



Cincinnati Federation of Teachers

Association of Cincinnati Public School Office Personnel
Local 1520, AFT, OFT, AFL/CIO

Directions for filling out the Teacher Leader Institute 2012 Application

1. Click the link for Teacher Leader Institute Application
2. When the application opens up, a purple toolbar should appear at the top of the document. Click on the TYPEWRITER button.
3. Click in each box to fill in the appropriate information
4. To Check the boxes, you will need to Click on the box and type in the letter "X"
5. Type essay in space provided.
6. Go to File > Save As
7. Name the document: "**Teacher Leader Institute Application**" and save it in a file on your computer (desktop or my documents).
8. Print the completed application.
9. Sign and Date the application.
10. Pony or mail the application to: Cincinnati Federation of Teachers,
2721 Central Pkwy, Suite B, Cincinnati, OH 45225, ATTN: Joyce Johnson

NOTE: *If you have digital signature capabilities or scanning capabilities you may email your application to Institute2012@cft-aft.org .*

office: 513.961.2272
fax: 513.961.0629

email: cft@cft-aft.org
web: www.cft-aft.org

2721 Central Parkway, Suite B
Cincinnati, OH 45225

