

***Online Early Childhood Inclusive  
Applying for Student Teaching Checklist***

- \_\_\_\_\_ Have your advisor(s) check your degree audit 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 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 to each Personal Data Form.
- \_\_\_\_\_ Mail the following documents to: **Staci Jacobson, ECI Online Program Coordinator, University of Nebraska at Kearney, COE B117, 1615 W 24th St, Kearney NE 68849.**
  - One copy of the Application with your signature (Advisors 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.

**DEADLINE:** ECI Online students must have their application materials into the ECI Online Program Coordinator ONE WEEK BEFORE the Certification Office Deadline.

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.