

# Important Things To Do

Revised 8-1-19

Candidate \_\_\_\_\_

Advisor \_\_\_\_\_

Date \_\_\_\_\_

Task	Recommended Time To Do This	Directions/Comments
<b>Apply</b> for University Admission to Teacher Education at a University Admission to Teacher Education meeting.	Semester before or semester you are taking SPE 2000.  <b>This <u>MUST</u> be done prior to taking 3200/3201.</b>	Attend University Admission to Teacher Education meeting. Meeting will be announced in Official Notices in <i>Eastern Daily News</i> . Complete and return <u>card</u> at this meeting.
<b>Establish ELIS – ISBE Account</b>	Semester before or semester you are taking SPE 2000.	If you need help /information, go to the College of Education Office.
<b>Secure</b> health service <u>and</u> speech/hearing clearances.	Semester before or semester you are taking SPE 2000.  <b>Speech &amp; Hearing Test <u>MUST</u> be done prior to taking 3200/3201.</b>	Speech & Hearing Clinic for speech/hearing test = call 581-2712 to make appointment.
<b>Complete</b> Criminal Background Investigation (CBI) check.	Semester before or semester you are taking SPE 2000.  <b>This <u>MUST</u> be done prior to taking 3200/3201.</b>	Get instructions at Admission to Teacher Education meeting. The handout with testing dates is also online at CEPS website.
Must <b>submit</b> three (3) electronic writing portfolio samples (EWP's) online.	This is a graduation requirement for undergraduates only.	Submit online. Info is at <a href="http://www.eiu.edu/assess/ewpmain.php">www.eiu.edu/assess/ewpmain.php</a>
<b>Illinois Special Education General Curriculum Test (#163)</b> must be passed prior to student teaching.	Take <b><u>EARLY</u></b> in your time at EIU. This is on general knowledge: (reading/literacy, math, natural science, social science).	*Go to Website: <a href="http://www.icts.nesinc.com">www.icts.nesinc.com</a>
<b>Participate</b> in student organizations (SCEC or ΣPE) & <u>document with copy of certificate</u> <b>OR</b> document by letter 2 semesters of 8 hours ea. volunteer work. Required prior to student teaching.	Any 2 semesters <b>prior to last semester before student teaching.</b> Start early in your program.	Minimum of 2 semesters required or 16 clock hours; must do this <u>prior</u> to student teaching semester; not all in one day. Turn in <b>PROOF</b> to SPE office.
<b>Complete</b> 30 hours of service learning. Required of all individuals prior to student teaching.	<b>Prior to mid-term the semester before</b> student teaching. Start early in your program.	Turn in <b>PROOF</b> documenting hours to SPE secretary <u>prior</u> to student teaching semester.
<b>Apply</b> for Graduation. Do <b><u>before</u></b> you are in your <b><u>last</u></b> semester of	The <b>first semester</b> of your <b>junior</b> year.	Apply online through PAWS.

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coursework.		
<b>Complete</b> Student Teaching Application. Fill out application electronically on-line.	In the Fall preceding the year in which you plan to student teach (whether Fall or Spring). <b><u>NO LATER THAN FALL OF JUNIOR YEAR.</u></b>	Go to: <a href="http://www.eiu.edu/clinical/">http://www.eiu.edu/clinical/</a>
<b>Submit</b> your portfolio to the Department.	Turn in to SPE secretary the <b>semester before</b> you plan to <b>student teach.</b>	Turn in for student teaching Fall and for student teaching Spring. Due date is on PAWS Review directions (also available on SPE brochure rank). Turn portfolio in to SPE secretary.
<b>Update</b> CPR card. Card must be current while student teaching.	<b>By mid-term the semester before</b> student teaching provide verification.	May be done in a variety of ways. Turn in copy of card to SPE secretary.
<b>Submit</b> Department Form for Approval to Student Teach (hot pink).	Turn in to Special Education secretary the <b>semester BEFORE</b> you take <b>SPE 4900/4901.</b>	Turn in by <b>Feb. 15</b> for student teaching <b>Fall</b> and by <b>Oct. 1</b> for student teaching <b>Spring.</b> Forms are available on SPE brochure rank; submit to SPE secretary.
<b>Register</b> for Content Area Teacher Certification Test(s) specific to your option. The LBS I (Test #155) and Early Childhood Special Education (if in ECH option) must be passed <b>before</b> student teaching may begin. If you have an additional content area test, that test must also be passed <b>before</b> student teaching may begin.	<b>While</b> completing <b>4900/4901.</b> Be sure to review your <b>3000, 3200, 4800</b> and methods notebooks/materials in preparation for the LBS I test.	*Go to Website: <a href="http://www.icts.nesinc.com">www.icts.nesinc.com</a>
<b>edTPA</b> – performance assessment that requires video-taping, lesson planning, and reflections. An APT Test may also be required.	During Student Teaching. Must be passed in order to be licensed.	Must register with testing company (Pearson) at <a href="http://www.edTAP.com">www.edTAP.com</a>
<b>Complete</b> Application for Certification forms sent to you from EIU. You will be certified in LBS I.	During <b>last semester</b> of your college career.	These will be given to you by your Student Teaching Coordinator during Student Teaching; if you do not get these forms in your last semester, contact the College of Education and Professional Studies Office. Instructions will be included.
<b>Register</b> in the “Career and Placement Service Center.”	During <b>last semester</b> of your college career.	Career Services Center is in the Human Services Building.