



STUDENT TEACHING and CERTIFICATION CHECKLIST/TIMELINE

Professional Education Services

Juli Panza, Director

<https://www.missouristate.edu/professionaled/>

Phone: 417-836-8772 Office: Hill Hall 212 (8:00 am - 5:00 pm)

Julie Bandy	jbandy@missouristate.edu	Field Placement and Compliance Specialist
Amanda Byrd	amandabyrd@missouristate.edu	Field Placement and Compliance Specialist
Patty Claussen	PattyClaussen@MissouriState.edu	Field Placement and Compliance Specialist
Kim Dubree	kdubree@missouristate.edu	Teacher Certification Officer
John Reinert	jdreinert@missourisate.edu	Compliance Specialist

NOTE: Contact Professional Education Services (pes@missouristate.edu or 417-836-8772) to speak with the appropriate Field Placement and Compliance Specialist.

Apply for Student Teaching

- Fall student teaching applications are due by February 1.
- Spring student teaching applications are due by August 1.
- Access the Student Teaching application through *My Missouri State* → *Student tab* → *My Teacher Education* → *Practicum and Student Teaching Resources* → *Student Teaching Application*

Review Degree Audit

- Meet with academic advisor within one month of application to verify that all course requirements/prerequisites are met.
- Access the Degree Audit through *My Missouri State* → *Student* → *My Graduation Path (on the right)* → *Degree Audit and Student Educational Planner*

Complete and Submit Compliance Documents – ***Student teacher candidates will be notified of the confirmed student teaching placement when all required compliance documents are submitted and eligibility requirements are met.***

The expiration dates for compliance documents submitted to the [Professional Education Services](#) (PES) office can be accessed through *My Missouri State* → *Registration* → *My Student Records* → *Test Scores*. Please check TEST SCORES to verify that compliance documents are current and valid through the last day of the student teaching assignment (which is *the last day of the fall or spring MSU semester*). If required compliance documents are missing, or if the documents will expire prior to the last day of student teaching, **submit current compliance documents to the PES office in Hill Hall 212 or email to ComplianceDocs@missouristate.edu**.

- TB test** - <https://www.missouristate.edu/professionaled/compliance/tb-test-information.htm>
- Professional Liability Insurance** - <https://www.missouristate.edu/professionaled/compliance/professional-liability-insurance.htm>
- DESE FBI Fingerprinting national background check** - <https://www.missouristate.edu/professionaled/compliance/dese-fbi-background-check.htm>
- DESE Educator Certification System profile** - <https://www.missouristate.edu/professionaled/studentteaching/creating-a-dese-profile.htm>
- Substitute Certificate** - <https://www.missouristate.edu/certification/substitute-certificates.htm>. **Apply from the DESE profile.**
- Mandated Reporter training** - <https://www.missouristate.edu/professionaled/compliance/mandated-reporter-training.htm>
All student teacher candidates are required to complete Mandated Reporter Training within 6 months prior to the beginning of student teaching.
- Digital Citizenship Training** – <https://www.missouristate.edu/ProfessionalEd/compliance/digital-citizenship-training.htm>
- Agreement to School District Policies** – Complete online agreement when student teaching placement is received.

COMPLIANCE DOCUMENTS	Fall Student Teaching <u>Due Dates</u> Following February 1 st Application	Spring Student Teaching <u>Due Dates</u> Following August 1 st Application
NEGATIVE TB TEST	Prior to receiving student teaching placement details	Prior to receiving student teaching placement details
PROFESSIONAL LIABILITY INSURANCE	<p><i>Enroll for the next membership year:</i></p> <p><u>MSTA</u> – enrollment open July 1 – membership dates from July 1st – June 30th. Currently free of charge for student memberships.</p> <p><u>NEA</u> – enrollment open June 1 – membership dates from September 1st – August 31st. Currently \$15 for student memberships.</p>	<p><i>Enroll for the next membership year:</i></p> <p><u>MSTA</u> – enrollment open July 1 – membership dates from July 1st – June 30th. Currently free of charge for student memberships.</p> <p><u>NEA</u> – enrollment open June 1 – membership dates from September 1st – August 31st. Currently \$15 for student memberships.</p>
DESE FBI FINGERPRINTING National background check	<p>Begin process after February 1st. <u>Due</u> by March 15th.</p> <p><u>PLEASE NOTE:</u> <i>Some teacher candidates will be required to obtain a second fingerprinting for placement in school districts requiring the use of a specific school district code. All fingerprinting costs will be the responsibility of the teacher candidate.</i></p>	<p>Begin process after July 1st. <u>Due</u> by September 15th.</p> <p><u>PLEASE NOTE:</u> <i>Some teacher candidates will be required to obtain a second fingerprinting for placement in school districts requiring the use of a specific school district code. All fingerprinting costs will be the responsibility of the teacher candidate.</i></p>
SUBSTITUTE CERTIFICATE	<p>Begin process after February 1st. Certificate usually issued in one to four weeks. <u>Due</u> by March 15th.</p>	<p>Begin process after July 1st. Certificate usually issued in one to four weeks. <u>Due</u> by September 15th.</p>
MANDATED REPORTER TRAINING CERTIFICATE	<p>Complete online training between February 1st and March 15th.</p>	<p>Complete online training between August 1st and September 15th.</p>
DIGITAL CITIZENSHIP TRAINING	<p>Complete online training between February 1st and March 15th.</p>	<p>Complete online training between August 1st and September 15th.</p>
AGREEMENT TO SCHOOL DISTRICT POLICIES	<p>Complete online agreement when student teaching placement is received</p>	<p>Complete online agreement when student teaching placement is received</p>

PLEASE NOTE: Some teacher candidates will be required to obtain an additional fingerprinting background check for placement in school districts requiring the use of a school district’s specific fingerprinting code. Use of the district’s 4-digit fingerprinting code ensures that the placement school district will be notified if a finding occurs during the student teaching placement. **All fingerprinting costs will be the responsibility of the teacher candidate.**

Out of Area Student Teaching - <https://www.missouristate.edu/professionaled/studentteaching/out-of-area-student-teaching.htm>

Please note: Not all programs allow out of area placement. Programs which allow out of area placement will consider teacher candidates on an individual basis.

1. Requesting an **Out of Area** (within Missouri) placement
 - Student teacher candidates placed outside the 24-county local area will be assessed an **additional \$450** for the entire semester at the beginning of the student teaching semester. This non-refundable fee is charged to the student's account and is used to pay the out of area University Supervisor. Appeals can be addressed to the [College of Education](#).
 - Depending on the area requested, additional charges may apply if customary supervisor expenses in the requested area exceed \$450. Additional charges may also apply if customary cooperating teacher expenses in the requested area exceed \$240. **All additional charges will be the responsibility of the student teacher candidate.**
2. Additional documents are required for out of area placement
3. Requesting an **Out of State** placement
 - Complete the *Request and Approval to Student Teach Out of State* form and meet with the student teacher candidate's department to obtain required approval.
 - Schedule a meeting with the Professional Education Services Placement office to discuss placement details and certification issues. **This should be done one year prior to student teaching.**
4. The out of area documents listed below should be submitted to OOAdocs@missouristate.edu or Professional Education Services located in Hill Hall 212.

ADDITIONAL OUT OF AREA DOCUMENTS	Fall Student Teaching <i>Out of Area Due Dates</i> Following February 1 st Application	Spring Student Teaching <i>Out of Area Due Dates</i> Following August 1 st Application
RESUME	Feb 1 - March 15	August 1 - September 15
PHILOSOPHY	Feb 1 - March 15	August 1 - September 15
RECOMMENDATION LETTERS (3) – only complete if required by placement district	Placement Coordinator will notify teacher candidate if required	Placement Coordinator will notify teacher candidate if required

Student Teaching as Teacher of Record - <https://www.missouristate.edu/certification/teachofrecord.htm>

Please note: The hiring school district must initiate this request, and the department must approve the request.

When a school district requests to hire a student teacher candidate as the classroom teacher during student teaching, the procedure below must be followed:

- The following documentation must be submitted to the Professional Education Services Office in Hill Hall 212:
 - [School District Verification and Agreement to Hire Form](#) completed by the district.
 - A letter of request from the school principal detailing the reasons and rationale for the placement of a student teacher candidate as Teacher of Record
 - A letter of request from the prospective student teacher candidate detailing a desire to enter into this agreement. This letter must include supporting evidence regarding the student's background, experiences, and personal attributes that would contribute to such an arrangement.
 - A letter of support from the Program Coordinator of the prospective student teacher's certification area

Register for Student Teaching Course(s)

Diverse Placement

It is understood that the student teaching placement location will be approved by the Program Coordinator of each program. All previous field experiences will be reviewed to verify that both a diverse placement and specified proficiencies for working with students with "diverse learning needs" have been completed. If these criteria have not been met, the student teaching placement will be in a diverse setting.

Communication

- Expect **MSU Bearmail** communication from Professional Education Services office staff, DESE (Missouri Department of Elementary and Secondary Education), and the MSU program coordinator.
 - Emails from **John Reinert** will address missing or expiring required compliance documents.
 - Emails from **Professional Education Services office staff** will address student teaching.
 - Emails from **Kim Dubree** will address certification.
- **Name Badges** (optional)- <https://www.missouristate.edu/professionaled/practicum/name-badges.htm>
- **Name Changes** - Contact the **Registrar's office** (<https://www.missouristate.edu/registrar/studentchangeinfo.htm>) to update personal information. Update the DESE profile through <https://dese.mo.gov/educator-quality/certification/update-personaleducation-info>.

Student Teaching Handbook - <https://www.missouristate.edu/ProfessionalEd/StudentTeaching/student-teaching-handbook.htm>

The Student Teaching Handbook can be accessed online and is required for all student teaching courses. Teacher candidates must read, and agree to abide by, the contents of the Student Teaching Handbook in its entirety. It is understood that if the teacher candidate has questions about any provision of The Student Teaching Handbook, it is the teacher candidate's responsibility to contact the Program Coordinator and/or University Supervisor to ensure that all rights and obligations under The Student Teaching Handbook are understood.

Calendar

Student teaching begins and ends with the MSU academic calendar. If the school district requests the teacher candidate to begin with the placement school's semester, the program must be consulted. If student teaching begins before the first day of MSU classes, the teacher candidate is still required to continue student teaching until the last day of MSU classes. During the semester, the teacher candidate will follow the calendar of the placement school district for holidays, professional development opportunities, and breaks scheduled by the placement school district. Some programs schedule required meetings throughout the semester, therefore you must consult your program before planning trips during scheduled district breaks.

Meetings

The teacher candidate will be required to attend any meetings throughout the semester scheduled by the program and/or University Supervisor.

Missouri Content Assessment (MoCA) – <https://dese.mo.gov/educator-quality/missouri-content-area-exams>

- An attempt is required prior to student teaching - some programs require MoCA to be passed prior to student teaching – check with program coordinator.
- Consult with program coordinator regarding the best time to take the MoCA.
- Register for MoCA on the MEGA website through <http://www.mo.nesinc.com>
- Costs will vary depending on MoCA(s) required. Additional Fees will apply for retake(s).

THE PLACEMENT PROCESS

- **APPLICATIONS** – All applications submitted by the deadline are reviewed - **approximately two weeks**.
- **APPROVAL** – Program coordinators review and approve submitted applications and placement requests selected on the application. **Please note: Not all programs allow out of area placement. Programs which allow out of area placement will consider candidates on an individual basis.** All coursework and prerequisites must be completed before student teaching begins. Approval process - **approximately two weeks**.
- **CONTACTING DISTRICTS** - Placement requests are emailed to districts in the areas listed on the application, if that location has been approved by the teacher candidate's program. The Professional Education Services office waits for a response from the district(s). If the response is "no", the process begins again until a placement is confirmed. **Placement process - up to 8 - 12 weeks**.
- **NOTIFICATION OF PLACEMENT** – If all Compliance Documents have been submitted and are valid and current through the last day of student teaching, the teacher candidate will be notified when a placement has been confirmed. Placement information will be provided via MSU Bearmail. This is a 'no reply' email which may go to junk mail or clutter. This notification includes finalized placement details including location and cooperating teacher contact information.
- Teacher candidates are required to contact the cooperating teacher immediately to arrange a time to meet prior to the beginning of student teaching.

- Some school districts require additional paperwork which must be submitted directly to those school districts. Teacher candidates placed in those school districts will be notified by the district regarding designated deadlines for submitting this paperwork.
- **Some teacher candidates will be required to obtain an additional fingerprinting background check for placement in school districts requiring the use of a school district’s specific fingerprinting code.** Use of the district’s 4-digit fingerprinting code ensures that the placement school district will be notified if a finding occurs during the student teaching placement. **All fingerprinting costs will be the responsibility of the teacher candidate.**
- **A Family Care Safety Registry (FCSR) background check is required by some school districts. Registration information for an FCSR background check can be accessed through <https://health.mo.gov/safety/fcsr/> .**
- When a University Supervisor has been assigned, the supervisor’s contact information will be emailed to the teacher candidate via MSU Bearmail.

____ **University Exit Exam - <https://www.missouristate.edu/assessment/exitexam.htm>**

The University Exit Exam is a graduation requirement for all undergraduate students at Missouri State University. It should be completed during the final semester.

____ **Apply for Graduation and review commencement details - <https://www.missouristate.edu/commencement/>**

Submit application for graduation as soon as registration is complete for student teaching courses. This is imperative, because a list is generated from graduation applicants which enables the Professional Education Certification office to identify those eligible for certification. Access the application for graduation through My Missouri State → Student → My Graduation Path (on the right) → Graduation Application and Status Review.

____ **Certification Process**

- At mid-term – Teacher candidates will receive an email from the MSU Professional Education Certification office which instructs candidates to WAIT to apply for an Initial Teaching Certificate. Another email will be sent approximately two weeks prior to the end of student teaching with instructions to apply for certification.
- During the last 2 weeks of student teaching
 - Apply for Initial Teaching Certificate via the DESE profile. **Do not apply prior to 2 weeks before the end of student teaching, or the application may be returned.**
 - ✓ Access the Professional Education Certification office webpage through <http://www.missouristate.edu/certification/certapp.htm>
 - ✓ Click on “Initial Professional Certificate”
 - ✓ Follow the instructions on that link to complete this application
 - ✓ Only click “Submit” ONCE. Do not submit multiple applications. They will be returned.

PLEASE NOTE: When completing the application, do NOT edit the education section and the institutions attended. Nothing needs to be completed in the education section as it will be completed by the Professional Education Certification office at the time of recommendation. Changing the academic record at this point could delay certification. **Do NOT send any transcripts to DESE. All transfer transcripts have already been sent to DESE by the Professional Education Certification office, and final MSU transcripts will be sent upon graduation.**

- Complete 4 surveys – emailed to teacher candidates for completion in the last few weeks of student teaching
 1. Evaluation of University Supervisor
 2. Evaluation of Professional Education Services (PES) office
 3. Program Completer Follow-up form
 4. Exit Survey

- After degrees are conferred and certification requirements are verified, the MSU Professional Education Certification office will recommend teacher candidates to DESE for certification. This process could take up to 8 weeks.
- After the Professional Education Certification office recommends teacher candidates to DESE, it could take up to 4 – 6 weeks for DESE to issue the certificate.

- ✓ NOTE: The DESE FBI fingerprinting background clearance must be valid at the time DESE issues a certificate. If the DESE FBI fingerprinting background clearance is not valid at the time of certification, DESE will require a new FBI fingerprinting background check for certification.
- The status of the certificate can be checked on the DESE profile.

Other Information

- The student teaching schedule follows the daily and weekly schedule of the cooperating teacher.
- **Share Emergency Contact Information** - Provide Emergency Contact information to the placement school so this information will be available to the building principal, cooperating teacher, and school nurse in the event of an emergency.
- Additional information will be posted on Blackboard and emailed via MSU Bearmail throughout the semester.
- The student teacher candidate's MSU account will reflect a **student teaching fee of \$350.00 per semester**. Out of Area placement requires additional fee. Refer to Out of Area section on page 3.
- Other questions may be answered by reviewing the [Student Teaching Information and Resources](#) webpage or by contacting the [Professional Education Services](#) office by phone, email, or visit.

STUDENT TEACHING COURSES AND COORDINATORS

<i>PROGRAM</i>	<i>College</i>	<i>Traditional</i>	<i>Traditional</i>	<i>Teacher's Aide Credit Rule</i>	<i>Instructor of Record</i>	<i>Program Coordinator</i>
Physical Education	CHHS	KIN493-sec	KIN496-ele	KIN498	Kirsten A. Hatz	Kirsten A. Hatz
History	CHPA	HST422 (10 hr)	HST 423 (2 hr seminar)	HST499	Michelle Morgan Jessica Barnes Nancy Piston	Dr. Michelle Morgan
Agriculture	AGE	AGE493	AGE494	AGE499	Dr. James Hutter	Dr. James Hutter
Math	CNAS	MTH492 (2 hr seminar)	MTH494 (10 hr)	MTH496	Donna Sherrill	Dr. Kurt Killion
Math	CNAS	MTH492 (2 hr seminar)	MTH494 (10 hr)	MTH496	Donna Sherrill	Dr. Gay Ragan
Math	CNAS	MTH492 (2 hr seminar)	MTH494 (10 hr)	MTH496	Donna Sherrill	Donna Sherrill
Art	COAL	ART490		ART469	Steven Willis	Dr. Fatih Benzer
Communication	COAL	COM490	COM491	COM493	Carol Maples	Dr. Carol Maples
Communication	COAL	COM490	COM491	COM493	Carol Maples	Dr. Eric Morris
English	COAL	ENG432	ENG433	ENG434	Amy Knowles	Dr. Heidi Hadley
Modern & Classical Languages	COAL	MCL496 (10 hr)	MCL493 (2 hr seminar)	MCL491	Tonia Tinsley	Dr. Tonia Tinsley
Music	COAL	MUS494-ele	MUS496-sec	MUS499	Daniel Hellman	Dr. Daniel Hellman
Theater	COAL	THE490	THE491	THE493	Carol Maples	Dr. Carol Maples
Theater	COAL	THE490	THE491	THE493	Carol Maples	Dr. Eric Morris
Early Childhood						
Springfield	COE	ECE495	ECE496	ECE499	Sarah Baker	Dr. Sarah Baker
Springfield & St. Louis Internship Academy	COE	ECE495	ECE496	ECE499	Robin Koerber	Dr. Sarah Baker
Elementary						
Cassville, Neosho & Nevada	COE	ELE495	ELE496	ELE499	Carl Nichols	Dr. Diana Piccolo
Lebanon	COE	ELE495	ELE496	ELE499	Diana Piccolo	Dr. Diana Piccolo
Springfield	COE	ELE495	ELE496	ELE499	Diana Piccolo	Dr. Stefanie Livers
Springfield area Internship Academy	COE	ELE495	ELE496	ELE499	Sara Tipton	Dr. Stefanie Livers
St. Louis Internship Academy	COE	ELE495	ELE496	ELE499	John Shaughnessy	Dr. Stefanie Livers
West Plains	COE	ELE495	ELE496	ELE499	Diana Piccolo	Dr. Diana Piccolo
Family & Consumer Sciences	COE	FCS493	FCS494	FCS498	Debra Price	Debra Price
Master of Arts in Teaching	COE	SEC784			Pamel Correll	Dr. Pamela Correll
		SCI784 (Science Content)			Melanie Carden- Jessen	Dr. Pamela Correll
Middle School	COE	MID493	MID494	MID499	Brandon Aigner	Dr. Brandon Aigner
Special Education	COE	SPE495	SPE496	SPE499	Linda Jones Michael Goeringer	Dr. Jessica Nelson