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 5 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 *

_____ 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
   - 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.
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
  - Major GPA of 2.5/4.0
  - 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

Other Requirements

_____ Pass the Assessment of Professional Teaching Test (Fee)

_____ Pass the appropriate Illinois Certification subject-matter knowledge test (Fee)

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

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