

**The following
Application for Professional Semester
cannot be turned into
the Education Department
until the student has met with
their Education Advisor,
who will submit an
Advisor's Sign-off Sheet
verifying that the student
has met the Gateway Two Requirements.**

MUSKINGUM UNIVERSITY
APPLICATION FOR PROFESSIONAL SEMESTER

Application due dates:

Fall Semester - February 28

Spring Semester - September 30

Name _____ SS# _____

Last First Middle

Home Address _____ Phone # _____

Professional Semester _____ Academic Year _____ Cumulative Grade Point Average _____

Expected Graduation: Month _____ Year _____ Gender: Male _____ Female _____

Race: **Check all that are applicable**

African American _____ Asian _____ White Non-Hispanic _____ Pacific Islander _____

American Indian _____ Alaskan Native _____ Hispanic _____ Other/Multiracial _____

Check and complete the appropriate licensure content section:

____ **EARLY CHILDHOOD (EC)** Grades PK-3

Advisor: _____ GPA for EC: _____ Minor(s): (1) _____ (2) _____

License Area(s): _____ Reading (Grades PK-3)

____ **MIDDLE CHILDHOOD (MC)** Grades: 4-9

Advisor: _____ GPA for License Areas: (1) _____ (2) _____

License Area(s): _____ Content (1) _____

_____ Content (2) _____

_____ Reading (Grades 4-9)

____ **ADOLESCENT/YOUNG ADULT (AYA)** Grades: 7-12

Academic Advisor: _____ Education Advisor: _____

License Content(s): (1) _____ (2) _____

GPA for License Content(s): (1) _____ (2) _____

Minor(s): (1) _____ (2) _____

____ **MULTI-AGE (MA)** Grades PreK-12

Academic Advisor: _____ Education Advisor: _____

License Content(s) (1) _____ (2) _____

GPA for License Content(s): (1) _____ (2) _____

Minor(s): (1) _____ (2) _____

____ **INTERVENTION SPECIALIST (IS)** (Mild/Moderate, Ages 5-21)

Advisor: _____ GPA for IS _____

Required signatures prior to submitting this application to the Education Department.

Academic Advisor: _____ Date: _____

Education Advisor: (AYA/MA) _____ Date: _____

Content Department Chair: _____ Date: _____

Education Department Chair: _____ Date: _____

Applicant: _____ Date: _____

PROFESSIONAL SEMESTER REGULATIONS

The following are intended to assist each student teacher candidate in preparation for and during the professional semester.

1. The student teacher candidate must have met all requirements for admission to the Education program and have been accepted as a teacher candidate by the Education Department faculty.
2. The student teacher candidate must apply for the Professional Semester during the semester prior (Fall-February 28 or Spring-September 30).
3. The student teacher candidate must have a cumulative GPA of 2.5 or higher.
4. The Application for Professional Semester must have the signatures of the candidate's advisor(s), license content(s) department chair, the Education Department chair, and the candidate's.
5. The student teacher candidate must be formally admitted to and approved for the Professional Semester by the Education Department faculty.
6. Student teaching assignments will be made by Muskingum University student teacher placement coordinator with the approval of local school systems. Student teacher candidates are not to contact local school officials or teachers for preapproval.
7. A student teacher must not accept university or personal commitments that will interfere with the full-day teaching responsibilities or required student teaching seminars.
8. A student teacher must participate in the student teaching seminars and other related courses.
9. A student teacher is responsible for transportation to and from the school site.
10. Student teaching assignments are full day. Indicate the appropriate student teaching assignment(s) below:
____ Early Childhood: 12 weeks for prekindergarten, kindergarten, grades 1, 2 or 3.
____ Double Major: Early Childhood/Intervention Specialist: Co-teaching (2 teachers) in approved site for 12 weeks divided into two (2) 6 weeks for each license content.
____ Middle Childhood: 12 weeks divided into two (2) 6 weeks for each license content.
____ Intervention Specialist: 12 weeks in an intervention specialist setting
____ Adolescent/Young Adult: 12 weeks in license content.
____ Multi-Age:
 ____ 12 weeks divided into two (2) 6 week placements with one at a primary/
 middle level and one at a secondary level for health, physical education, music, or
 visual arts.
 ____ 12 weeks in a secondary placement for a foreign language.
11. A student teacher is required to register for The Professional Teacher (EDUC 464) and Student Teaching Seminar (EDUC 461 or PHED 490) during the Professional Semester. See Requirement Sheet or catalog for additional student teaching courses.
12. A student teacher is required to abide by all regulations established in the Student Teacher Handbook.

I have read the regulations and have indicated the appropriate student teaching assignments.

Signature of applicant _____ Date _____

MUSKINGUM UNIVERSITY
DECLARATION OF INTENT
FOR AN
OHIO TEACHING LICENSE

I, _____, do hereby declare my intention to complete the requirements for a teaching license in the State of Ohio.

I plan to seek licensure in the following content(s): _____

_____, _____

_____, _____

I assume responsibility for completing the BCI/FBI criminal background check prior to student teaching.

I assume responsibility for successfully completing all components of the Pearson OAE as required by the State of Ohio in my licensure content(s) or disciplines.

Based upon my academic performance and professional dispositions, I petition the Chair of the Department of _____ (academic major), the Chair of the Department of Education, and the Chair of the Department of _____ (if different than academic major) for approval to register for the teacher education professional semester.

Signature

Print Name

Date

Required signatures to register for the teacher education professional semester.

Chair of the Department of _____, _____ Date _____

Chair of the Department of Education, _____ Date _____

Chair of the Department of _____, _____ Date _____
(If different than academic major)

**Gateways of the Undergraduate Initial Teacher Preparation Program
Educator Preparation Unit
Muskingum University**

Gateway 1: Admission into Licensure Program	Gateway 2: Transition into Student Teaching	Gateway 3: Exit from Licensure Program
<ul style="list-style-type: none"> ✓ Pass EDUC 110/112 ✓ BCI/FBI clearance ✓ GPA 2.5⁺ and qualifying scores on test(s) ✓ Submit application to Education Department 	<ul style="list-style-type: none"> ✓ Complete required program courses ✓ BCI/FBI clearance ✓ GPA 2.5⁺ in all coursework; 3.0 in EDUC 300+ courses ✓ Qualifying OAE test score(s) ✓ Submit application to Education Department 	<ul style="list-style-type: none"> ✓ Complete all course requirements for licensure ✓ BCI/FBI clearance ✓ Successful Key Program and Licensure Assessments ✓ Meet Ohio State Board of Education Requisite Test(s)
<p><i>A student wishing to seek teacher licensure must submit an application for admission into a licensure program upon passage of EDUC 112. The application is acted upon by the Education Department Faculty. Once accepted into a licensure program, the student is considered to be a candidate in undergraduate initial teacher preparation. A student must be a candidate prior to enrolling in any EDUC 300-level course or above. To be considered for admission into a licensure program, a student must first have met the following assessment criteria:</i></p>	<p><i>All of the professional education course work that is not part of the professional semester and all but one content course required for licensure must be completed prior to student teaching. A candidate planning to register for student teaching must submit an application for transitioning into student teaching by the fifth week of the semester prior to the semester s/he plans to student teach. The application is acted upon by the candidate's advisor, field placement office representative, and unit head. To be considered for transition into student teaching, a candidate must first have met the following assessment criteria:</i></p>	<p><i>Upon the completion of all licensure program requirements as documented by the educator preparation assessment specialist, licensure officer, and unit head, a candidate is considered to be program completer. A program completer wishing to obtain an Ohio teaching license must submit the required application to the licensure officer. To be considered for exit from a licensure program and become a program completer, a candidate must first have met the following assessment criteria:</i></p>
<p>Assessment of Conduct I: possess current acceptable BCI and FBI background checks in accordance with state and federal laws</p>	<p>Assessment of Conduct II: possess current acceptable BCI and FBI background checks in accordance with state and federal laws</p>	<p>Assessment of Conduct III: possess current acceptable BCI and FBI background checks in accordance with state and federal laws</p>
<p>Assessment of Dispositions I (Key Program Assessment #1): demonstrated professional dispositions at conclusion of EDUC 112 with no <i>unacceptable</i> ratings</p>	<p>Assessment of Dispositions II (Key Program Assessment #2): demonstrated professional dispositions at conclusion of EDUC 412/EDUC 413 field experience with no rating below <i>developing disposition</i></p>	<p>Assessment of Dispositions III (Key Program Assessment #4): demonstrated professional dispositions at conclusion of student teaching with no rating at or below <i>developing disposition</i></p>
<p>Assessment of General Knowledge I: (1) possess cumulative G.P.A. of 2.5 or higher in all coursework AND (2) possess a:</p> <ul style="list-style-type: none"> • 21 on the composite ACT or 990 on the SAT or • qualifying test scores from Praxis Core Academic Skills for Educators in reading (156), writing (162) and mathematics (150) 	<p>Assessment of General Knowledge II: possess cumulative G.P.A. of 2.5 or higher in all coursework</p>	<p>Assessment of General Knowledge III: completed all baccalaureate degree course requirements</p>

Gateway 1: Admission into Licensure Program	Gateway 2: Transition into Student Teaching	Gateway 3: Exit from Licensure Program
Assessment of Professional Knowledge & Skills I: passed EDUC 110	Assessment of Professional Knowledge & Skills II: (1) possess cumulative G.P.A. of 3.0 or higher in all 300-level and above professional education courses, (2) completed all 300-level and above professional education courses with grades of B- or higher, AND (3) Key Program Assessment #3: completed Pre-Student Teaching at conclusion of EDUC 412/413 field experience with at least 80% of the candidate proficiencies rated at <i>developing candidate proficiency</i> or higher	Assessment of Professional Knowledge & Skills III: (1) completed all licensure program professional education course requirements, (2) possess cumulative G.P.A. of 3.0 or higher in all professional education courses, (3) completed student teaching with a grade of B- or higher, (4) Key Program Assessments #5-8: completed Student Teaching, Ability to Plan Lessons, Environmental and Behavioral Support Project, and Effect on Student Learning with at least 80% of the candidate proficiencies rated at <i>meets candidate proficiency</i> and no candidate proficiency rated <i>unacceptable</i> , AND (5) possess Ohio qualifying score(s) on the requisite test(s) required by the State Board of Education for Ohio licensure
Reminder: Grade of B- or higher required for EDUC 300 and 400 level courses. Grade of C- or higher required for content courses as indicated on your Course of Study Sheets.	Assessment of Content Knowledge I: (1) possess cumulative G.P.A. of 2.0 or higher in all completed content courses required for licensure, AND (2) possess a grade of C- or higher in each completed content course required for licensure * See Course of Study notation on specific content courses needing a C- or higher. AND (3) possess Ohio qualifying score(s) on respective Pearson OAE specialty area test(s) or ACTFL WPT and OPI.	Assessment of Content Knowledge II: (1) completed all licensure program content course requirements, (2) possess a cumulative G.P.A. of 2.0 or higher in all content courses required for licensure, (3) completed all content courses required for licensure with grades of C- or higher, AND (4) possess Ohio qualifying score(s) on the requisite test(s) required by the State Board of Education for Ohio licensure
	Assessment of SPA Standards I: completed all required Key Licensure Assessments prior to student teaching with at least 80% of the elements/indicators rated at <i>meets element/indicator</i> and no element/indicator rated <i>unacceptable</i>	Assessment of SPA Standards II: completed all required Key Licensure Assessments with at least 80% of the elements/indicators rated at <i>meets element/indicator</i> and no element/indicator rated <i>unacceptable</i>

Muskingum University
Department of Education

TO: Muskingum University Student Teachers (including MAP students)
FR: Education Department
RE: **BCI&I and FBI Background Checks for Student Teachers Seeking Ohio Licensure**

Ohio law now requires all individuals applying for a new licensure to have their fingerprints submitted to the Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI) that will indicate any criminal background (Ohio Revised Code 190).

It is the **student's responsibility** to have the fingerprinting and background check completed as stated in the requirements of Gateway Two - Admission to Clinical Practice.

The following procedures have been developed to facilitate this process. If you have questions about these procedures, please stop by the Education Dept. office or contact Bureau of Criminal Investigation (BCI) at 740-845-2375.

The fingerprint and background checks must be completed upon application to student teaching.

Please ask that the background checks be sent to:

Muskingum University Education Dept., 163 Stormont St., New Concord, OH 43762.

1. Go to the **Muskingum Valley Educational Service Center**, 205 N. 7th St., Zanesville, OH.
Be sure to call ahead: 740-452-4518, ask for Marilyn.
 - A. Take driver's license with you.
 - B. The BCI/FBI report fee is \$60.00. They will accept cash, check or money order.

2. Go to the **Ohio Valley Educational Service Center**, 128 E. 8th St., Cambridge, OH.
Be sure to call ahead: 740-439-3558, ask for Kathy.
 - A. Take driver's license with you.
 - B. The BCI/FBI report fee is \$66.00. They will accept **only** cash or money order.

3. Go to **Muskingum University Police Department**.
Must make an appointment: 740-826-8110.
 - A. Form is attached for you to fill out to take with you.
 - B. Take driver's license with you. The BCI/FBI report fee is \$60.00. You may charge the cost to your student account or pay in advance in the Business Office.

Note: Cost of BCI/FBI fee is subject to change.

Request for a Background Check via Electronic Fingerprinting

BCI

FBI

BCI and FBI

Personal Information (please print)

Name _____

Date of Birth _____ SSN _____

Address _____

City _____

Type of Photo ID and ID # _____

State/Province _____

Zip/Postal Code _____

Email Address _____

Phone # _____

Complete this portion only if an FBI background check is needed:

Sex Race Height Weight Eyes Hair

Reason for background check: _____

Direct Copy to (circle only one):

Address for results to be mailed to:

Muskingum University

Education Department

163 Stormont St

New Concord OH 43762

Ohio Department of Education

Ohio Board of Nursing

Ohio Department of Public Safety

Ohio Department of Liquor Control

Ohio State Racing Commission

Ohio Department of Insurance

OPOTA

BMV Dealer Licensing

BMV Deputy Registrar

Child Care Ctr-Type A-ODJFS

Dietetic Board

Lottery Commission

Respiratory Care Board

NONE

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Identification & Investigation to conduct a criminal records check for the information relating to me. I also voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to _____. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

Applicant's Name (please print)

Witness Name (please print)

Applicant's Signature (date)

Witness Signature

Parent/Guardian Name

Parent/Guardian signature (Minor Applicants only)

By signing this form the applicant acknowledges that all information on this form is accurate. Any mistakes or errors on this form are the responsibility of the applicant.