

EDUCATION SPECIALIST CREDENTIAL PROGRAM

Final Fieldwork Application Detail Checklist and Tips

Use the checklist below to help you organize your digital final fieldwork (student teaching) application packet. All the items listed below should be submitted as your “Final Fieldwork Application” to the ESCP Final Fieldwork Application One Drive file link provided on the ESCP website. Make sure that each file is named as listed below. See page 2 for instructions and tips on how to upload your files and how to use DocuSign.

Step 1: Complete and Save the following items for preparation to upload to the ESCP Final Fieldwork Application One Drive File:

<input type="checkbox"/> <u>Final Fieldwork Application form via DocuSign</u> - Once complete, download your application as 1 PDF and save it as <i>1-Final Fieldwork Application</i> . We DO NOT receive your application through DocuSign so you must download it and then upload it to the Final Fieldwork Application One Drive file.
<input type="checkbox"/> <u>Final Fieldwork Placement Information</u>
<input type="checkbox"/> <u>Credential Center Evaluation Request form via DocuSign</u> - Once completed, download the document and save it as <i>2-Evaluation Request</i>
<input type="checkbox"/> \$25 Credit Card receipt: https://commerce.cashnet.com/csulbcdcredentials , Take a screen shot of the receipt and save it as <i>3-Payment Receipt</i>
<input type="checkbox"/> CSULB Unofficial Transcripts – Download these from your MyCSULB under “Other academics” in the Student Center. Save them as a PDF as <i>4-CSULB Transcripts</i> .
<input type="checkbox"/> Proof of Certificate of Clearance or 30-Day Sub Permit. Take a screen shot from the CTC website and save it as <i>4-CTC Clearance</i>
<input type="checkbox"/> Proof of <u>Basic Skills</u> (CBEST scores, SAT scores, ACT scores, etc.) - Save as <i>5-Basic Skills</i>
<input type="checkbox"/> Passing CSET Scores or <u>Verification of Completion of a CTC approved Subject Matter Preparation Program</u> (ITEP students must request a <u>subject matter evaluations</u> prior to submitting the student teaching application.)- Save as <i>6-Subject Matter</i>
<input type="checkbox"/> Valid TB Test - Save as <i>7-TB Test</i>
<input type="checkbox"/> Proof of Valid CPR – must provide a valid copy of infant, child and adult CPR Certification. Required program to recommendation of credential – Save as <i>8-CPR</i>
<input type="checkbox"/> Proof of Registration for the RICA exam or passing RICA scores. Candidates must provide a receipt from the Pearson website that they have registered to take the RICA exam or official scores showing passage or attempt of exam. – <i>Save as 9-RICA</i>
<input type="checkbox"/> Completion of <u>Acknowledgement of Risk Survey</u> – View the <u>CSULB Health and Safety Video</u> . After viewing the CSULB Health and Safety Video, complete the short Acknowledgement of Risk (AoR) survey and take a screen shot of the final page of the survey to upload with your Student Teaching Application – Save your screen shot as <i>10-Verification of AoR</i>

Step 2: Upload your documents to the ESCP Final Fieldwork Application One Drive file no later than 5pm on Monday March 15, 2021.

- 1-Final Fieldwork Application
- 2-Evaluation Request
- 3-Payment Receipt
- 4-CSULB Transcripts
- 5-CTC Clearance
- 6-Basic Skills
- 7-Subject Matter
- 8-TB Test
- 9-CPR
- 10-RICA
- 11-Verification of AoR

You do NOT need to include your name in the file name since One Drive will automatically add this for you. One Drive is a safe and secure file upload site.

Scanning Documents

Candidates that do not have access to a scanner should use the following resources to ensure that any documents that must be scanned (TB Test, CPR Verification, etc.) are readable.

-iPhone or iPad Notes App – The Notes App on the iPhone or iPad will allow you to take a picture of a document and then save it as a PDF. To do this:

1. Open the Notes App on your iPhone or iPad
2. Create a new note
3. Tap the camera bottom at the bottom of the screen or above the keyboard.
4. Tap Scan Document
5. Line up the document you want to scan.
6. Tap the shutter bottom if the scanner doesn't automatically scan the document.
7. Tap save after you've scanned all of the necessary pages. The button will have a count of how many pages you scanned.

-Google Drive – The Google Drive App will allow you to take pictures and will convert it to a PDF. To do this:

1. Open Google Drive App on your phone
2. In the bottom right corner, tap Add or the +
3. Tap Scan
4. Take a photo of the document you'd like to scan.
5. To scan another page, tap Add.
6. To save the finished document, tap done.

-Genius Scan App – This App has a free version for both iPhone and Android. It allows you to take a picture of your documents and will convert them to a PDF. Once you take the picture it will email it to you as a PDF document. It also allows you to take multiple pictures and combine them into ONE PDF document. This is very helpful especially for transcripts that are typically multiple pages long.



TEACHER PREPARATION ADVISING CENTER

Phone: (562) 985-1105

EED-67

Ced-tpac@csulb.edu

STUDENT TEACHING APPLICATION

Deadlines for submission are firm: Fall – March 15; Spring – October 1

Applications must be submitted with all supporting documents to the Student Teaching Application One Drive file.

I am applying to student teach in the following term: Fall _____ Spring _____
(Year) (Year)

Check the box for the pathway in which you are applying to student teach (check all that apply):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> ITEP MSCP | <input type="checkbox"/> Post Bac MSCP | <input type="checkbox"/> ITEP UTEACH | <input type="checkbox"/> Post Bac UTEACH |
| <input type="checkbox"/> ITEP ESCP M/M | <input type="checkbox"/> ITEP ESCP M/S | <input type="checkbox"/> Post Bac ESCP M/M | <input type="checkbox"/> Post Bac ESCP M/S |
| <input type="checkbox"/> ITEP UDCP M/M | <input type="checkbox"/> ITEP UDCP M/S | <input type="checkbox"/> Post Bac UDCP M/M | <input type="checkbox"/> Post Bac UDCP M/S |

Bilingual Authorization: Spanish Asian _____

I currently have an approved Internship with: _____
(District) (School)

Campus ID # _____

Last Name _____ First Name: _____ Former Name(s): _____

Local Address: _____
(Street) (City) (State) (Zip)

Phone: _____

CSULB Email: _____@student.csulb.edu Alternative Email: _____
(GMAIL preferred)

List all relatives attending/employed in schools used by CSULB for student teaching:

- Student Employee

Relatives Name: _____ Relationship: _____

District: _____ School: _____

To the Applicant: Submission of this application does not guarantee acceptance to student teaching. During the semester of application, the candidate's file is reviewed to ensure that all program requirements are met and the candidate's readiness for student teaching is assessed. Official notification is made later in the semester. Candidates who wish to do an internship or use employment for student teaching must consult with The Teacher Preparation Advising Center. Additional paperwork must be filed for both of these options. Please note that if the program is impacted, a priority system will be used and some assignments may be postponed one or two semesters. Candidates should notify the Office of Clinical Practice (ced-ocp@csulb.edu) immediately if they must withdraw their application for any reason (See Withdrawal Policy for more information).

I have read and understand the above paragraph as well as all the information listed on the program website regarding student teaching and the requirements to advance to student teaching. I have read or will read the Student Teaching Candidate Handbook prior to beginning my student teaching semester. I also understand that if I am not currently matriculated or am graduating with a degree (bachelor's or master's) prior to beginning student teaching, I must reapply to the university online at www.calstate.edu/apply by the appropriate deadline. Student teaching cannot be done through Open University.

Applicant Signature _____ Date _____