

**ADMISSION AND RETENTION TEACHER EDUCATION PROCESS**  
**College of Education and Human Services Updated September 23, 2018**

The Pennsylvania Department of Education (PDE) sets regulations for **every** institution preparing certified teachers in Pennsylvania. These regulations may change during your program of study. Students not completing a teacher education program within five (5) years may be subject to additional Pennsylvania Department of Education certification requirements. Admission to California University does not assure Admission to a Teacher Education program. **Please read and sign this form indicating your understanding of these regulations.**

**TO BE ADMITTED TO TEACHER EDUCATION CANDIDACY, A STUDENT MUST:**

- 1) Possess a GPA of 2.80 or higher at the time of application.
- 2) Have earned at least 48 credits. Transfer students with 41 or more credits must apply after completing at least 12 credits at Cal U.
- 3) Possess: Act 24 (PDE Arrest/Conviction Report and Certification Form), Act 34 (Criminal Record Check), Act 151 (Pennsylvania Child Abuse History Clearance), Act 114 (FBI Fingerprint Arrest Record), Act 31 (Mandatory Child Abuse Reporter Training).
- 4) Complete the Professional Seminar Series (3 seminars). Seminars are **ONLY** accepted by documentation in the LiveText portfolio.
- 5) Possess acceptable scores on the current Basic Skills Assessment as defined by PDE.
- 6) Complete 6 credits of college level mathematics with a grade of C or better.
- 7) Complete 3 credits of college level English composition with a grade of C or better.
- 8) Complete 3 credits of college level American/British literature with a grade of C or better.
- 9) Complete 3 credits of the designated introductory education course in the program with a grade of C or better.
- 10) Provide a professionalism statement.

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**TO BE APPROVED FOR RECOMMENDATION FOR STUDENT TEACHING, A CANDIDATE MUST HAVE:**

- 1) Earned Admission to Teacher Education.
- 2) Completed all coursework required to graduate (except those taken the semester prior to student teaching).
- 3) Earned a grade of C or better in every required course in the program.
- 4) A Grade Point Average and applicable Praxis, PECT, Fundamental Subjects, and OPI/WPT scores meeting the current requirements set by PDE.
- 5) Evidence of negative TB test results.
- 6) Possess: Act 24 (PDE Arrest/Conviction Report and Certification Form), Act 34 (Criminal Record Check), Act 151 (Pennsylvania Child Abuse History Clearance), Act 114 (FBI Fingerprint Arrest Record), Act 31 (Mandatory Child Abuse Reporter Training), that remain valid through the end of the student teaching semester.
- 7) Evidence of \$1,000,000 Liability Insurance.
- 8) One completed Personal Data Form.
- 9) Proof of a total of 9 seminars for the Pre-Service Teacher Professional Seminar Series requirement by documentation the LiveText portfolio.
- 10) All grades of Incomplete "I" converted into a letter grade and all transfer credits listed on the Cal U official transcript.
- 11) Possess a passing score on the Professional Portfolio on LiveText.
- 12) The candidate must attend Orientation Sessions during the week prior to the beginning of the semester they will be student teaching.

Note: Deadlines for application are October 1 for the spring semester and April 1 for the fall semester. Every item listed above must be completed and submitted on or prior to the deadline date.

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**TO BE APPROVED FOR GRADUATION, A CANDIDATE MUST:**

- 1) Complete all General Education requirements and all required course work in the major with a grade of C or better.
- 2) Meet requirements necessary for Pennsylvania Department of Education Teacher Certification.

- 3) Complete and submit an online application through VIP for graduation from the College of Education and Human Services.

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**TO BE RECOMMENDED FOR CERTIFICATION, A CANDIDATE MUST:**

- 1) Successfully complete all graduation requirements, including student teaching.
  - 2) Possess acceptable scores on the basic skills of reading, written expression, and mathematics as measured on any of the PDE approved assessments and applicable Praxis II/Fundamental Subjects/PECT scores meeting the current requirements set by PDE.
  - 3) Complete an online application for teacher certification in the Pennsylvania Department of Education – Teacher Information Management System (TIMS).
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I \_\_\_\_\_ (Print Name) have read and understand the above conditions for Admission to Teacher Education, Admission to Student Teaching, Graduation, and Certification. I also understand that it is my responsibility to understand and meet these requirements in order to complete the program. I understand that my professional dispositions are monitored and are evaluated for determining recommendation for student teaching. I also understand that I must reach and understand the Teacher Education Handbook.

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Student Signature

Date

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Major

Student Identification

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Phone No.

Effective: Fall 2018