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 ITLS 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. 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.
- 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.