University Admission to Teacher Education Checklist

Formal Application

_____ Attended University Admission to Teacher Education Meeting
- Students must attend this meeting prior to completing 29 semester hours (Transfer & post-baccalaureate students must attend this meeting within their first 30 days at EIU)
- Meeting dates: ____________________________

Selection

_____ Complete at least 29 semester hours of college coursework.

_____ Obtain and document passing scores on the Illinois Test of Basic Skills (Fee)
- Registration materials are available in the Dean’s Office, College of Education & Professional Studies, 1420 Buzzard Hall
- Test dates are limited and registration deadlines are approximately 6 weeks prior to test dates

_____ Established minimum cumulative GPA of 2.65/4.0 scale.
- Transfer students may use transfer GPA if have attended meeting and passed basic skills test within first 30 days at EIU
- Post-bac students must have a cumulative undergraduate GPA of 2.65 (from the institution where they received their baccalaureate degree) or have completed a Master’s degree with a GPA of 3.0

University Approval to Take Teacher Education Courses +
Required before a student can enroll in SED 3330/EDP 3331/SED 3100/SPE 3500/ELE 3000/ELE 3250/MLE 3110/SPE 4800/SPE 4820

_____ Receive notification of selection

_____ Submit letter of intent to the Office of the Dean, College of Education & Professional Studies (submitted through LiveText – Share with userid=dbower) *

_____ Maintain cumulative GPA of 2.65/4.0 scale

_____ Complete Speech and Hearing Clearance (Fee) *

_____ Document “C” or better in Language Courses *
- ENG 1001G ___
- ENG 1002G ___
- CMN 1310G/SPC 1310G ___

_____ Document “C” or better in 3 sh of college level Math.*
- Course completed __________

_____ Document “C” or better in one “Intro to Ed Course” specific to major *
- Course completed __________

_____ Complete Technology Proficiency *

_____ Complete the first required Criminal Background Investigation (Fee)

*Can be completed prior to being selected.
+ Students must purchase and utilize LiveText, EIU’s adopted Teacher Education Electronic Portfolio System, to complete professional education coursework
Formal University Approval Teacher Education +

- Complete SED 3330/EDP 3331 or SED 3100 or ELE 3000 or ELE 3250 or MLE 3110 or SPE 4800 or SPE 4820 with a grade of “C” or better and positive practicum evaluations

- Pass Illinois Basic Skills Test (if not already passed) (Fee)

Major Department & University Approval To Student Teach

- Attend Application to Student Teach Meeting
  - Meetings are held each Fall
  - Students must attend the meeting the Fall semester preceding the academic year they plan to student teach.

- Receive Department Approval to Student Teach
  - Maintain cumulative GPA of 2.65/4.0 (some programs may be higher)
  - Major GPA of 2.65/4.0 (some programs may be higher)
  - Complete all professional education courses with a grade of “C” or better
  - Evidence of recent participation in professional organizations, meetings, and appropriate activities with youth ages 3-18
  - Submit portfolio to major department (Consult department for specifics)
  - Meet other department specific criteria

- Complete the second required Criminal Background Investigation (Fee)

- Pass the appropriate Illinois Certification subject-matter knowledge test(s) for the program being completed (Fee)

Other Requirements

- Pass the Assessment of Professional Teaching Test (Fee)

- Complete certification application that will be provided by student teaching coordinator

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For More information go to:  http://www.eiu.edu/ceps/teached

Revised May 2005