Indiana University of Pennsylvania

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IUP's Three Step Process for Teacher Education

Step 1 - Application for Teacher Education Candidacy

Due November 15th for Spring eligibility and April 15th for Fall eligibility

- 48 credits and a 3.0 cumulative GPA
- Completion of the following courses with a minimum grade of "C":
  - ENGL 101 or equivalent
  - LITT 121; MUHI 102 for Music Ed.
  - SPSY (EDSP) 102
  - EDTC (ETIT) 103; MUSC 240 (Music); or SPED (EDEX) 103 (ECSP)
  - 6 credits in MATH 101 or higher
- Current clearances dated within one year uploaded in Castle Branch
  - Act 34 Criminal Background Check (Must be renewed annually)
  - Act 151 Child Abuse Clearance (Must be renewed Annually)
  - Act 24 (PDE-6004) Arrest or Conviction Report (Must be renewed Annually)
  - Act 114 FBI Fingerprinting from Department of Education (Valid for 5 years as long as continuously enrolled at IUP; noted that some districts may require more recent clearance)
  - Act 126 Training Certificate (Must be renewed Annually)
  - TB Test; some districts require 2-step TB Test (Must be renewed Annually)
  - Proof of Liability Insurance through PSEA (Must have a minimum of $1,000,000.00 per claim and an aggregate of$3,000,000.00 per occurrence if obtained via private insurance)

- Act 55 School Safety Training
- Pre-Step 1 Early Field Experience and essay
- Advisor's recommendation and signature

Results of Step 1 approval: Teacher Education attribute is applied allowing the ability to register for: EDUC 242 Pre-Student Teaching I, EDUC 442 School Law, and Professional Education courses

Pre-Student Teaching Applications (EDUC 242, 342, 493, etc.): Due November 1st for spring placement and April 1st for fall placement; Clearances must be updated by first day of the semester in which the field experience takes place

Step 2 - Application for Student Teaching

Due September 25th for Spring eligibility and February 25th for Fall eligibility

- Successful completion of Step 1 requirements
- 3.0 cumulative GPA
- Clearances current for entire semester of student teaching uploaded in Castle Branch by **January 1st for spring semester and August 1st for fall semester**
  - Act 34 Criminal Background Check (Must be renewed annually)
  - Act 151 Child Abuse Clearance (Must be renewed Annually)
  - Act 24 (PDE-6004) Arrest or Conviction Report (Must be renewed Annually)
  - Act 114 FBI Fingerprinting from Department of Education (Valid for 5 years as long as continuously enrolled at IUP; noted that some districts may require more recent clearance)
  - Act 126 Training Certificate (Must be renewed Annually)
  - TB Test; some districts require 2-step TB Test (Must be renewed Annually)
  - Proof of Liability Insurance through PSEA (Must have a minimum of $1,000,000.00 per claim and an aggregate of$3,000,000.00 per occurrence if obtained via private insurance)
- *Attempt of all required PRAXIS II or PECT certification exams (program specific) by **January 1st for spring semester and August 1st for fall semester**
- Completion of all required major courses, methods courses, and liberal studies science courses with a "C" or better
- Updated satisfactory review of portfolio (program specific)
- Recommendation of advisor and program coordinator

Results of Step 2 approval: Ability to register for Student Teaching

Step 3 - Applications for Graduation and Pennsylvania Teacher Certification

- Successful completion of student teaching with a “C” or better
- 3.0 cumulative GPA
- Final satisfactory review of Teacher Work Sample and Portfolio (program specific)
- Completed application for graduation through MyIUP
- Completed application for Pennsylvania Teacher Certification through TIMS
- Copy of IUP Marketplace receipt sent to Educator Preparation Program office for certification processing
- Recommendation of your student teaching supervisor and program coordinator
- Recommendation of IUP Teacher Certification Officer

Results of Step 3 approval: Recommendation to PA Department of Education for Teacher Certification

*Please note, students can graduate from IUP with their degree after meeting all program requirements, but will NOT be recommended for certification by PDE until all required certification tests have been passed.