



Important Steps for Undergraduate Teacher Education Students

Step 1: Meet with Teacher Education Undergrad advisor to create individualized plan of study and complete the Education Declaration Form

(<https://goo.gl/OH9sT2>)

This form is used to add the Education codes to your degree plan.



Step 2: Background Check Assurance Form
(<https://goo.gl/Q72pCL>)

START FINGERPRINT PROCESS ASAP!!!
(<https://goo.gl/sYBBuK>)

The Background Check form lets the Office of Partnerships know that you have completed the fingerprint process and Oath and Consent questions that are required to participate in clinical experiences.



Step 3: Complete the Undergraduate Early Field Experience Placement Form

(<https://goo.gl/9Zofvr>)

The Placement form lets the Office of Partnerships know what clinical block field experience you are seeking for the upcoming semester. You need to complete this form for every clinical block.

Deadlines: April 15th for fall semester and summer for ECED 2930
November 15th for spring semester



Step 4: Orientation to the Teacher Education Major

Prior to registering for your first clinical block field experience, you will need to attend an orientation. Dates will be sent out after you complete the Undergraduate Early Field Experience Placement Form. Multiple dates will be offered in April and November.



Step 5: Complete all of your clinical blocks, university core courses and select major courses

Please be aware of minimum grade requirements for specific courses. Also admission to the Professional Year requires a minimum 3.0 cumulative GPA. (see handbook)



Step 6: Apply for Professional Year Residency
(<https://goo.gl/AvQFR5>)

The process includes a written application, recommendations & interview with a mini-teaching experience.

Deadlines: February 15th for fall start
October 1st for spring start



Step 7: Take the Praxis Content Exam

(<https://goo.gl/zrbUI3>)

The Praxis content exam must be completed before your 3rd Professional Year internship. It is in your best interest to take the exam early, in case you need to take it multiple times.

Deadlines: May 1st for fall internship
December 1st for spring internship



Step 8: Apply to graduate

Look for communication from SEHD about how to apply to graduate through your CU Access portal.

Deadlines: Census date of the semester you intend to graduate.



Step 9: Apply for your license through CDE

Look for communication from SEHD about how to apply for your teaching license.

