**Norfolk State University**

**School of Education’s Office of Clinical Experiences and Student Services (OCESS)**

***“Preparing Competent, Compassionate, Collaborative and Committed Leaders”***

**MILESTONES FOR COMPLETING A TEACHER EDUCATION PROGRAM**

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| **Freshman Year**   * Hold a conference with your advisor to devise a plan of study * Read the college catalog at <https://www.nsu.edu/Catalog> * Continuously meet the School of Education expectations of academic requirements and   professional dispositions   * Student enrolled in MATH 103 or higher will need to obtain a C or better to denote evidence of math proficiency * Prepare to take the Virginia Communication and Literacy Assessment (VCLA) * VCLA preparation information and support: See <https://www.nsu.edu/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/School-of-Education/Services/Praxis-Lab>The Praxis Lab is located in the Bozeman Education Building (BEB), Room 161 * Contact the Teacher Preparation Grant Representative to sign up for tutoring sessions for VCLA supportin Bozeman 112 * Student enrolled in the ***Foundations of Education course*** EDU 201 or EDU 501 taken at NSU that includes the Level I field experience, must have a ***Universal Background Check*** (UBC) completed and submitted to the Office of Clinical Experiences and Student Services (BEB 221). See <https://www.nsu.edu/ocess/forms> for the Level I Field Experience Application, Level I Handbook, and the accompanying documents and/or visit BEB 221 for support * See field experience dates and deadline for submission of field placement documents on the OCESS Schedule at <https://www.nsu.edu/ocess> * Maintain a 2.75 or higher GPA   **The Virginia Communication and Literacy Assessment (VCLA) passing scores are the following: 1.Reading—with a score of 235 and 2. Writing—with a score of 235 individually or with a composite score of 470.**  **VCLA information and registration**, see [www.va.nesinc.com](http://www.va.nesinc.com). |
| **Sophomore Year**   * Complete freshman year activities as listed in the University’s catalog and in your curriculum sheet * Complete the ***EDU Foundations of Education course*** and the accompanying ***Level I observation field experience*** * Enroll in the electronic ***TK20*** to upload required documents form education courses as noted in syllabi. * Retain a copy of Level I time sheet(s), graded documents, and submit the ***Cooperating Teacher Data Form*** to the OCESS after completing the Level 1 experience * After successful completion of 30 credits, EDU 201, and the VCLA, apply for Admission to the Teacher Education Program in the School of Education. See <https://www.nsu.edu/ocess/forms> for the Application for Teacher Education |
| **Requirements to Apply for Admission to the Teacher Education Program**  **Application document requirements include the following:**   * **2.75** Cumulative GPA or higher * Minimum completion of **30** course hours * Documentation of Successful Completion of a Level I field experience (e.g. EDU 201 grade of C or better OR Graded Documentation of a Level 1 experience) * A copy of official passing score on the **Virginia Communication and Literacy Assessment (VCLA)** * Unofficial copy of academic transcripts * Two recommendation forms for the admission to the teacher education program from NSU professors outside of your department * A personal typed narrative entitled, *“*Why I Want to Teach*”* * Completed typed application with scanned attachments emailed to [SOETeacherLicensure@nsu.edu](mailto:SOETeacherLicensure@nsu.edu)   Submit all portions of the application at **one time\*** to the email above prior to or on the following:  **March 15** for Upcoming Fall Acceptance as a Teacher Candidate  **October 15** for Upcoming Spring Acceptance as Teacher Candidate  (\*Professors submit their reference letters directly also to [SOETeacherLicensure@nsu.edu](mailto:SOETeacherLicensure@nsu.edu) and it is the responsibility of the applicant to ensure that they are sent by the deadline.)  Feedback via email will be given to note your status for acceptance into a Teacher Education Programwithin the semester of submission. All questions need to be directed to [SOETeacherLicensure@nsu.edu](mailto:SOETeacherLicensure@nsu.edu) about the application’s status. |
| **Junior Year**     * Hold a conference with your advisor to review any testing requirements or other stipulations to be completed prior to student teaching. * Students enrolled in their second methods course taken at NSU, Level II, must complete a level II field experience application and demonstrate evidence of being a teacher candidate prior to receiving a placement. See <https://www.nsu.edu/ocess/forms> for the Level II Application, Level II Handbook, and accompanying forms and/or visit BEB 221 for support * Complete Praxis II See <http://www.ets.org/praxis/va/requirements/> for Virginia Testing Requirements   **Additional *Reading for Virginia Educators* (RVE) Testing is for**  Elementary Education and Special Education(Enrollment in EED 450 Teaching Literacy in the Elementary School and EED 490 Diagnostic Reading supports RVE test preparation.)  **Please note the passing scores for (RVE) effective July 1, 2011:**  Elementary Education and Special Education Assessment passing score is 157.  This test replaces the **Virginia Reading Assessment (VRA)** |
| **Senior Year**   * Complete coursework * Apply for student teaching in the semester prior to the level III experience. * Complete Adult CPR/AED, Pediatric CPR/AED and First Aid Trainings Prior to graduation OR be sure that this certification is up to date to successfully apply for a teacher licensure and a teaching position.   **Admission to Student Teaching: Level III Experience**  The Level III application should include the following:   * Completed typed Level III Student Teaching Field Experience Application * Additional Forms for the selected school system (if applicable) * Documented **Passing Scores** for **PRAXIS II**, **RVE** (if applicable) scores (be sure to include all pages of assessment documentation) * Evidence of a **2.75 GPA or higher** * Current negative TB test results (must last/extend until the end of the field experience) * Current academic evaluation OR transcript as proof of completed program requirements that demonstrate eligibility for the level III field experience * Signature Endorsement from Advisor/Departmental Endorsement, Chair Endorsement, and University Supervisor Signature * Child Abuse and Neglect Awareness Certificate (see website) <http://www.doe.virginia.gov/teaching/licensure/child_abuse_training.shtml> * Dyslexia Awareness Module Certificate (see website) <http://www.doe.virginia.gov/teaching/licensure/dyslexia-module/story_html5.html> * Universal Background Check (UBC) and Background form with Money Order to Process Fingerprint Card (if on file UBC is within 2 years of submission of student teaching application, no new background is required) * COVID-19 Acknowledgement of Risk form * VA HB1 waiver form. * Documentation of Successful Completion of a Level II field experience (e.g. grade of C or better in designated method course or Graded Documentation of a Level II experience) * liability insurance and professional membership (SVEA Membership Complies with this request) * Completed Current Dispositions Assessment by the advisor   Submit all portions of the application at **one time\*** to the department chair prior to or on the following:  **April 15** for Upcoming Fall Student Teaching Placements  **November 15** for Upcoming Spring Student Placements |
| **Throughout the Program**   * Complete the **Program Evaluation** * Keep and Submit documented completion in TK-20 of Level I & II Experiences as well as required assessments from designated education courses * Ensure all Cooperating Teacher Information forms are submitted to OCESS from Level I, II, and III field experiences * Demonstrate technology proficiency—technology standards are at <http://www.doe.virginia.gov/support/technology/standards/index.shtml> * Meet expectations of academic requirements, teaching skills, and professional dispositions * Meet with your advisor for updates and more information on selected major   **After Graduation from Program**  After graduation, submit the following to the **Office of Clinical Experiences and Student Services**:   * Part I of the College Verification Form (CVF) typed with only the last four of your social security numbers. See the Application for Initial License on the VDOE website at <https://www.doe.virginia.gov/teaching/licensure/> * Ensure all TB test, Adult CPR/AED, Pediatric CPR/AED and First Aid Trainings are up to date to apply successfully for an initial teaching license and teaching position. * Complete the Initial Licensure Application on your own and submit to VDOE. * Submit Completed Year One Teacher Evaluation from your public school division employer. |