

Please read page 2 - **Policies & Procedures for Admission to Student Teaching** before completing this form.
Complete all sections that apply. Incomplete applications will not be processed.

FULL NAME			STUDENT ID#		
I HAVE SUBMITTED THE INITIAL APPLICATION TO THE TEACHER CERTIFICATION PROGRAM <input type="checkbox"/> YES <input type="checkbox"/> NO		I AM APPLYING TO STUDENT TEACHING THIS SEMESTER <input type="checkbox"/> Fall /Year _____ <input type="checkbox"/> Spring / Year _____		I AM A CITIZEN OF THE UNITED STATES <input type="checkbox"/> YES <input type="checkbox"/> NO	
I HAVE TAKEN & PASSED THE CORE or PAPA TESTS OR QUALIFY FOR SAT/ACT EXEMPTION <input type="checkbox"/> YES <input type="checkbox"/> NO		DEGREE STATUS WHILE STUDENT TEACHING <input type="checkbox"/> Undergraduate (Day) <input type="checkbox"/> Continuing Educ. Undergrad. _____/_____ <input type="checkbox"/> Post-Bac. or MAT _____/_____ DEGREE DATE (MO/YR) _____ INSTITUTE WHERE AWARDED _____		EXPECTED GRADUATION DATE (MO/YR) _____/_____ _____ GPA in Academic Major _____ GPA in Education _____ GPA Overall	
I AM APPLYING TO STUDENT TEACH ABROAD <input type="checkbox"/> YES <input type="checkbox"/> NO		PLEASE CHECK CERTIFICATION AREA: (IF SEEKING DUAL CERTIFICATION, CHECK TWO) <input type="checkbox"/> Early Childhood Education (PK 4 – Grade 4) <input type="checkbox"/> Middle Level Education (Grades 4-8) Major in _____ <input type="checkbox"/> Music (PK-12) <input type="checkbox"/> Secondary (7-12) (CONTENT AREA) _____ <input type="checkbox"/> Art (PK-12) <input type="checkbox"/> Foreign Language (PK-12) (SPECIFY) _____			
UNDERGRADUATES - THIS APPLICATION MUST BE SIGNED BY BOTH ACADEMIC AND EDUCATION DEPARTMENT ADVISORS. POST-BACCALAUREATE STUDENTS - THIS APPLICATION MUST BE SIGNED BY YOUR EDUCATION DEPARTMENT ADVISOR.		ACADEMIC ADVISOR SIGNATURE & PRINTED NAME _____		ACADEMIC MAJOR _____	
		EDUCATION DEPARTMENT ADVISOR SIGNATURE & PRINTED NAME _____			
PERMANENT STREET ADDRESS			HOME TELEPHONE		
CITY		STATE	ZIPCODE	CELLULAR TELEPHONE	
CAMPUS PO BOX #	CAMPUS/LOCAL ADDRESS		ZIPCODE	WORK/OTHER TELEPHONE	
PLEASE LIST EMAIL ADDRESSES YOU CHECK REGULARLY					
PLEASE LIST MORAVIAN COLLEGE STAGE 1 & 2 FIELD EXPERIENCES AND STAGE 3 PRE-STUDENT TEACHING EXPERIENCES. INCLUDE SCHOOL, COOPERATING TEACHER AND GRADE OR SUBJECT.					
I have read the "POLICIES AND PROCEDURES FOR ADMISSION TO STUDENT TEACHING" on the reverse side of this application and understand the requirements for admission to the teacher certification program and my rights to appeal. I also understand that by signing this application, I grant the Teacher Education Committee access to any records which the Student Services Office might have relevant to my candidacy.					
Signed _____ Date _____					

POLICIES AND PROCEDURES FOR ADMISSION TO STUDENT TEACHING

Please read the following teacher education program policies and procedures before you complete and submit the attached application. If you have questions about the policies and procedures, contact a member of the Education Department faculty.

1. All candidates for student teaching must have submitted the initial application to the teacher certification program, completed the basic skills tests (ETS CORE &/or the PECT **PAPA** modules) if not exempt based on SAT/ACT scores, and completed all Education Department course requirements for your program.
2. Students who intend to seek teaching certification must make a formal application to the Teacher Education Committee. The Committee considers applicants on the basis of the following criteria:
 - Scholarship: Students must achieve all of the following standards for admission to student teaching.
 - 3.0 overall grade point average
 - 3.0 in the academic major
 - 3.0 in the professional education sequence
 - Recommendation of the major department based upon the mastery of content knowledge in the academic discipline.
 - Recommendation of the Education Department based on mastery of pedagogical content knowledge and performance in successful stage 1 & 2 field experiences and stage 3 pre-student teaching experiences.
 - Evidence of professional attitude and behavior will be considered in light of field experience evaluations, College faculty and staff assessment, disciplinary information from the Student Affairs Office, and other sources. Submission of a signed application to the Teacher Certification program (attached) is required and shall constitute consent for the Student Affairs Office to release all such information on file to the Teacher Education Committee.
3. Students must apply for student teaching **two semesters** prior to the student teaching semester. **Applications for fall student teaching must be received in the Education Department by December 1 of the preceding year. Applications for spring student teaching must be received by April 15 of the preceding year.**
4. After admission to the program, a student must maintain at least the minimum required averages and continue to receive the endorsement of the departments and offices involved. A student must meet all standards and complete prerequisite course work by the term prior to the student teaching semester.
5. Prior to the beginning of Student Teaching, the student must present original, current copies of his/her FBI Federal Criminal History Record, the Pennsylvania State Police Criminal Records Check, and the Pennsylvania Child Abuse History Clearance to the Education Department. Students will be placed in field experiences only when all background checks are clear of record. No student will be placed into Student Teaching without these documents.

6. The Pennsylvania Department of Education may not certify anyone convicted of a felony.
7. A student who has been denied permission to student teach may reapply at a later time if the criteria for student teaching have been met. In such circumstances, completion of certification requirements may involve extending the student's program if the requirements cannot otherwise be met. If student teaching requirements change prior to the reapplication, the student will be required to meet the new requirements.
8. If a student wishes to challenge an action by the Teacher Education Committee, the student may request a hearing and personal appearance before the Committee. If the student is not satisfied by the hearing, he/she may appeal to the Office of Academic Affairs.
9. Students are required to secure their own transportation to and from field experience placements.

TEACHER CERTIFICATION

1. Students apply for Pennsylvania Teacher Certification when all academic, professional and character standards have been met.
2. Student teaching is graded on a pass/no credit basis, and a "pass" is required for certification. If, in the judgment of the student's cooperating teacher and college student teacher supervisor, the student teacher's effort justifies course credit but has not resulted in proficiency that justifies certification, the student may receive field study credit but not be recommended for certification. All such cases are reviewed and decided by the Teacher Education Committee. If a student is not to be recommended for certification, the student will be notified and given an opportunity to appear before the Committee to present information on the student's own behalf and to respond to the recommendation.
3. The student may appeal to the Office of Academic Affairs if the Committee recommends that certification not be granted. The student may appeal the institution's action to the Bureau of Teacher Certification of the Pennsylvania Department of Education. All avenues of appeal within the College must be exhausted before this step is taken.
4. All students seeking certification in Pennsylvania are required to pass the appropriate content and methods exams appropriate for their certificate type. These exams are administered either thru ETS or Pearson (PECT).

For further information, contact:

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