



APPLICATION PROCESS

To make an official application to our workshop you need to first declare your intention to apply by submitting a “Cover Sheet” directly to NEH which can be done online at this address:

<http://www.neh.gov/online/education/participants/>. Please follow the prompts; be sure to

indicate your first and second choices of workshop dates. Print out the cover sheet and add it to your application package. **Finally, be sure to click on the “submit” button.** At this point you

will be asked if you want to fill out a cover sheet for another project. If you do, follow the

prompts and select another project and then print out the cover sheet for that project as well.

Note that filling out a cover sheet is not the same as applying, so there is no penalty for changing your mind and filling out a cover sheet for several projects.

A completed application packet to attend our workshop consists of **three** copies of each of the following **collated** items:

- the completed application cover sheet (see below for instructions),
- a résumé or short biography,
- an application essay as outlined below,
- and **one** letter of recommendation as described below.

As you prepare your application packet of the above items that you will then mail to me at MTHM, please remember that the most important part of it is your essay of **no more than one double-spaced page**. This essay should include information about your professional interest in the subject of the workshop; your special perspectives, skills, or experiences that would contribute to the success of the workshop; and how this academic opportunity would enhance your teaching or professional education service.

Additionally, you need to submit a letter of recommendation from your school principal, your department head, or the administrator of your home schooling association who can speak authoritatively in support of your application. This individual should be specific as to your professional qualifications, your commitment to your profession, and the benefits that s/he believes you will derive from attending this workshop.

Once you have submitted your cover sheet to NEH online and made three copies of it, as well as made three copies of your résumé, essay, and letter of recommendation, collate them all and send them in one packet to:

Craig Hotchkiss
Education Program Manager
The Mark Twain House & Museum
351 Farmington Avenue

Hartford, CT 06105

(I can be reached at **860-280-3146** if you have any question about how to submit your application to our workshop.)

Your application packet should be postmarked to me no later than March 1, 2012. After being reviewed by the selection committee at MTHM, notification of your status will be made to you by the end of April, 2012.

NOTE: Also see the next section linking to the “Application, Information and Instructions” portion of the NEH site.