

## **Guidelines for Submitting the Admittance to Teacher Education Portfolio/Binder**

1. All documents/information turned in to the Center for Professional Development (not including initials or signatures) must be typed unless otherwise stated.
2. The first page of your portfolio should be the Admittance to Teacher Education Application.
3. The candidate must obtain all necessary information required for the portfolio as listed on the application. Portfolios missing any of the below documents/information is considered incomplete. The required items are:
  1. Current copy of Evaluation (GPA 2.5) with *advisor's name and signature*
  2. Level I Field Experience Report (On file if submitted to the CPD)
  3. **Graded English Essay/Autobiography** graded by an NSU English professor
  4. Autobiography that includes Personal Factors (reasons for wanting to become a teacher, high school, city, state, year graduated, colleges, activities, honors, volunteer work experience, etc.)
  5. Philosophy of Education (**Handwritten for PreK-6 majors only**)
  6. Two letters of recommendation (English Professor and/or Teacher(s) from your major department)
  7. Detailed Sample Lesson Plan (One subject for one typical class period)
  8. Child Abuse Awareness Certificate
  9. Background Verification form/VA Criminal Records Check, if applicable
  10. Passing EWC Exam score report
  11. Original copy of **"PASSING"** Praxis I scores
  12. Proof of membership in a professional teacher organization (SVEA, CEC, ECE, etc.)
  13. Disposition Process Report (if applicable)
4. Create tabs/dividers for each of the thirteen (13) required items listed above. **These tabs must be typed.**
5. The portfolio/binder must have a cover page with a picture on the front of the binder. Show your creativity in your cover design.

6. All documents/items submitted must be hole-punched and placed neatly in the binder.  
**Do not place required documents in plastic sleeves.**
7. The candidate must call and schedule an appointment with the Director of the Center for Professional Development to submit the Application for Admittance to Teacher Education and the completed binder. You may schedule your interview at this time.