

**Jacksonville State University
College of Education and Professional Studies**

**TEP CANDIDATE CHECKLIST:
Student Copy**

Processes to be completed before admission to the Teacher Education Program (TEP):

Date Completed

- _____ 1. Complete an application for admission to the TEP.
- _____ 2. Successfully complete the Alabama Prospective Teacher's Test. You may register online at www.act.org/alabamaptt.
- _____ 3. Successfully complete the following education courses:
- Teacher Education Program Orientation (ED 300)
 - Survey of Exceptional Children and Youth (SPE 300)
 - Introduction to Educational Technology (EIM 300)
- _____ 4. Provide proof of background clearance from ALSDE. (See instructions for more details.)
- _____ 5. Submit three "Letters of Recommendation" (undergraduate) or three Graduate Reference Forms (Alternative 5th year).
- _____ 6. Complete a minimum of 60 semester hours (Undergraduate) or an Undergraduate Deficiency Evaluation (Alternative 5th year).
- _____ 7. Achieve an overall GPA of 2.50 on a 4.00 scale.
- _____ 8. Complete the "Statement of Understanding."
- _____ 9. Complete an interview for admission to the TEP.

**All forms required for admission to the Teacher Education Program are available online at
<http://www.jsu.edu/depart/edprof/tsc/#adm>.**

Processes to be completed before PreService Teacher Internship:

Date Completed

- _____ 1. Successfully complete the English Competency Exam prior to the internship semester.
- _____ 2. Successfully complete the required Praxis II prior to the internship semester. The PST applicant must include JSU and ALSDE as a score recipient at the time of test registration.

See attached page for more information on tests required for the Teacher Education Program.

Processes to be completed before Graduation:

Date Completed

- _____ 1. Complete an undergraduate or graduate application for degree.
- _____ 2. Complete all certification requirements (application for certification, required fees, and transcript request form).
- _____ 3. Complete program and course requirements.
- _____ 4. Complete the College Base Exam (senior status). This is an undergraduate requirement only.

**ALL TEP correspondence will be sent to your campus mail box.
Please check your mail box frequently.**