

Applying for Student Teaching Checklist

Applications are due by:

- the **first Tuesday in February** for fall placements and
- the **first Tuesday in September** for spring placements.

_____ Have your advisor(s) check your degree audit to determine if you are actually ready to student teach.

_____ Complete the one-page Application Form using Microsoft Word.

_____ Sign and date the Application Form (**Electronic signatures and typed names not accepted.**)

_____ Have your advisor(s) sign the one-page Application. (**Online Special Education Initial Certification students, your advisor will sign your application when it is received in the Educator Certification Office.**)

_____ Complete the Personal Data Form. PLEASE NOTE: The Personal Data Form must be kept to 2 pages, front and back. Spell-check the Personal Data Form, and have someone re-read your essays.

_____ Sign and date the Personal Data Form on the last page (**Electronic signatures and typed names not accepted.**)

_____ Make 4 copies of the Personal Data Form for each endorsement (print front/back; 2-sided copies)

_____ Request **one copy** of your transcripts from the Registrar's Office be sent to you (done on MyBlue)

_____ White out your social security number on each transcript page before making copies. Only copy pages showing your actual grades. Make 4 copies of transcript for each endorsement (print front/back; 2-sided)

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

_____ Apply for the background check online:
<https://www08.8f7.com/4DACTION/WebAppOrderEntryOneSource/UNK2255>. After completing the information, you will be asked to click on "Sign General Release." Select the box in blue that states "click to e-sign". You will then be directed back to the previous screen where you will select "I agree" at the bottom and then click on "Enter Order." At this point, your credit card information will be requested. (Wait to apply until August for spring applications and January for fall applications.)

_____ Include the following in your materials:

- a. One copy of the Application Form with all appropriate signatures. (**Online SPED Initial Certification students will have their own signature on the form, but not their advisor's signature.**)
- b. Four signed copies of your Personal Data Form with a copy of your transcripts stapled to each form – four stapled copies for each endorsement.

_____ KEEP A COPY OF ALL MATERIALS FOR YOURSELF.

Complete Application Materials should be dropped off or mailed. (DO NOT FAX OR EMAIL documents).

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Mailing Address: Educator Certification Office, COE C128, 1615 W. 24th Street, Kearney, NE 68849.

Reminder: Don't register until your placement is confirmed and you pick up your information in the Educator Certification Office.