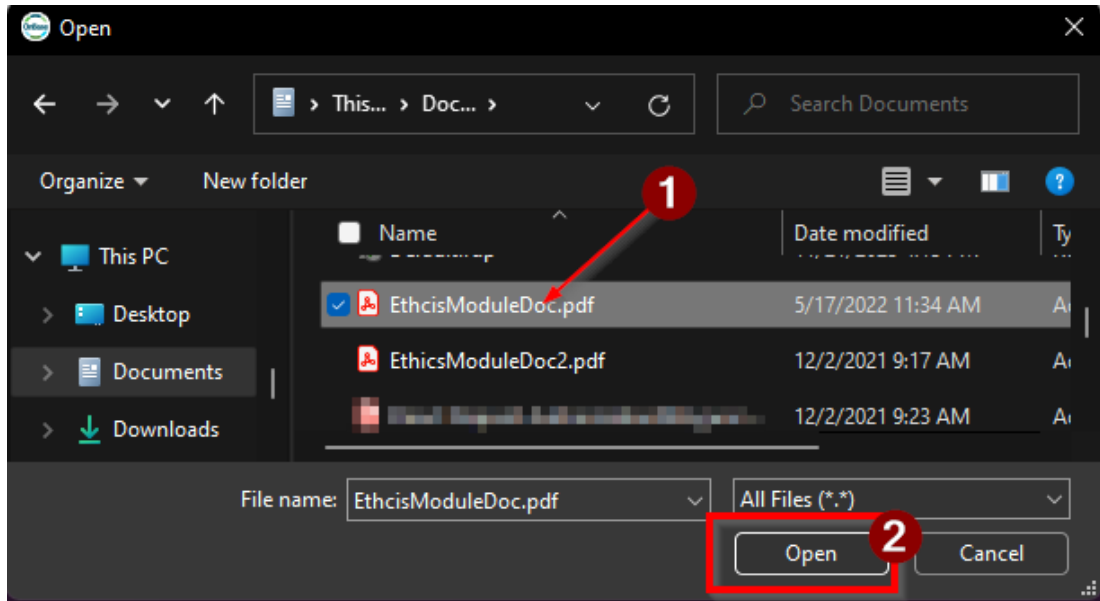


Fig 4

- Select the file and click OPEN
- Once attached, the screen will say “Pending” until the form is submitted
- You may attach additional transcripts by selecting Attach Documents again

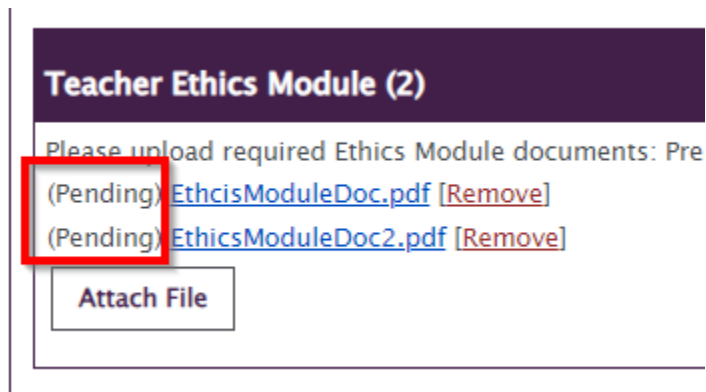


Fig 6

- **Attestations:** Read and agree to all required candidate attestations.



- **Signature:** Digitally sign the document and click **Submit**.
- **A notification will be sent to your campus email address once submitted**

For additional assistance, [submit a ticket for support](#).