

**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](http://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. Submit three "Letters of Recommendation" (undergraduate) or three Graduate Reference Forms (Alternative 5<sup>th</sup> year).
- \_\_\_\_\_ 5. Complete a minimum of 60 semester hours (Undergraduate) or an Undergraduate Deficiency Evaluation (Alternative 5<sup>th</sup> year).
- \_\_\_\_\_ 6. Achieve an overall GPA of 2.50 on a 4.00 scale.
- \_\_\_\_\_ 7. Complete the "Statement of Understanding."
- \_\_\_\_\_ 8. 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 provide documentation of successful completion of the Praxis II to the Teacher Service Center.

*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.**