

STUDENT TEACHING APPLICATION PACKET FOR FALL 2009

Due into OCECA, Founders Hall, Room 1110 by
Friday, February 6, 2009.

Please use the following checklist to ensure you have completed all the necessary paperwork to receive a student teaching placement.

1. **COURSE REQUEST FORM**...must be attached to the application. Please check with your advisor if you are unsure.
2. **STUDENT TEACHER CREDENTIALS SHEET**
3. **STUDENT PROFILE SHEET**
4. **STUDENT TEACHING APPLICATION AUTHORIZATION OF ELIGIBILITY**
Secondary Education and Speech Pathology students only...you must obtain clearance from your Major area advisor before submitting the application. Please plan appropriately to obtain the required signature prior to the deadline.
All students...Your OCECA advisor will also be required to verify your eligibility, but will do so once your entire application has been received in the office.
5. **VERIFICATION OF ELIGIBILITY FOR STUDENT TEACHING:** please make a copy of this form for your records before submitting to OCECA.
6. **TB VERIFICATION FORM.** A TB test is required and no student will be allowed to student teach until the results are on file in OCECA. The test must be done no more than 90 days prior to the first day of student teaching. *To student teach in the fall, the test must be read on or after May 26, 2009.* Any TB test read prior to that date will not be accepted. Submit the original TB test reading to OCECA. You are encouraged to keep a copy for your personal records but keep in mind that TB tests are only valid for one year.
7. **BACKGROUND CHECK:**
All students must have a background check on file in OCECA before a placement will be confirmed. Students needing information about the background check should contact the OCECA office.
8. **APPLY FOR GRADUATION** (*undergraduate degree-seeking students only*).
Applications are available in the Service Center in Rendleman Hall.
9. **CONTENT AREA TEST:**
Students must pass the content area test prior to student teaching. Those who have not passed the content area test will not be permitted to student teach.