

Practicum Application Process

1. Candidate contacts and communicates with advisor to determine if they have completed coursework needed prior to practicum.
 - a. The SoE allows 1 course to be taken during the same semester as the practicum experience.
 - b. Advisor provides candidate with a registration code if needed.
2. Once a candidate has permission from their advisor to proceed they need to obtain an override from the professor listed as the instructor on the practicum course.
3. The candidate must fill out the [practicum application](#) and attach a current resume and a PDF of their teaching license.
 - a. The resume must include grade levels, and content areas taught.
 - b. The resume must also include documentation of experience, if any, with students who differ in race, ethnicity, home language, and/or socio economic status.
 - c. Experience working with students with a range of exceptionalities, including students on an individualized education plan should also be documented on the resume. If seeking a special education license, please also include the disability categories you have experience with.
4. Book a time to have a Microsoft teams meeting or phone meeting with the Director of Clinical Experiences in Education.
 - a. The ED Leadership Team will evaluate a candidate's current licensure/s and teaching experience/s to design a practicum that addresses any gaps in prior experience.
5. From the meeting the candidate will seek a placement and cooperating teacher.
 - a. The placement must align to the scope and content of the additional license as well as the gaps identified.
 - b. The cooperating teacher must hold a tier 3 or tier 4 professional teaching license aligned to the placement and licensure sought.
6. Candidate will email the Director of Clinical Experiences in Education the placement information including:
 - a. School name and address
 - b. Grades and subjects being taught (include disability areas if seeking SPED)
 - c. Cooperating teacher's name and email address
 - d. PDF of the cooperating teacher's teaching license

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 [Book time to meet with me](#)