### Program of Study

**Curriculum and Instruction - Early Childhood (PreK-3)**

**Program of Study Intended for (Check One):**
- [ ] Degree and License
- [ ] Degree Only
- [ ] License Only

Complete this Program of Study with your assigned faculty advisor during your first term of admission/acceptance in the program. Your faculty advisor will then forward it through the proper channels for final approval. Your copy will be returned when all approvals have been obtained. If you have submitted a program change form to the ESSC, JH 170, a Program of Study for the new program will be sent to you and should be completed with your advisor as soon as possible.

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**Name:**

**CSU ID:**

**Address:**

**Home Phone:**

**Other Phone:**

**City/State/Zip:**

**E-Mail:**

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**A. DEGREE REQUIREMENTS** (*Courses listed under Part A. and marked with an asterisk are required for the license in addition to those listed under Part B.*)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Prerequisites</th>
<th>Credits</th>
<th>Enter substitute course # or waived if appr. by petition</th>
<th>Total Hrs. Required</th>
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**II. PREREQUISITES (To be taken prior to Specialization courses)**

- [ ] EDC 501 Child Development (Should be first prerequisite taken)
- [ ] EDC 500 Foundations of Early Child Education

**III. SPECIALIZATION (See item 3 on back for information regarding Practicum requirements)**

- [ ] EDC 500 Teaching Methods in Early Childhood Education & Field Placement
- [ ] EDC 503 Teaching Mild/Mod Disabilities
- [ ] ETC 570 Practicum in Early Childhood (See item 3 on back)

**IV. ELECTIVES (Select one based on advisor approval and check box)**

- [ ] ECE 518 Admin & Mgmt of Early Childhood Programs
- [ ] ESE 501 Nature and Needs of Young Children w/Disabilities
- [ ] ESE 514 Curr and Interv for Infants & Young Children w/Special Needs

**V. TRANSFERABLE CREDITS FROM ANOTHER INSTITUTION** (See item 2 on back for additional information)

(A Graduate Credit Transfer Form needs to be completed for the courses listed below and submitted to your advisor for approval and forwarding to the ESSC)

**VI. CULMINATING EXPERIENCE/EXIT REQUIREMENT** (See item 1 on back for additional information)

**VII. ADDITIONAL HOURS FOR LICENSURE**

SEEKING AN "INITIAL" TEACHING CREDENTIAL? [ ] YES [ ] NO

**B. ADDITIONAL REQUIREMENTS FOR LICENSURE** (See items 4 & 5 on back)

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**DEGREE TOTAL:** 38 hrs (min 30 sem hrs for degree without license)

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**additional requirements for licensure**

**ADDITIONAL HOURS FOR LICENSURE**

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**DEPARTMENT CHAIR**

**EVALUATING OFFICER**

**PROGRAM OF STUDY ADVISOR**

**DEGREE REQUIRED:** 38 hrs (min 30 sem hrs for degree without license)

**ALL STUDENTS MUST READ AND COMPLETE THE BACK OF THIS CHECKLIST BEFORE SIGNING BELOW**

**Student:**

**Date:**

**Faculty Advisor:**

**Date:**

**Department Chair:**

**Date:**

**ESSC:**

**Date:**

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**Distribution:** [ESSC File] [Student] [Advisor]

**8/17/2015**
1. EXIT REQUIREMENTS FOR DEGREE-SEEKING STUDENTS:

Applying for Graduation – Applications for graduation are available in the Education Student Services Center (ESSC). You are encouraged to apply two semesters before your expected graduation date. Application deadlines are April 14th for Fall semester, September 9th for Spring semester, and February 1st for Summer semester. A graduation fee of $25 (effective 3/1/02) is assessed upon submission of your graduation application.

Exit Requirement Options - in consultation with your faculty advisor, you must select one of the following four options as your culminating experience/exit requirement:

- Advocacy/Action Research Project (ECE 695) - If selecting this option, you must successfully complete ECE 695 (grade of B or better) and the advocacy/action research project requirement of this course. Upon receipt of final grades showing successful completion the ESSC will forward a notice of degree completion to the Graduation Office. If unsuccessful, you may complete one of the other three options below.

- Comprehensive Exam Option – If selecting this option, the comprehensive exam should be taken during or after your last term of coursework. Placement on the comprehensive exam list requires that you apply for graduation, have a program of study on file in the ESSC, and be registered for at least one (1) graduate hour during the term taken. Exam notices are sent approximately one month before the exam. If you wish to take the exam earlier than the term you plan to graduate, you must state so on the graduation application.

- Thesis/Project Option – If selecting the thesis or project option, you must be registered for at least one (1) graduate hour until completion of this requirement and submit a Proposal Approval form prior to submission of the final thesis or project. Thesis/Project forms and instructions are available in the ESSC, JH 170.

2. GRADUATE CREDIT TRANSFER/EXTENSION OF 6-YEAR LIMIT:

Graduate Credit Transfer – A Graduate Credit Transfer form must be completed when requesting credit toward your degree program for graduate-level courses taken at another institution. Transfer eligibility requires that courses be less than 6 years old (unless a petition is filed and approved to extend the 6-year limit—see below), were not used to meet previous degree requirements, and where a letter grade of "B" or better was earned. No more than nine (9) semester hours are transferable and you need to complete 12 semester hours at CSU before you can apply. Transcripts and course descriptions must accompany the Graduate Credit Transfer form, which is available in the ESSC, JH 170.

Extension of 6-Year Limit – A College Petition and corresponding Course Relevancy Statements must be completed when requesting credit for graduate-level coursework that will be more than 6 years old at the time you graduate. Petitions and Relevancy Statements are available in the ESSC, JH 170.

3. PRACTICUM AND STUDENT TEACHING:

Waivers – Practicum is required for Master's candidates with no recent early childhood teaching experience. Practicum and Student Teaching are required for all "initial" licensure candidates (see exception below). One placement must be at the Pre-K level and one at the K-3 level. In addition, one placement must be urban; both may be urban. Exception: If you have had teaching experience with children between the ages of three and eight within the last 5 years, you may petition to waive Practicum or Student Teaching, but not both. Please contact your advisor for additional information.

Prerequisites - Practicum: EDC 500, EDC 501, ECE 500, ECE 501, ECE 502, ECE 503, EDL 500, and EDL 501 PLUS any six of the following: EDL 511, EDL 512, ECE 512, ECE 514, ECE 515, ECE 516, ECE 517, PED 516, ESE 515.

Practicum: EST 570, all remaining courses must be completed prior to student teaching.

Requirements – PLEASE NOTE: ALL APPLICABLE OAE EXAMS MUST BE TAKEN PRIOR TO STUDENT TEACHING. Completion of the following items is also required prior to the start of Practicum and Teaching and must be turned in to the Office of Field Services (OFS) prior to reporting for your placement:

1. Completion of a criminal background fingerprint check; 2) Proof of a negative TB test; and 3) Proof of completion of a series of Hepatitis B Shots. Forms and information regarding these requirements are available in the OFS, JH 187. Information regarding the on-line application for Practicum and Student Teaching can be obtained from the OFS, JH 187. Application deadlines for Practicum and Student Teaching are February 15th for Summer and Fall Semester and September 10th for Spring Semester.

4. ECE 515 PREREQUISITES:

Earn a grade of B- or better in MTH 127, 128, 129 within the last six years OR Earn a grade of B- or better in two college-level algebra courses or higher (i.e. Calculus I & II) OR Meet the standardized test score (150 on Praxis Core Academic Skills for Educators Math section or 150 on GRE quantitative section)

5. LICENSURE INFORMATION:

Please state the license you are seeking:

IS THIS YOUR FIRST CERTIFICATE/LICENSE (Does not include Temporary, Substitute, Non-Tax, or Non-Ohio Teaching Credentials)? □ Yes □ No

Please list other teaching credentials you currently hold:

ALL APPLICANTS FOR LICENSURE MUST READ AND SIGN THE MORAL VERIFICATION BELOW:

In accordance with the Teacher Education Standards of the State of Ohio, the issuance of a teaching license is in part dependent on verification that the candidate is “of good moral character.” In making a determination of the moral character of a candidate, the State requires each candidate to submit to a criminal record fingerprint check. In addition, a candidate must sign a “statement that I understand what will be asked of me when applying for my license.

Student’s Signature: ____________________________ Date: ____________________________

Beginning January 2014, all requests for a new credential must be completed on-line through the Ohio Department of Education’s (ODE) website. Information regarding the on-line license application process can be found at http://education.ohio.gov/TOPICS/TEACHING/EDUCATOR-LICENSEE. After visiting this website if you still have questions regarding the on-line application process, please contact the Education Advising Office at 216-687-4625. Once you have submitted your on-line license application to the ODE and payment is made, it will be forwarded to Cleveland State for review. CLEVELAND STATE MUST HAVE ON FILE AN APPROVED PROGRAM OF STUDY, A RECORD OF YOUR PRAXIS/OAE SCORES, AND RESULTS OF YOUR PORTFOLIO ASSESSMENT (IF REQUIRED) TO APPROVE YOUR LICENSE APPLICATION. If your application is declined by Cleveland State, you will need to contact the Education Advising Office at 216-687-4625 for further information. You will be notified by the ODE if you do not have a current background check on file with them.

6. OHIO ASSESSMENTS FOR EDUCATORS (OAE) Effective 9/1/13:

To receive an Early Childhood license, a passing score on the following OAE exam(s) must be achieved. NOTE: You must designate CSU as a score recipient each time you register for the OAE as CSU will need to have a copy on file to approve your on-line license application.

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Qualifying Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>7001</td>
<td>*Assessment of Prof. Knowledge: Early Childhood PK-3</td>
<td>220</td>
</tr>
<tr>
<td>012</td>
<td>Early Childhood Education</td>
<td>220</td>
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</tbody>
</table>

The Ohio Assessments for Educators (OAE) exams offered by Pearson are computer-delivered and offered continuously on demand. Registration information and directions for the OAE can be found at http://www.oh.nesinc.com/