TEACHER EDUCATION REQUIRED DOCUMENTS:
PREPARATION FOR BENCHMARK REQUIREMENTS, APPLICATION TO THE TEACHER EDUCATION PROGRAM, AND APPLICATION TO STUDENT TEACHING

Directions: All students who have declared education as their major must complete the following tasks during Introduction to Education courses (EDU360/560 – sections .01/.02 Education Majors Only) - *Benchmark I*. Students will be invited to a *Google Classroom or Canvas* in the EDU360/560 courses for Education Majors only where all these items for each benchmark **must all be** *completed/uploaded BEFORE candidates can attend any first clinical placement requirement for ANY major.*

These documents will be **checked by your advisor** before students can **register for any clinical**. *All items for section I and II must be completed before students may take any Benchmark II courses for education.*

I. *DURING BENCHMARK I -(all items require a current date - including students who transfer the Introduction to Education course)*
1. Livetext subscription
2. SLED check (valid for18 months per state department – must be current through student teaching or another check has to be completed)
3. Negative TB test (must be current and on file since time of enrollment at Converse – if a leave is taken anytime during your program completion, then a new test must be provided)
4. Sex Offender Registry (must have 0 results from ALL states and territories and/or need your driver's license picture to verify persons listed are NOT the teacher education candidate)
5. Travel form (with witness signature)
6. Blood Borne Pathogens (BBP) – self-study test - retake until passing 80% or above (study guide and link to quiz provided in Intro to Ed for Education Majors)
7. Education Economic Development Act Test (EEDA) - must be 80% or above to pass (study guide and link to quiz provided in Intro to Ed for Education Majors)
8. Acceptable Test Scores:
   Undergraduate: Core Praxis (reading, writing, **and** math) **or** qualifying SAT/ACT score
   MAT Students: *must* take Miller Analogy Test for admission into Graduate Program

II. *PRIOR TO BENCHMARK II:*
1) Complete application including disclosure statement to the Teacher Education Program *(Due First Mondays December and May).* Get the document signed by required faculty - take tor email to Dr. Danielle Robertson - CARM109E**.**
2) *TEST REQUIREMENTS FOR TED ACCEPTANCE:*
   Undergraduate: Core Praxis (reading, writing, **and** math) **or** qualifying SAT/ACT score –
   MAT Students: *must* take Miller Analogy Test for admission into Graduate Program

III. *YEAR BEFORE* STUDENT TEACHING:
1) Complete *State department application* at the SC Dept. of Education (CATS) https://ed.sc.gov/educators/certification/cats/ – create a login/password - (initial certification process – *there is a fee!)* and complete the FBI fingerprint packet *(there is a fee!)*–by these **state due dates**: *Student Teaching in Fall - Feb. 15th - Student Teaching in Spring June 15th*.
2) Complete *Converse Request for Student Placement for Student Teaching* and electronically submit to Dr. Danielle Robertson (danielle.robertson@converse.edu) by *June 15th of previous year for Spring Student Teaching and Feb. 15th of previous year for Fall Student Teaching.*

January 23, 2019 (Updated Fall 2020 – personnel/Intro to Ed. changes)