

# Fall 2023 Student Teaching Timeline

The Fall 2023 student teaching  
timeline is as follows:

Student Teaching Application,  
Contract, and Clearances  
Packet will be due no later than  
Noon on  
WEDNESDAY May 10, 2023.



## REQUIREMENTS FOR STUDENT TEACHING

The following documents are required for **all King's College student teacher candidates**.

1. To student teach, during the **Fall 2023 Semester** the following requirements must be met and submitted to Mr. Killino, Coordinator of Education Field experiences, Room 118 O'Hara Hall **on or before Noon Wednesday May 10, 2023**.
  - A. **GPA:** You need to have a 3.0 GPA at the end of the Semester immediately prior to your student teaching or a 2.8 with the condition that you need higher cut-scores on Certification exams.
  - B. **Education Courses:** Grades of "C" or better must be earned in all education courses, and secondary education majors must also earn grades of "C" or better in major content courses. Courses with transcript grades lower than a "C" must be repeated and may possibly delay graduation.
  - C. **Registered:** You need to have registered for either **EDUC 437, 438, 440 (Reg. Ed. PK – 4 placements only), EDUC 437, 438, 440, and 457, (Reg. Ed. PK – 4 and Special Ed. PK – 12 placement), EDUC 440, 467, and 468 (7 – 12 placement) or EDUC 417, 418, 440 (4-8 Middle School placement) (See your advisor to ensure your registration is complete)**
  - D. **Formal Acceptance:** Formal admission to the department, required by PDE, includes submission of an application no sooner than the completion of 48 credits and no later than the completion of 60 credits You need to have been formally accepted into the King's College Department of Education.
  - E. **Student Teaching Clearances Packet:** This packet must contain the following **items** which are to be **paper clipped** in the below sequence.
2. To student teach, the following documents must be submitted to Mr. Killino, Coordinator of Education Field Experiences Room 118 O'Hara Hall **on or before Noon Wednesday May 10, 2023**.

### Your submission must include the following:

- **Application for Student Teaching:**  
Please note: If you are planning to be certify in both PK – 4 Reg. Education and PK - 12 Special Education, you need to indicate both on your application.
- **Student Teaching Contract / Sign Off Sheet**  
Please note: You will need to meet with Mr. Killino to review, initial, and sign the contract. **Please make an appointment to meet on or before Noon Wednesday May 10, 2023, Via E-mail.**
  1. **Student Information Release Form**
  2. **Act 34, the Pennsylvania State Police Clearance (Reason for clearance is Employment)**  
The clearance, which can be done online at <https://epatch.state.pa.us/Home.jsp> requires the completion of an online application and a credit card of **\$22.00**.  
**Please note: This clearance must be valid Thru the Semester you are student teaching.**
  3. **Act 151, the Pennsylvania Child Abuse Clearance (Reason for clearance is Employment)**  
This clearance, which is valid for only one year requires that you **must complete it online, which will require a credit card payment of \$13.00** at <https://www.compass.state.pa.us/cwis> . (Pick option **school employee governed by public school**)  
**Please note: This clearance must be valid Thru the Semester you are student teaching.**



4. **Act 114, Rap Sheet, Fingerprints Clearance (FBI Federal Criminal History Record at PA Dep. Of Education) (Reason for clearance is Colleges/Universities Teacher Education Program)**  
This clearance, the electronic scanning of your fingerprints, requires online pre-registration at <https://uenroll.identogo.com>. Once the site opens enter code **1KG6RT** and choose the heading Schedule or Manage an Appointment. Have a credit card on hand to which the fee for this clearance can be charged (**\$23.85**) and be sure to choose the site where you want to be fingerprinted. At this time, print a copy of your service details to bring with you to the fingerprint site.  
Once the online application is complete, the applicant must go to the fingerprint site chosen during the application process to have his/her fingerprints scanned. **Once fingerprinted you will receive an unofficial copy of your fingerprint results. You will need to find your UE ID # on your copy of your Service Details (found on the left side under your name) and submit it to Mr. Killino so he can obtain the official copy.**

***THIS CLEARANCE MUST BE RENEWED FOR YOUR STUDENT TEACHING SEMESTER***

5. **Act 24 of 2011, Arrest/Conviction Report and Certification Form**  
This Pennsylvania law mandates that all student teacher candidates complete this form. **Please read the directions carefully.**
6. **King' College FBI Clearance Document (Student Attest Form)**  
This document, which must be completed by you, which will have you attest that
  - you have been continually enrolled at King's College since you received your FBI Clearance,
  - you have **not** transferred from another college or university since you received your FBI Clearance, or
  - you have not used your Rap Sheet for employment.
7. **Education Department's Formal Acceptance Letter (Copy)**  
A copy of the Education Department's letter of your formal acceptance into the Department.
8. **Pennsylvania Department of Education HEALTH CERTIFICATE**
  - You and your physician must complete this form. **You will print your name on the line adjacent to "Applicant Name:"** Do not write anything on the line adjacent to "Application ID:" or on the line adjacent to "Credential Type:" **The rest of the form must be completed, as stated on the form, by a United States licensed physician, physician's assistant, or nurse practitioner.**
  - **You are to keep the original PDE HEALTH CERTIFICATE and submit a copy to Mr. Killino.**
9. **King's College TB Test Results Form**
  - To student teach, this form must indicate that your TB test result is negative.
  - A physician, a physician assistant, a certified registered nurse practitioner, a registered nurse, or a practical nurse must complete the form.
  - TB Tests may also be obtained at King's College Student Health Center. Testing is only available on Mondays, Tuesdays, and Wednesdays.
10. **National Sex Offender Public Registry Check (valid one semester)**
  - In order to obtain this information, use the following web site:
  - <https://www.nsopw.gov/> Click Advanced Search, Click Continue at the bottom of the page, Complete left side of the screen & click red bar at the bottom.



11. Verification of Child Protection Trainings (3 certificates)
  - Follow the instructions for protecting children, training, found in the Education Departments Clearances Requirements Booklet (e-mailed to all education students) to fulfill your training.
12. Signature of reading and acknowledging King's College "Guidelines for Appropriate Interactions with Children"
  - Submit a signed copy of the Kings College "Guidelines for Appropriate Interactions with children.
13. Signature of reading and acknowledging King's College Education Department "Social Media Policy."
  - Submit a signed copy of the Kings College Education Department "Social Media Policy".
14. Self-Service Printout
  - Submit the most recent copy of your program printout from Self-Service.



# Student Teaching Required Documents Check List

Fasten all documents to this check list in the order that they appear on the list

\*Student Name: \_\_\_\_\_

\*Semester: \_\_\_\_\_

\*Education Courses for which documents are being submitted:

### Checklist

\_\_\_\_\_ Application for student teaching. **(Signed by vice president of Student Affairs)**

\_\_\_\_\_ Student Teaching Contract / Sign Off Sheet **(Completed in the presence of Mr. Killino)**

\_\_\_\_\_ Student Information Release Form **(Valid for Semester)**

\_\_\_\_\_ FBI Fingerprint Clearance (Rap Sheet) **(Valid until Student Teaching or certain requested Districts)**

\_\_\_\_\_ Sign-off that student has been continuously enrolled (FBI Student Attest Form) **(Valid for Semester)**

\_\_\_\_\_ PA Criminal Record Check **(valid one year from issuance date)**

\_\_\_\_\_ PA Child Abuse Clearance **(valid one year from issuance date)**

\_\_\_\_\_ Kings College TB test form. TB test must be negative. **(Valid one Year from test result date)**

\_\_\_\_\_ Signed ACT 24 form (indicating arrests since issuance of any of these clearances) **(valid for Semester)**

\_\_\_\_\_ National Sex Offender Public Registry Check <https://www.nsopw.gov/> **(valid for Semester)**

\_\_\_\_\_ Verification of Child Protection Training certificate. (3 Certificates) **(Valid for Semester)**

\_\_\_\_\_ Signature of reading and acknowledging King’s College’s “Guidelines for Appropriate interaction With Children. **(Valid for Semester)**

\_\_\_\_\_ Signature of reading and acknowledging King’s College Education Department’s “Social Media Policy.” **(Valid for Semester)**

\_\_\_\_\_ PA Dep. Of Ed. Health Certificate

\_\_\_\_\_ Education Department Formal Letter of Acceptance. **(Copy)**

\_\_\_\_\_ Self Service Program Printout. **(Current)**

Fasten all documents to this check list in the order that they appear on the list



Application for Student Teaching Fall 2023
King's College
Education Department

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ CAMPUS ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ STUDENT ID NUMBER: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ KING'S COLLEGE E-MAIL ADDRESS: \_\_\_\_\_

STUDENT TEACHING REQUEST:

XXXX Fall Semester of 2023 Traditional Student Post Bach Post Graduate Student (King's Graduate)

Returning Kings Graduate, year & last semester attended \_\_\_\_\_

Reg. Ed. PK - 4 Sp. Ed. PK - 12 7 -12 Secondary (Note area of Certification)

7-12 Secondary Sp. Ed. Middle School 4-8 (Note area of Certification)

PREVIOUS PLACEMENT INFORMATION:

EDUC 421,422,423 Placement School District School Grade

EDUC 366 & Methods Placement School District School Grade

School District School Grade

ACADEMIC INFORMATION:

Current overall Grade Point Average (GPA) \_\_\_\_\_

Were you formally accepted into the Department of Education? Yes No Date of Acceptance \_\_\_\_\_

STUDENT TEACHERS OF FRENCH OR SPANISH ONLY

OPI Passed Yes No Rating Scheduled Exam Date \_\_\_\_\_

MISCELLANEOUS INFORMATION:

- Elementary and Secondary Education If you attended a school in Luzerne or Lackawanna County, please complete the following.
Elementary School Secondary School
Name of family Member if employed in a local School District: Name
Elementary School Secondary School Other
Work Information If you worked or work in a school / school district, please complete the following.
Name of the school / school district Position

Required: SIGNATURE OF ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS OBTAINED IN THE STUDENT AFFAIRS OFFICE

The below signature of the Associate Vice President verifies that the above-named student teacher candidate has not engaged in continuous activities that may hinder the successful completion of his/her student teaching experience.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**Fall 2023  
CONTRACT / SIGN OFF SHEET  
FOR  
STUDENT TEACHER CANDIDATES**

**The following are requirements for all King’s College student teacher candidates and must be Initialed & Signed in the presence of Mr. Killino at your final submission meeting.**

**A Application:** In order to student teach during the *2023 Fall Semester*, your student teaching application, contract, & clearances packet must be submitted to Mr. Killino, Education Field Experience Coordinator, Room 118 O’Hara Hall on or before Noon of Wednesday May 10, 2023 \_\_\_\_\_

**B. Additional Requirements:** To student teach during the *2023 Fall Semester*, the following requirements must be met & submitted to Mr. Killino, Education Field Experience Coordinator, on or before Noon of Wednesday May 10, 2023

- 1. GPA: I have a GPA 3.0 at the end of the semester immediately prior to my student teaching.** \_\_\_\_\_
- 2. GPA: I have a GPA of 2.8 at the end of the semester, I will have to get a higher cut-score on Certification Exams.** \_\_\_\_\_
- 3. Education Courses:** I have a grade no lower than a C in my education courses taken \_\_\_\_\_
- 4. Course Registration: (Initial the one that best describes your area of certification)**
  - Since I am requesting **only** a Reg. Ed. PK – 4 student teaching placement, I am registered for **EDUC 437, 438 and 440.** \_\_\_\_\_
  - Since I am requesting **both** a Reg. Ed. PK – 4 and PK - 12 Special Education student teaching placements, I am registered for **EDUC 437, 438, 440, and 457.** \_\_\_\_\_
  - Since I am requesting a 7 – 12 student teaching placement, I am registered for **EDUC 440, 467 and 468.** \_\_\_\_\_
  - Since I am requesting a 7-12 Secondary and/or 7-12 Secondary Sp. Ed. placement I am registered for **EDUC 440,467,468 and 457.** \_\_\_\_\_
  - Since I am requesting a 4-8 Middle School student teaching placement, I am registered for **EDUC 417,418,440.** \_\_\_\_\_
- 5. Formal Acceptance:** I am formally accepted into the King’s College Education Department. \_\_\_\_\_
- 6. If I have not attended King’s College this past semester, I have made an appointment with the Director of Student teaching** \_\_\_\_\_
- 7. Student Teaching Packet:** I am submitting this Student Teaching Packet with all clearances in the below Sequence \_\_\_\_\_

**All clearances must remain valid thru December 31, 2023.**

1. Student Information Release Form \_\_\_\_\_(Valid for semester)
2. A valid Pennsylvania State Police Clearance (Act 34) \_\_\_\_\_(Valid one year from issuance)
3. A valid Pennsylvania Child Abuse Clearance (Act 151) \_\_\_\_\_(Valid one year from issuance)
4. Rap Sheet (FBI Fingerprint Clearance) \_\_\_\_\_(Valid until student teaching semester)
5. Act 24 of 2011 (Arrest/Conviction Report and Certification Form) \_\_\_\_\_(Valid for semester)
6. King’s College Attest Form \_\_\_\_\_(Valid for semester)
7. A **copy** of your “Formal Acceptance Letter to the Education Department” \_\_\_\_\_
8. A **copy** of the PDE’s HEALTH CERTIFICATE \_\_\_\_\_
9. TB Test Result Form \_\_\_\_\_
10. National Sex Offender Public Registry Check \_\_\_\_\_ <https://www.nsopw.gov/> (valid for Semester)
11. Verification of Child Protection Trainings (**3 certificates**) \_\_\_\_\_(Valid for semester)
12. Signature of reading and acknowledging King’s College “Guidelines for Appropriate Interactions with Children” \_\_\_\_\_
13. Signature of reading and acknowledging King’s College Education Department “Social Media Policy” \_\_\_\_\_
14. Most recent **copy** of your program printout from Self-Service \_\_\_\_\_

NAME: (Please Print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_