



Calumet College of St. Joseph EDUCATION DEPARTMENT



Traditional Procedures for Certification

I. Admittance to the Education Program

- Successful Completion of the following:
 - Good Standing w/ CCSJ
 - Transcript Review
 - $\frac{3}{4}$ of general education coursework
 - EDU: 200, 300, 311
 - Thirty hours of field experience
 - Library Tour (part of EDU 200)
 - Blackboard training (part of EDU 200)
 - Limited Criminal History Clearance (part of EDU 200)- **Note must be updated annually**
 - Resume (part of EDU 200)
 - VIRTUS Training (part of EDU 200)
 - Praxis I
 - Apply for Teacher Candidacy (applications available electronically via Black Board)
 - Interview w/ member of Education Committee

II. Continuing Education Student

- Demonstrate professional knowledge, disposition and performance
- Maintain a grade point average (G.P.A.) of 3.0 in Education courses
- Maintain an overall G.P.A. of 2.75

III. Student Teaching Acceptance

- Successful completion of the following:
 - All coursework outlined on checklist
 - Student Teaching Application (See back for due date)
 - Criminal History Clearance (due w/ application)
 - Updated Education Philosophy (due w/ application)
 - Current Transcript (office use only)
 - Updated Resume (due w/ application)
 - Portfolio Artifacts (See back for due date)
 - Interview with Education Committee
 - Student Teaching Orientation

IV. Applying for License

- Successful completion of the following:
 - student teaching with a grade no less than a "B"
 - Professional Electronic Portfolio within two years after completion of student teaching (you will not receive this copy back, allow two-weeks for review of portfolio prior to applying for license)
 - Praxis II
 - Reading Specialist (Elementary Only)
 - Cardio Pulmonary Resuscitation' CPR' (approved by the American Red Cross of American Heart Association)
 - Apply for license on-line via TOLS application <https://pcats.doe.state.in.us/apps/psb/pcats>
 - \$35.00 via credit card (30 day hold)

2009-2010 Student Teaching Dates

Start Date:	September 2009	October 2009
	<i>Due Dates:</i>	<i>Due Dates:</i>
Student Teaching Application	January 10, 2009	February 14, 2009
Presentation Portfolio*	January 23, 2009	February 27, 2009
Interview*	February 24, 2009	March 24, 2009
Orientation**	September 3, 2009	October 8, 2009
Student Teaching Begins***	September 8, 2009	October 12, 2009
Student Teaching Ends****	December 4, 2009	January 22, 2010
Start Date:	January 2010	March 2010
	<i>Due Dates:</i>	<i>Due Dates:</i>
Student Teaching Application	September 5, 2009	November 7, 2009
Presentation Portfolio*	September 18, 2009	November 20, 2009
Interview*	October 6, 2009	December 8, 2009
Orientation**	January 7, 2010	March 4, 2010
Student Teaching Begins***	January 11, 2010	March 8, 2010
Student Teaching Ends****	April 9, 2010	June 4, 2010
Start Date:	September 2010	October 2010
	<i>Due Dates:</i>	<i>Due Dates:</i>
Student Teaching Application	January 9, 2010	February 13, 2010
Presentation Portfolio*	January 22, 2010	February 26, 2010
Interview*	February 9, 2010	March 23, 2010
Orientation**	September 9, 2010	October 7, 2010
Student Teaching Begins***	September 13, 2010	October 11, 2010
Student Teaching Ends****	December 10, 2010	January 21, 2011

* Not applicable for Transition to Teaching Students (Cohort Only)
 ** Mandatory for both student teaching and cooperating teacher to attend
 *** Bi-weekly on campus workshops are scheduled throughout student teaching
 **** Subject to change due to special circumstances (minimum of 12 weeks required)
 For actual Praxis II test dates consult website: www.ets.org/praxis

Note: REPA candidates are required to use new portfolio system (not listed above)