Clarion University of Pennsylvania

School of Education

Application for PROGRAM ADMISSION of Undergraduate Students

Incomplete forms will be returned to the advisor.

Name: _____   Student ID: _____

Local Address: _____   E-mail: _____@eagle.clarion.edu

City: _____ State: _____ Zip: _____   Phone: _____

Advisors require evidence of the following. Advisor initials required for all of the following.

	Requirement	Criteria / Documentation	YES	NO
A	All required pre-admission courses as designated by the program			
B	Minimum 48 credit hours completed by the end of the current semester	*# of credits completed:* _____ *C or above in all required classes.*		
C	2.8 GPA	Current GPA: _____		
D	Basic Skills Requirement	Basic Skills Requirement met (or qualified with ACT/SAT score) ___Mathematics ___Reading ____Writing _____PAPA Composite ___***EXEMPT*** ___ ACT ____ *SAT* _____CORE Composite		
E	Milestones Complete at time of application	_____ Act 24 (attach) _____ Attend Mandatory Informational Meeting _____ Purchased Chalk & Wire _____ Required Clearances		

By signing this form, I agree to the following:

- *I have completed this application and provided all required documentation (Attach: CU transcript & Act 24)*
- *I have read and understand the SOE Program Admission Policy.*
- *I am familiar with the SOE AIP process.*
- *I understand that my Act 24 must be updated prior to each field experience.*

*Student Signature***: _____   Date: _____**

I have reviewed this application and I verify that the information has been provided and is correct.

I have observed no behavior or received any unresolved reports of behavior that would indicate the applicant does not possess the necessary disposition to become a successful educator.

*Advisor's Signature***: _____   Date: _____**

"No" answers require recommended exception before submitting.

☐ **Approved for Scheduling**   ☐ **Exception denied**

Department Chair's **signature: _____   Date: _____**

Reason for denial:

☐ *All requirements met*   ☐ *Exception resolved*

The office of the Dean of the School of Education has reviewed this application and full program admission is granted.

*Dean's signature***: _____   Date: _____**

First Year: Getting ready to go out in the field

- **Purchase Chalk & Wire**
  This is an online platform where you will keep all of your clearances and required paperwork, as well as submit assessments for your courses. You must purchase it from the bookstore. Be sure to register your code immediately when it comes in your email to avoid any issues.

- **Complete all required clearances**
  Go to the [Office of Field Service](#) website for information.
  Keep the originals.
  Upload copies into Chalk & Wire.
  ** *Act 24 (Self – disclosure) must be updated prior to each field experience*

- **Liability Insurance**
  Obtain a million dollar liability insurance policy.
  Check the OFS website for online providers.
  Recommended: Obtain the 4 year plan.
  Upload evidence of purchase into Chalk & Wire.

- **TB Screening**
  Have a 2-Step TB test completed (offered at Becht 256 or from personal physician).
  Upload negative results into Chalk & Wire.

- **Physical (ECH, ECH /SPED, SPED only)**
  (offered at Becht 256 or from personal physician)

- **Complete all required courses** *with a grade of "C" or higher*.

- **Pass the Basic Skills**.
  There are several options for passing Basic Skills. Please see the Office of Field Services website for complete details.

Second Year: Getting ready for Program Admission

- **Complete all required courses** with a grade of "C" or higher.
- Earn a cumulative grade point average of **2.8 or higher** by the time you complete 48 credits.
- **Update liability insurance if necessary prior to going out into the field. Update Act 24.**
  Upload updated documents to Chalk & Wire.
  ECH majors, ECH/SPED must have physical before entering PreK Block. SPED majors may need physical before entering a field experience in an Early learning setting.

- **Attend a mandatory Program Admission Meeting.**

- **Apply for Program Admission (if applicable)**
  Discuss Program Admission with your advisor.
  Apply for Program Admission if requirements are met.
  Complete the Program admission application (with advisor signature)
  All evidence must be uploaded into Chalk & Wire.
  Submit application to the Department Chair's Office, Education or Special Education.

Third Year: Ready for Block

- **Update Act 24 and liability insurance as necessary.**
  Upload updated documents to Chalk and Wire.

- **Praxis or PECT Test**
  The test is not required for graduation but it IS required for certification.
  It's better to take it while the information is still "fresh" from the related classes.

- **Maintain a 2.8 GPA or higher**.
  A 2.9 is required to apply for student teaching
  3.0 required for certification

- **Program Admission (if not yet obtained)**
  Discuss Program Admission with your advisor.
  Apply for Program Admission if requirements are met.
  Complete the Program admission application (with advisor signature)
  Submit it to the appropriate department office (Education or Special Education).

- **Complete all required courses** with a grade of "C" or higher.

- **Attend a mandatory BLOCK/Student Teaching informational meeting** *one year prior* to enrolling in student teaching.

Fourth Year: Ready for Student Teaching

- **Repeat all clearances before Student Teaching**. *Upload new copies of the following into Chalk & Wire…*
  Go to the Office of Field Service website for full information.
    - Act 33 (PA Child Abuse History Clearance)
    - Act 34 (PA Criminal History Record Clearance)
    - Act 24 (Arrest and Conviction, Self-Report)
    - Act 114 (FBI Clearance (Fingerprinting)
  Keep the originals.
  Million dollar liability insurance.
  PreK Placement only – Update Physical Exam

- **Complete all required courses including 12 credits of Student Teaching** with a "C" or higher.
- **Praxis/PECT**
  Take the required Praxis II test or PECT tests before student teaching for your given major.
  Passing the appropriate test(s) required for certification.
- **Graduate with a GPA of 3.0**
- **Apply for Certification**
 After graduation, complete your PA Certification Application with a $125.00 payment online at
   http://www.portal.state.pa.us/portal/server.pt/community/certifications/719