



**Community Outreach & Field
Placement Services
Education Building 322
Tel. (773) 995-2570
FAX (773) 995-2393
Email: lhillard@csu.edu**

FALL 2023 Information Packet

FALL 2023 - STUDENT TEACHING APPLICATION PROCEDURE

CSU Requirements for Student Teaching

1. Officially admitted to the College of Education.
2. **Pass content area test and any other required tests for the program prior to student teaching.**
3. Pass all required coursework in the program of study and all departmental requirements.
4. **Submit signed application and resume for student teaching to the Community Outreach & Field Placement Services (COFPS) not later than May 1st, 2023.**
5. **Submit all remaining documents not later than May 1st, 2023.**

NO EXCEPTIONS

Student Teaching -according to the Illinois Administrative Code, Section 25.620:

- a) The SEPLB recognizes and accepts student teaching only when it is earned during the candidate's final year of his or her educator preparation program and conducted in a public school or a nonpublic school recognized or seeking recognition pursuant to 23 Ill. Adm. Code 425 (Voluntary Registration and Recognition of Nonpublic Schools).
- b) Student teaching shall be structured as part of comprehensive field experiences and clinical practice, as a supervised part of a teacher preparation program approved pursuant to Subpart C, and in accordance with the standards referred to in Section 25.115(d).
- c) Student teaching shall be completed within the grade range and in the area of specialization appropriate to the endorsement sought on the professional educator license. Additional student teaching may occur in areas for which the candidate meets the relevant requirements related to staff qualifications in 23 Ill. Adm. Code 1.
- d) Beginning with student teaching conducted in the 2014-15 school year, student teaching must be done under the active supervision of a cooperating teacher who is licensed and qualified to teach in the area, has three years of teaching experience in a public school or nonpublic school recognized or seeking recognition pursuant to 23 Ill. Adm. Code 425, has received a proficient or above performance rating in his or her most recent evaluation and is directly engaged in teaching subject matter or conducting learning activities in the area of student teaching. The requirements of this subsection (d) do not apply in cases in which the student teacher:
 - 1) is serving on an educator license with stipulations endorsed for transitional bilingual educator; or
 - 2) is working in a school that is not legally required to employ teachers with licensure and either has two years of teaching experience at that school or presents to the employer the evidence described in Section 25.25(b) documenting that he or she has two years of teaching experience in one or more other schools in which the chief administrator is required to hold a professional educator license endorsed for either general administrative or principal and the majority of teachers are required to hold a professional educator license endorsed for the grade levels and in the content area in which they are employed; or
 - 3) holds a substitute teaching license and is not subject to the limitations of Section 21B-20(3) of the School Code [105 ILCS 5/21B-20(3)].

- e) In order for a recognized Illinois teacher education institution to award credit for student teaching, the following requirements must be met.
- 1) The student teacher must be enrolled in a student teaching course at the institution.
 - 2) The school district or nonpublic school and the institution of higher education shall jointly agree to the student teaching placement and the responsibilities of each person to be involved.
 - 3) The school district or nonpublic school shall ensure the requirements of Section 2-3.25o, 10-21.9 or 34-18.5, as applicable to the school district or nonpublic school, have been met.
- f) An individual may receive credit for student teaching or pre-student teaching clinical experiences that are completed during the time for which the individual is paid as a teacher only when the individual:
- 1) holds no educator license issued pursuant to Article 21B of the School Code [105 ILCS 5/Art. 21B] and performs the student teaching or pre-student teaching clinical experiences in a charter school established under Article 27A of the School Code or a nonpublic school recognized or seeking recognition pursuant to 23 Ill. Adm. Code 425; or
 - 2) is subject to the authorization for payment stated in Section 25(g) of the Grow Your Own Teacher Education Act [110 ILCS 48/25(g)]; or
 - 3) has at least one year of experience in a school or community-based early childhood setting and the student teaching is conducted with his or her current employer and meets the requirements of his or her preparation program; or
 - 4) holds an educator license with stipulations endorsed for transitional bilingual educator, career and technical educator, or provisional career and technical educator and works in a school district; or
 - 5) holds only a substitute teaching license and, as an employee of a school district operating under Article 34 of the School Code [105 ILCS 5/Art. 34], is not subject to the limitations of Section 21B-20(3) of the School Code regarding the number of days a substitute teacher may be employed.

(Source: Amended at 40 Ill. Reg. 4940, effective March 2, 2016)

Chicago State University Requirements for Student Teaching:

PART I-Chicago Public Schools (CPS) Student Teaching Registration Process

Step 1. Register for Student Teaching – the site for student teaching in CPS will open in April 2023 and will close in May (dates to be determined) . This is the deadline for all CPS School registration.

Prospective student teachers must complete the CPS Student Teaching Registration Form. The registration form requires general information. **If students will not teach in a CPS School, this registration is not required. However, requests for NON CPS placements must be requested as soon as possible and applications must be completed as other districts also have background check requirements.**

Step 2. Fingerprinting and TB Test

You will receive an email from the Chicago Public School Student Teaching Program which will confirm when you can begin getting your fingerprints from Accurate Biometrics and a Tuberculosis exam.

Prospective student teachers are required to complete the Certification of Freedom from Tuberculosis (specific form) and Accurate Biometrics and Fingerprinting Authorization & Release form. Both forms will be sent to prospective student teachers by email. Once you have the completed Certification of Freedom from Tuberculosis and Accurate Biometrics and Fingerprinting Authorization & Release Form submit them to the Office of Field Placement. This office will provide a copy for you for your records and scan and send a copy to CPS. **NOTE-DO NOT PROCEED BEFORE RECEIVING THE EMAIL.**

Step 3. Receive Approval

Prospective student teachers will receive an email with the **Report to Service** Notification. The **Report to Service** is an e-mail letter notifying teacher candidates that they have been approved to Student Teach in the CPS School selected. Once you receive this e-mail forward a copy of the Report to Service letter to the Office of COFP- lhillard@csu.edu.

PART II-Chicago State University Paperwork-Deadline for all paperwork, **May 1st, 2023.**

In addition to CPS requirements, you must submit the following documents to the Office of Community Outreach and Field Placement Services (COFPS) in the Education Building –Room 322:

1. Application (next page) signed by the applicant, his/her advisor, and department chairperson. **(Complete and turn in Application Only and resume to the Office of Field Placement - May1st, 2023.)**
2. Program Evaluation, (COFPS will secure)
3. Content Area Exam Results, (Provide a copy of results.)
4. Resume sent electronically.
5. \$60.00 application Fee Receipt: Make payment to cashier (ADM 2nd Floor), Deposit into **Account # 1520DH-310461-0513-3B0 (Pay by June 1, 2023.)**
6. Evidence of Completion of the Safety Module (COFPS will confirm)
7. Copy of Acknowledgement of DCFS Mandated Reporter Status-Signed- **See document attached**
8. Copy of DCFS Online Training Completion Certificate (printed certificate to COFPS)-
www.dcfstraining.org/manrep/index.jsp

When emailing packet information, all documents must be sent in a file (with exception of the application and resume which is sent first). Each document should not be sent separately.



Major: _____
Content Area Test Date: _____
Cleared Background Check Memo: _____

FALL 2023 STUDENT TEACHING APPLICATION

Undergraduate [] MAT [] MEd [] Certification [] Options []

Name: _____ CSU ID#: _____/_____/_____

Address: _____

City/State/Zip: _____

Telephone# :(H) _____ (C) _____ Email: _____

Name of school where you completed your methods/ internship requirement: _____

ARTICLE 21- the Illinois Administrative Code

Article 21 of the Illinois School Code states that no one may be certified to teach or supervise in the public schools of Illinois who is not of good character, good health, a citizen of the United States (or legally present and authorized for employment by the Immigration and Naturalization Service), and at least 19 years of age.

1. Have you ever been convicted of a sex, narcotics, or drug offense in Illinois or any other state? Yes No
2. Have you been convicted of a felony in Illinois or any other state? Yes No
3. Do you suffer from any illness that would prevent you from carrying out the normal duties of a teacher in the public schools of Illinois? Yes No

I understand that withholding or giving false information requested for Article 21 of the Illinois School Code may make me ineligible for certification. I certify that the statements I have made on this form are correct. I certify that I have read, and I understand the requirements for student teaching completion.

I understand that I am not allowed to student teach at a school where I have attended, where I have family members who attend or are employed unless I have qualified for the Options Program. In addition, I understand that the Community Outreach and Field Placement Services (COFPS) is responsible for my placement, and I am not to contact the school to make any arrangements until I have official clearance from COFPS to do so.

Applicant Signature _____ *Date* _____

Advisor- Signature _____ *Date* _____

Department Chairperson – Signature _____ **Date** _____

Comments: _____

COFPS staff

Receipt of Student Teacher Candidate’s Documents:

Application and all related Documents: **Initial/Date:** _____ **CPS Application Process**
Completed: **Initial/ Date:** _____