

Office of Field Services (OFS)

College of Education and Human Services

Rhodes Tower 1344, 216.687.4616, <http://coehs.csuohio.edu/fieldservices/>

Deadlines for Submitting Pre-requisite Documentation for Practicum and Student Teaching Experiences

Fall Practicum/Student Teaching

All documentation must be submitted to OFS by **May 1st***

Spring Practicum/Student Teaching

All documentation must be submitted to OFS by **October 25th***

Summer Practicum/Student Teaching (available for selected programs)

All documentation must be submitted by **May 1st***

In addition to program, course, and grade point average requirements, the following must be met:

Licensure Program	Pre-requisites
Early Childhood	<ul style="list-style-type: none"> • TB shots: Current within 1 year of end of practicum/student teaching • Hepatitis B shots (first two shots in three shot sequence must be completed prior to start of experience) • BCI (background check): Current within 1 year of end of practicum/student teaching • Child abuse awareness training certification (training provided after practicum orientation) • Praxis II passage (for Student Teaching Interns) • Portfolio proficiency (see http://www.csuohio.edu/coehs/students/portfolios/index.htm) • 3 letters of reference • High school diploma • Physical or statement from doctor indicating good health, free from communicable disease, and meets immunization requirements • Child abuse conviction statement
Middle Childhood	<ul style="list-style-type: none"> • TB shots: Current within 1 year of end of practicum/student teaching • BCI (background check): Current within 1 year of end of practicum/student teaching • Child abuse awareness training certification • Praxis II passage (for Student Teaching Interns) • Portfolio proficiency (see http://www.csuohio.edu/coehs/students/portfolios/index.htm)
Secondary	<ul style="list-style-type: none"> • TB shots: Current within 1 year of end of practicum/student teaching • BCI (background check): Current within 1 year of end of practicum/student teaching • Child abuse awareness training certification (training provided after practicum orientation) • Praxis II passage (for Student Teaching Interns) • Portfolio proficiency (see http://www.csuohio.edu/coehs/students/portfolios/index.htm)
Mild/Moderate, Moderate/Intensive, Early Childhood Special Education, Physical Education	<ul style="list-style-type: none"> • TB shots: Current within 1 year of end of practicum/student teaching • Hepatitis B shots (first two shots in three shot sequence must be completed prior to start of experience) • BCI (background check): Current within 1 year of end of practicum/student teaching • Child abuse awareness training certification (training provided after practicum orientation) • Praxis II passage (for Student Teaching Interns) • Portfolio proficiency (see http://www.csuohio.edu/coehs/students/portfolios/index.htm)
Art, Music, World Languages Interns, Speech, TESOL	<ul style="list-style-type: none"> • TB shots: Current within 1 year of end of practicum/student teaching • BCI (background check): Current within 1 year of end of practicum/student teaching • Child abuse awareness training certification • Praxis II passage (for Student Teaching Interns) • Portfolio proficiency (see http://www.csuohio.edu/coehs/students/portfolios/index.htm)

**OFS will not request a match or provide match information until all pre-requisite documentation has been submitted*

Notes: 1) Please bring photocopies of all documentation to OFS; OFS cannot make photocopies or accept original documents; 2) Child abuse awareness trainings are provided free of charge as a part of fall and spring practicum orientations; 3) BCI processing can be completed in the Education Student Services Center, Rhodes Tower 1401, by appointment on Mondays and Wednesdays ONLY; 4) Hepatitis and TB shots are available through the University Health Services, Science & Research Building