Dear Prospective Education Major:

Congratulations on your decision to pursue education as a major at North Greenville University. The education profession is a true calling and requires commitment and perseverance. The College of Education has high expectations for our students.

In an effort to help you, we have outlined the steps you need to take to become a teacher education major, continue in the program, successfully complete the program, and obtain certification in the state of South Carolina.

To begin this process, you must:

Step 1 Declaration of major
Declare Elementary, Early Childhood, Secondary Education, or Music Education as a major by completing the Intent to Declare Major Form, which you may obtain from the College of Education office.

Step 2 Security Clearance Policy
The NGU College of Education seeks to provide for the safety and security of not only its teacher candidates, but also all students in K-12 school settings with whom NGU students work. Effective August, 2009, any student enrolled in a COE course requiring field experience must obtain a South Carolina Law Enforcement Division (SLED) clearance. Students must pay the stated fee and apply for the clearance through the office of the Records Coordinator. The Director of Teacher Education is responsible for the oversight of the security policy.

Step 3 Completion of student forms
Complete and return this form to the Education office. An Education Advisor will be assigned to you.

Step 4 South Carolina Department of Education Background Check

[ ] Yes Have you ever been convicted, pled guilty, entered a plea of no contest, or paid a fine for any criminal offense, other than a minor traffic violation such as speeding or driving too fast for conditions; or have you ever been arrested or ticketed for a criminal offense where the criminal charge is still pending? You must answer yes to this question for every conviction, plea or fine paid, no matter how long ago it occurred, unless the record of the criminal charge has been sealed or expunged by written court order. You also must answer yes to this question if you were ever arrested or ticketed and the charge was never formally dismissed, no matter how long ago the incident occurred. If you check yes, you must give the information requested for each criminal charge. Failure to answer this question accurately and/or failure to provide all of the requested information could result in denial of certification. **(If your answer is yes, please make an appointment with the Director of Teacher Education.)**

[ ] No
Step 5 Sign this triplicate letter stating that you and your parents or guardians understand the requirements necessary to become an education major.

To be admitted to the program:

Step 6 Complete the necessary requirements.
   a. Complete application form for Teacher Education Program and return it to the College of Education Records Coordinator
   b. Pass all areas of PRAXIS I or have an original copy of SAT or ACT scores that meet a passing standard.
   c. Complete at least 45 hours toward a degree
   d. Have a “C” or better in English 1310, English 1320, English 2000, and Communication 2300 or appropriate substitute, as voted by the Teacher Education Committee
   e. Have a “C” or better in Education 1210, Education 2230 and Education 1215 for All Education Majors or MUSC 2350 for Music Education Majors
   f. Have a “C” or better in chapel and satisfactory completion of all cultural events
   g. Have a cumulative GPA of 2.50
   h. Provide completed Assessment of Dispositions form from the following:
      Early Childhood Education majors:
      EDUC 2230 – Foundations of Education instructor
      Language Arts/English Education Instructor of choice
      Elementary Education majors:
      EDUC 2230 – Foundations of Education instructor
      Language Arts/English Education Instructor of choice
      Secondary Education majors:
      EDUC 2230 – Foundations of Education instructor
      Content Instructor of choice
      Music Education majors:
      EDUC 2230 – Foundations of Education instructor
      Content Instructor of choice

      The completed Assessment of Dispositions forms are turned into the department chairs who will make a recommendation concerning admission to the Teacher Education Program.

      Students who have not taken the above referenced classes due to transferring to North Greenville or changing majors will provide recommendations from other instructors as designated by the College of Education

      After the Teacher Education Committee reviews your records, you will receive a notice of acceptance or rejection from the Director of Teacher Education. Failure to meet any of the above requirements will result in non-admission to the Teacher Education Program. You will then be counseled as to the remediation needed for admittance to the program or to a more suitable major. After you are accepted into the Teacher Education Program you must do the following:

To Student Teach:

Step 7 Successfully complete all course work required for the major, chapel, and cultural events, maintaining all GPA requirements as well as grades of “C” or better in all education courses. You must also continue to demonstrate a professional demeanor in order to remain in the Teacher Education Program.
Step 8  Apply for admission to Directed Student Teaching, May 1\textsuperscript{st} for spring semester and December 1\textsuperscript{st} for fall semester.

Step 9  Apply for initial certification with the South Carolina State Department of Education, which is the certifying body. The Education Office will be happy to assist you with this process. You must pass the SC State Department of Education’s SLED and FBI fingerprinting screening to student teach.

Step 10  Complete, with a passing score, the South Carolina State required examinations (Praxis II series and Principles of Teaching and Learning (PLT), in your chosen teaching field \textit{prior to being admitted to Student Teaching};)
<table>
<thead>
<tr>
<th>For Elementary, #10011 Elementary Education Curriculum, Instruction &amp; Assessment and #20012 Elementary Education Content Area Exercises</th>
<th>For Early Childhood, #10020 Early Childhood Education; Elementary Ed K-6 (30522)</th>
<th>For Music, #10113 Content Knowledge and #30111 Concepts and Processes Music Education. Select one exam by grade level Elementary Ed K-6 (30522) Middle School 5-9 (30523) High School 9-12 (30524)</th>
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Test names and numbers may change. Check the Praxis booklet for correct test.

**To Complete the Program:**

**Step 11** Successfully complete your assigned Directed Student Teaching Experience.

The journey through Teacher Education is both challenging and rewarding. It is our desire that you reach your goal. Your advisor and your professors will help you along the way, but the final responsibility is yours.

If you have any questions, please contact the Education Office at 977-2088.

I have read and understand the above requirements:

________________________________________________________________________
Student’s Printed Name

________________________________________________________________________
Student’s Signature Date

________________________________________________________________________
Parent’s Signature Date
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High School 9-12 (30524)

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High School 9-12 (30524)

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