

STUDENT TEACHING APPLICATION CHECKLIST & INSTRUCTIONS

Read 1st before beginning application.

All general education and major/minor courses required for graduation and teacher licensing must be completed prior to beginning student teaching, any exception will be considered on appeal (see Course Deficiency Appeal Form).

Registration for Student Teaching

Students must enroll in the [correct section\(s\)](#) when registering for their student teaching class. To avoid having a class dropped and delaying graduation, students are encouraged to pay their tuition in a timely fashion.

A concurrent class may only be taken with student teaching with written approval (see Course Deficiency Appeal Form). The appeal form must be signed and submitted with the student teaching application.

Graduation

Graduation Applications deadlines by September 15th for December graduation, by November 15th for April graduation, by February 15 for June graduation, and April 15th for August graduation. Please apply for graduation at: <http://saas.byu.edu/registrar/graduation>

How does a student obtain their Educator License

Approximately **4-6 weeks after graduation**, Education Student Services (350 MCKB) will send an email providing instructions for finalizing the licensing process upon university recommendation. For this reason, the student's email address must remain current on Route Y.

Print only the forms needed for submission.

Application Checklist: (*The application must be typed using Adobe Reader, and then printed, signed, and submitted.*) Submit the application items (hard copy) in the order they are listed on the following checklist to the Education Student Services, 350 MCKB.

- _____ 1. **Student Teaching Major Application**
- _____ 2. **Student Teaching Minor Application**
- _____ 3. **Secondary Education Signature Page**
- _____ 4. **Autobiography**
- _____ 5. **Student Teacher/Intern License**
- _____ 6. **Educator License Information Form**
- _____ 7. **Praxis Score Report**
- _____ 8. **Course Completion Plan** (Print & Submit only if needed)
- _____ 9. **ACTFL OPI** (American Council on the Teaching of Foreign Languages Oral Proficiency Interview; Print & Submit only if needed)
- _____ 10. **Your byu.bridge.com Homepage**

INSTRUCTION ONLY – DO NOT INCLUDE WITH APPLICATION