

Online Special Education Initial Certification

Applying for Student Teaching Checklist

_____ Have your advisor check your program of study to determine if you are actually ready to student teach.

_____ Download Forms and view the PowerPoint Presentation at the following website:

<http://www.unk.edu/academics/certification/student-teaching-online-eci-and-sped.php>

_____ Apply for the background check online: <http://www.onesourcebackground.com>. Go to TOOLS at the top of the screen, choose STUDENTS, select University of Nebraska at Kearney, then click Background Check: College of Education STUDENT TEACHERS. After completing the information, the candidate will be asked to click on "Sign General Release". Select the box in blue that states "click to e-sign". The candidate is then directed back to the previous screen where he/she will select "I agree" at the bottom and then click on "Enter Order". At this point, the candidate's credit card information will be requested.

_____ Download and complete the Application Form and Personal Data Form using Microsoft Word.
PLEASE NOTE: Personal Data Form must be kept to two pages (front and back total)

_____ Spell-check the Personal Data Form, and have someone re-read your essays.

_____ Make 4 copies of the Personal Data Form for each endorsement.

_____ Make sure YOU sign the Application and the Personal Data Form

_____ Request one copy of your transcripts from the Registrar's Office (done on MyBlue)

_____ Make 4 copies of your transcripts for each endorsement. Black out your social security number before making copies.

_____ Staple a copy of your transcripts behind each Personal Data Form.

_____ Mail the following documents to Lori Frickey at: University of Nebraska at Kearney, Educator Certification Office, 1615 W 24th St, Kearney NE 68849.

- One copy of the Application with your signature (Your advisor will sign when received)
- Four copies of your Personal Data Form with a copy of your transcripts stapled together for each endorsement and signed by you.

_____ KEEP A COPY OF ALL MATERIALS FOR YOURSELF.

Applications are due by the first Tuesday in February for fall placements and the first Tuesday in September for spring placements. Late applications will not be accepted and will postpone your Student Teaching until the next fall or spring semester.

Reminder: Don't register until your placement is confirmed and you have received your Student Teaching packet in the mail from the Educator Certification Office.

8/8/18