UNDERGRADUATE STUDENT TEACHING
FINAL CLEARANCE CHECKLIST

9/10SH

Please read this list thoroughly. It is your responsibility to make sure that all of these points are completed PRIOR to the onset of your Student Teaching assignment. Keep this list handy and check it frequently.

____Complete and submit the online **Student Teaching Application** by October 1st for a Spring placement, or March 1st for Fall or Summer placements. Read the directions carefully. Complete the application thoroughly and accurately with specific starting and ending dates. **Please attach your resume**.

____Complete your **entire Professional Sequence** including CLEP, DANTES, Prior Learning and Assessment Portfolios, etc. You may request to leave up to six semester hours of **non**-professional sequence course work to be completed the semester after Student Teaching. (Ex: Philosophy or Religious Studies).

____Send all **official transcripts** for any concurrent enrollment work or testing to Regis University. The Transcript Evaluation Center will transfer the credits to your Regis records.

_____Verify that you have completed **200+ hours of field experience**.

_____**Colorado students**: Pass the appropriate Colorado PRAXIS II content exam or the PLACE content test BEFORE APPLYING to Student Teach (Part of Gate #1 for Gate System Students). SPED students will also have the Special Ed Generalist exam to pass **before student teaching.**

_____**Wyoming students:** The US and WY Constitution requirement found on your plan must be passed before applying to student teach. Also, WY students seeking elementary licensure or secondary social studies licensure must pass the proper Praxis II exam for Gate 2 and before applying to student teach.

_____ Make sure that you have submitted and passed **Gate 1 and Gate 2**.

_____**Cooperating Teacher Selection Form** (on TE website under "forms") filled out and given to your advisor.

_____Once your placement is approved, you will be **registered for Student Teaching (10 credits) and Professionalism (2 credits)** by the Student Teaching Placement Coordinator prior to the start of the term.

_____Obtain professional **liability insurance.** This may be through a rider on your homeowners insurance (if it also covers defense expenses for criminal charges) or simply join the National Education Association (NEA) with the accompanying Colorado Education Association (CEA) for one year as a student—also appropriate for Wyoming students. The membership runs from September to September. If you apply in January, the membership will run out in September, so plan carefully. You will find the address and phone numbers in the Student Teaching Handbook that you will receive after your Student Teaching placement has been verified.

_____**Apply for graduation** if you are completing a Bachelor's degree. Deadline dates are given on the TE website, please adhere to them. If you are not seeking a Bachelor's degree, seeking licensure/certification only, you will not need to apply for graduation. All students are reminded of the Wine and Cheese celebration to mark the completion of student teaching.

Consider Applying for Alpha Sigma Nu, the Jesuit Honor Society. Deadlines are early in the semester. Please see the TE website.