Teacher Certification Program
Checklist for: _____
ID: _____

Completed	*Task*	*Note / approvals*
	Has declared an ***Education Certification minor***	*post-bacc students are exempt*
	Content Area GPA (minimum required for certification = 2.5) *(verified by certification officer)*	
	Education GPA (minimum required for certification = 3.0) *(verified by certification officer)*	
	Submit signed ***Statement of Responsibility*** form	
	Submit signed ***Guideline Agreement*** form	
	Core Courses completed: EDUC 100* EDUC 200/542 EDUC 230/560 EDUC 300/505 *Note: EDUC 100 not required if EDUC 505 taken; it is required if 300 is taken	
	TCP Application submitted (with supporting artifacts) into ELC for faculty approval	
	Favorable ***Field Experience Evaluations*** *from Cooperating Teachers, College Instructors, and College Supervisors (Mostly 2s and 3s)*	
	FBI Fingerprinting - this is not required for TCP admission but should be considered if there have been any criminal issues (even SIS) that will show up on an FBI fingerprinting. This could make you ineligible for teacher certification. *(See "Statement of Responsibility" item 1.) A valid FBI fingerprinting clearance is required prior to student teaching.*	*recommended; not required*
	Once all of the above listed tasks have been completed, contact the Education Dept Office for review of TCP items. (EducatorPrep@ccis.edu or 573-875-7818) ***Failure to contact the department may result in delayed TCP admission.***	

Date:

Created by:		
Final Review by:		