

Checklist to Complete Secondary Education Program

Step One

Before admission to Secondary Ed, you need to have

- A GPA of at least a **3.00** (and maintain a minimum of 3.00 through graduation).
- Complete and Pass the USOE background check. Go to <https://secure.utah.gov/elr/welcome.html> to register with the state.
- Complete admission core course requirements (see STEP application).
- Foreign Language majors/minors-pass OPI prior to admission. See Suzann Winn for information.

Step Two

One semester before you begin the program

- SPED 4000, SCED 3210 and I TLS 5500 may be completed before admission to program.
- Print application online: Go to <http://teal.usu.edu> then Undergraduate Programs and Secondary Education then STEP Program Admission then STEP Application.
- Take printed application to major, and minor advisors where applicable, for signatures.
- Submit printed application, for admission to the Secondary Education Program, to a TEAL advisor, www.cehs.usu.edu/advising, **previously signed by content advisor for both major and minor, where applicable**. Distance Education Students – marilyn.cuch@usu.edu
Deadlines: Fall admission for Spring Classes - Oct.1, Spring admission for Fall classes - Mar.1
 - Attach: **(1)** attach email stating background check has cleared, **(2)** OPI results if required **(3)** attach listserve email verification.
- Register for Level 1 – Includes *SCED 5100, SCED 3210, SCED 3300 (or department specific 3300), & a methods course* for your major or minor. *SCED 3300 (or department specific 3300)* requires 30 hours per semester in school classrooms. Be certain you register for the section appropriate for your discipline, e.g., SCED, MATH, LING, etc.

Step Three

During Level 1

- Bring a copy of registration to EDUC 330 to obtain a voucher for identification badge. Take voucher to USU Taggart Student Center card office for badge.
- Register for Level 2. Includes *SCED 5200, SCED 5210, SCED 4300 (or department specific 4300), & a methods course* for your major or minor, if applicable. *SCED 4300 (or department specific 4300)* requires 30 hours per semester in school classrooms. Be certain you register for the section appropriate for your discipline, e.g., SCED, MATH, LING, etc.
- Take Praxis Content Test for your major and minor, if applicable. Information is available in the Education Building 373 or at <http://www.ets.org/praxis/ut/requirements>.
- Apply for Graduation. Online: www.usu.edu/registrar, Go to Graduation and Apply Online.

Step Four

During Level 2

- Apply for Student Teaching.
Education and Student Teaching Application.
 - Fall Student Teaching Deadline – March 1st, for Spring Student Teaching Deadline – October 1st.
- Obtain a Student Teaching license at www.utah.gov/teachers.
- Apply for Educator license: Download application at <http://www.cehs.usu.edu>, Students, Educator License Application.

Step Five

During Student Teaching

- Attend student teaching orientation.
- Successfully complete Student Teaching.
- If you have a teaching minor, Pass Minor Praxis Test if you took it but didn't pass it earlier.