

Teacher Education Progress Process (TEPP)

April 2022

Level One

Application for Candidacy in Teacher Education

To apply successfully you must have the following:

- A minimum of 48 earned credits towards the Teacher Education Program (apply before earning 60 credits). Transfer students should apply for candidacy status as soon as 48 credit hours are completed and a GPA has been established.
- A 3.0 cumulative GPA
- **For undergraduate students only:**
 - Six credits of college level mathematics
 - Three credits of coursework in English Composition
 - Three credits of coursework in English or American Literature (Secondary Education candidates) or Children's Literature (ECED, ECED with Special Education, and MLED candidates)
 - Successful completion of Basic Skills Requirements with the minimum scores established by the Pennsylvania Department of Education
- PA Access to Criminal History (PATCH) (must be renewed annually)
- Department of Human Services (DHS) Child Abuse History Clearance (must be renewed annually)
- Federal Criminal History Record Information (CHRI) (FBI clearance) (must be renewed annually)
- Two faculty recommendations (RMU Faculty Recommendation for Candidacy Status). Forms are available in the Teacher Education Office and on the SNEHS website.
- Completion of Application for Admission to Candidacy Form and submission to your Program Coordinator:
 - ✓ Dr. Mary Hansen—Post-Bacc Programs
 - ✓ Dr. Susan Parker—Early Childhood (PreK–4) (undergraduates), Early Childhood and Special Education and Middle Level (English/Language Arts, Science, Mathematics, and Social Studies Concentrations)
 - ✓ Dr. Soren Fanning—Social Studies 7–12
 - ✓ Dr. Matt Maurer—Biology 7–12
 - ✓ Dr. Carianne Bernadowski—English and English/Communications 7–12
 - ✓ Dr. Greg Holdan—Mathematics 7–12
 - ✓ Dr. Lawrence Tomei – BCIT 7-12

The application for candidacy is reviewed and approved by the program coordinator, field placement coordinator, and Education department head. If all candidacy requirements are met, the student will receive a letter documenting achievement of candidacy status. With Level One candidacy, students may proceed into advanced teacher certification coursework and the pre-student teaching professional experience.

Level Two

Application for Student Teaching

You must have:

- Attained candidacy
- Applied for and successfully participate in pre-student teaching
- Completed or currently registered for all methods courses, pre-student teaching, and major courses
- A 3.0 cumulative GPA
- Taken the PRAXIS II or PECT Exam(s) prior to the start of student teaching
- Renewed all clearances
- Taken a TB Test
- Acknowledgement that Proof of Liability Insurance must be presented to the Teacher Education Office two weeks before student teaching orientation. Liability Insurance may be obtained through PSEA membership, membership in the student chapter of the Council for Exceptional Children, or Private Insurance (must have a minimum of \$1,000,000 per claim and an aggregate of \$3,000,000 per occurrence if obtained via private insurance).
- Completed the Student Teaching Application and submitted it to the program coordinator

The program coordinator submits the application to the field placement coordinator, who communicates with the school districts to place candidates at a site for student teaching. The department head reviews the student teaching applications and placement requests and then registers candidates for student teaching with Level Two completion.

Level Three

Application for Certification

- Successful completion of Level 2
- Successful completion of PRAXIS II and/or PECT Exams
- Successful completion of student teaching with a passing grade
- Successful completion of the student teaching seminar course with a passing grade
 - Successful completion of the Teacher Work Sample (TWS) with a “pass” grade
 - Successful completion of an e-portfolio with a “pass” grade
- 3.0 cumulative GPA
- Completed application for RMU graduation
- Completed electronic TIMS application for teacher certification through PDE
- Sign-off and recommendation of the RMU teacher certification officer

University recommendation to the Pennsylvania Department of Education for teacher certification will be made with Level Three completion.