

Early Childhood Program Requirements

Task	Required Action	Timeline
Admission to the College of Education		
1. Prepare for, take, and pass the Illinois Certification Basic Skills Test	1. (a) Obtain registration bulletin from the Teacher Certification Office in Room 208 1. (b) Sign up for review in the Teacher Writing Center in Room 111	1. Before applying for admission to the College of Education (COE).
2. Maintain 2.5 Grade Point Average		2. Ongoing
3. Prepare to meet the requirement of a faculty recommendation as a part of the COE application	3. Take an Early Childhood Education program course from a full time faculty member	3. The semester prior to application to the COE
4. Complete the COE Application and submit it to the Teacher Certification Office in Room 208	4. Obtain an application from the department office in Room 321	4. Submit by the published semester deadline
5. Obtain a copy of “assessment Requirements for All Early Childhood Majors” plan	5. Request a copy in ED 321	5. After receipt of COE admission letter

Pre-Student Teaching		
6. Attend student teaching orientation	6. Request and pick up a copy of your academic evaluation in Room 321	6. A year before student teaching (usually 2 weeks after registration ends).
7. Prepare for the State Field Exam (The Early Childhood Certification Exam)	7. Register for, attend, and pass ECH 092	7. Prior to student teaching
8. Register for, take, and pass the Early Childhood Certification Exam	8. Fill out and submit the registration form in the Registration Bulletin available in Teacher Certification Office in Room 208	8. Prior to student teaching
9. Sign up for Pre-Student Teaching Poster Session/Interview	9. Attend Pre-Student Teaching Poster Session and Interview Workshop	9. Semester before student teaching
10. Schedule an appointment with the Office of Field Placement in Room 322to discuss field placement	10. Schedule an appointment immediately after student teaching orientation	10. A year before student teaching
11. Review assessment requirements as outlined in “Assessment Requirements for All Early Childhood Education Majors” plan	11. Attend the Portfolio Workshop, collect all assessment requirements from completed courses and/or statements saying when requirements will be completed	11. Before student teaching
12. Prepare a portfolio as outlined in the assessment plan to be submitted as a pre-requisite for student teaching	12. Turn in a complete portfolio (Students are responsible to see that all requirements are collected.)	12. No later than Friday of final exams week the semester prior to student teaching.
13. Pick up completed, graded portfolio		13. During the fourth week of student teaching term.