

**FINAL REVIEW/APPOINTMENT WITH ADVISOR CHECKLIST**  
*At the end of student teaching*

8.11

**Student name:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

**Student will collect and bring to the final appointment:**

Final Student Teaching documents to include:

1. Mid-term and final evaluations  
\_\_\_ Student's signed self-evaluation  
\_\_\_ Supervisor's signed evaluation  
\_\_\_ Cooperating Teacher's signed evaluation
2. \_\_\_ All Supervising Teacher's Observation Reports (5), signed by all parties plus short documentation of visits #1 and 7.
3. Completed Work Sample evaluation form, signed by all 3  
\_\_\_ Student's signed self-evaluation  
\_\_\_ Supervisor's signed evaluation  
\_\_\_ Cooperating Teacher's signed evaluation
4. \_\_\_ CD of the entire iWebfolio to include Gate #3 (passed) and the Work Sample artifact  
\_\_\_ *Non- iWebfolio/Gate students:* CD of the Work Sample if student is not in iWebfolio
5. \_\_\_ CDE Verification of Completion of Approved Educator Preparation Program form found in the CDE online application for teacher license  
\_\_\_ *Wyoming:* Institutional Recommendation form for the Wyoming license found online in the application. (*Nevada: Refer to advisor for licensure forms and procedures.*)
6. \_\_\_ Regis Confirmation of Teacher Licensure form (*found in the ST Handbook*)
7. \_\_\_ Large self-addressed envelope (*Student's address—no postage necessary*)

**Advisor will collect and send to DTC for signatures: (Attn: Penny Yachym)**

1. \_\_\_ The CDE Verification of Completion form or the Wyoming Institutional Recommendation form  
(*Note: advisors fill out all bottom portion except the signature. Date and check the yes box!*)
2. \_\_\_ The Regis Confirmation of Teacher Licensure form
3. \_\_\_ Three copies of the Final Documentation page on letterhead, signed by advisor and student
4. \_\_\_ The student's large self-addressed envelope
5. \_\_\_ *Non- iWebfolio/Gate students:* CD of the Work Sample plus Evaluated WS Scoring Form
6. \_\_\_ *Gate Students--Advisor will collect and send to Penny for accreditation data*
  - a. \_\_\_ Mid-term and final evaluations (all three)
  - b. \_\_\_ All student teaching observation reports (five minimum)
  - c. \_\_\_ Completed Work Sample Evaluation Scoring Form
  - d. \_\_\_ CD of the entire iWebfolio to include Gate #3 (passed)

**Student will then:**

1. \_\_\_ Request at least 2 (*up to 5 free from registrar*) transcripts from Regis registrar. Mark "hold transcript for recording of teacher licensure", and BA if appropriate. Check one for accuracy when received. Leave the other one in the envelope, sealed, to be official to use for the licensure application. Check current procedures in the state's application directions regarding submission of transcripts. Student will also need an official transcript of the BA degree if not from Regis.
2. \_\_\_ Receive back from Regis in the self-addressed envelope, signed paperwork to include in the state application.
3. \_\_\_ Apply to CDE online. Upload the Verification of Completion of approved Educator Preparation Program form as directed by CDE with the signed Final Documentation form. You have a two week window to complete the application. *Wyoming:* Follow the state's application directions. *Nevada:* Follow the state's application directions.
4. \_\_\_ Include the date you applied to the state on your current resume for job searches.