**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
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| **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

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 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 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.
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