

CHECKLIST 1: WHAT SHOULD BE DONE AND WHEN SHOULD IT BE DONE; ADMISSION TO TEACHER EDUCATION AND ADMISSION TO STUDENT TEACHING STATUS

ADMISSION TO TEACHER EDUCATION

- WHEN TO DO:** As soon as one decides to pursue teacher certification as an MSU Student
- INITIATING ACTIVITY:** Register for Admission to Teacher Education
- ENDING ACTIVITY:** File completed application materials at Teacher Education Services
- TIME ALLOWED:** Two semesters (one academic year). Admission to Teacher Education is a pre-requisite to Admission to Student Teaching and upper level professional education courses
- ANTICIPATED RESULT:** Student is fully admitted to Teacher Education by College Admission to Teacher Education Committee
- CHECKLIST:**
- 2.50 overall GPA required at point of admission
 - Check ACT Composite Score...must be 21 or higher. If no ACT score, register to take ACT or GRE or PPST or C-PPST or SAT; scores from PRAXIS II Communication Skills & General Knowledge valid if already taken. Test is no longer given
 - Completed minimum 24 hours to include:
 - ENG 101 or ENG 102 "with "B" or higher
 - COM 161 with "C" or higher
 - EDU 103 or equivalency with "C" or better or AED 380 or CTE 200 or MUS 123 or ELE 605
 - MAT 117 or higher with "C" or better
 - Check-in visit with education advisor, verifying participation in admission process
 - Schedule appointment for individual interview with ACADEMIC Advisor (Advisor has option of writing a letter of recommendation which includes all criteria used in the interview.)
 - Complete and sign Formal Application and Declaration of Eligibility for Certification form
 - Bring all materials directly to Teacher Education Services

ADMISSION TO STUDENT TEACHING

- WHEN TO DO:** Two complete semesters prior to Student Teaching semester
- INITIATING ACTIVITY:** Attend Admission to Student Teaching Orientation and Placement - See D1 and D2
- ENDING ACTIVITY:** File completed Application for Student Teaching Admission at TES by deadline
- TIME ALLOWED:** Typically, the filing deadline will immediately follow the orientation dates
- ANTICIPATED RESULT:** Student is admitted by Admission Committee action, normally at the beginning of the semester prior to student teaching
- CHECKLIST:**
- Receive Admission to Student Teaching materials at the Orientation
 - Fill out Approved Programs Forms for subject area(s) or major AND for professional course sequence, indicating anticipated semester and year for all remaining courses. Include course substitution forms if taking any course other than those listed in the bulletin
 - Figure GPA for courses completed in each approved program
 - Secure signature from authorized advisor for each approved program
 - Fill out Admission to Student Teaching cover sheet
 - Fill out Application for Admission to Student Teaching and Declaration of Eligibility for Certification
 - Be sure that computer literacy and technology requirement(s) are complete
 - Take completed materials directly to Teacher Education Services. Keep a copy for your own record
 - Check to see that a complete academic record is on file at TES; if not, apply for transcript at Sparks Hall **OR** bring personal copies of semester grades to TES to bring academic record up to date
 - When you receive notification of the results of the admission committee meeting, check for any conditions that have been set for you.

Note: CDI students attend orientation within the department. Do not attend regular orientations.

STUDENT TEACHING PLACEMENT

- WHEN TO DO:** One semester prior to the student teaching semester
- INITIATING ACTIVITY:** Placement Interview with Coordinator of Student Teaching. This occurs at the beginning of the semester.
- ENDING ACTIVITY:** Student receives letter verifying dates, places, subject and grade level of Student Teaching assignment
- TIME ALLOWED:** Student Teaching generally occurs in the following blocks of time: 14 weeks (in two seven-week placements, 14 weeks (in one placement), or 16 weeks (in two 8-week placements)
- ANTICIPATED RESULT:** Student successfully completes the Student Teaching Experience

- CHECKLIST:**
- Attend Orientation for Admission to Student Teaching
 - Apply for Admission to Student Teaching Status at Teacher Education Services by returning the completed Admission to Student Teaching packet on or before the deadline
 - Make appointment at TES for placement interview with Coordinator of Student Teaching
 - Complete Student Teaching placement forms and bring to the Student Teaching Interview. Provide TES with written results of physical report including TB skin test
 - At placement interview, identify where you would like to Student Teach, at what level, and in what subject
 - Receive your Student Teaching assignment letter
 - Meet with Supervising Teacher
 - Complete all course work
 - Complete criminal records check
 - Take Praxis II Specialty Exam(s) and Principles of Learning and Teaching Exam

APPLICATION FOR KENTUCKY TEACHING CERTIFICATE AND PROGRAM COMPLETION

- WHEN TO DO:** During student teaching semester
- INITIATING ACTIVITY:** Attend scheduled Student Teaching Seminars during your Student Teaching semester
- ENDING ACTIVITY:** Teacher Education Services clears student for final recommendation by the MSU Registrar for a Kentucky Teaching Certificate (Letter of Eligibility)
- TIME ALLOWED:** Student must have completed all program and admissions requirements before his/her application can be approved by Teacher Education Services.
- ANTICIPATED RESULT:** Student receives Kentucky Teaching Certificate (Letter of Eligibility) 6-9 weeks following Student Teaching

- CHECKLIST:**
- Complete all phases of Admission to Student Teaching Status process and have been completely admitted by your College Admission to Teacher Education Committee and maintain a 2.50 GPA or higher
 - Pass all relevant portions of PRAXIS and PLT
 - Complete the TC-1 Application for Kentucky Certification and the attached MSU transcript request at the Student Teaching Seminar
 - If notified that scores have not been received from Educational Testing Service, bring original PRAXIS and PLT score reports to TES
 - File out-of-state certificate applications with Teacher Education Services as needed
Remember, you must be eligible for Kentucky Certification before you can be recommended for out of state certification.