

**Spring 2024  
PARA STUDENT TEACHING APPLICATION  
INSTRUCTIONS**



**Part I – General Application Information**

[http://www.wiu.edu/coehs/teacher/student\\_teaching/application.php](http://www.wiu.edu/coehs/teacher/student_teaching/application.php)

**Part II – Student Teaching Placement Form**

(same website as above)

**Part III – Letter of Application**

**Part IV – Resume**

**Part V – District Contract**

***Note: Submit 2 complete packets of Parts I, II, III, IV and V***

(Paperclip materials, no 2-sided printing)

**Submission Dates: February 20-24 (Macomb)**

**March 6-10 (Quad Cities campus)**

(You must schedule an appointment with your teacher education advisor)

**\*\*\* Candidates must be fully accepted to the Teacher Education Program in order to submit an application to student teach. \*\*\***

Contact Information:

Lisa Litchfield  
Field and Clinical Coordinator  
Horrabin Hall 40  
(309)298-1281

Tammy Wilson  
Licensure Officer  
Horrabin Hall 40  
(309)298-2117

Holly Van Vlymen  
Macomb Advisor  
Horrabin Hall 40  
(309)298-2117

Kim Moreno, QC  
Academic Advisor  
(309)762-9481, ext. 62325



WESTERN  
ILLINOIS  
UNIVERSITY

Western Illinois University  
College of Education and Human Services

Part I – PARA STUDENT TEACHING GENERAL INFORMATION

[www.wiu.edu/cpep](http://www.wiu.edu/cpep)

**Directions:** Carefully complete this entire form. Applications will be processed in the order they are received. Information must be typed.

STCH SEMESTER: FALL  SPRING  YEAR: \_\_\_\_\_

NAME: \_\_\_\_\_ MAJOR: \_\_\_\_\_

WIU E-MAIL ADDRESS: \_\_\_\_\_ WIU ID: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
Street City State Zip

CELL #: \_\_\_\_\_ ALTERNATIVE #: \_\_\_\_\_

I realize that it is my responsibility to know and meet all prerequisites for student teaching and that the final assignment is contingent upon my fulfilling this responsibility.

I authorize the Student Teaching Program to release related information upon request of the school district.

I understand I am required to provide my own transportation to and from the student teaching assignment. I attest that when using my personal auto, I am covered by valid auto insurance that provides at least the limits of coverage statutorily required to legally operate my vehicle in Illinois and all other jurisdictions in which I travel.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommend for student teaching \_\_\_\_\_ Date \_\_\_\_\_  
Advisor Signature

**For Office Use Only:** Candidate's name did not appear on the Convicted Methamphetamine Manufacturer Registry, the National Sex Offender Registry or ISP Child Murderer and Violent Offender Against Youth Registry.

\_\_\_\_\_  
Date Advisor Initials

**Part II – PARA STUDENT TEACHING INFORMATION**

[www.wiu.edu/cpep](http://www.wiu.edu/cpep)

**Directions:** Carefully complete this entire form. Blank spaces indicate your willingness to be placed in any available placements. Applications will be processed in the order they are received. Information must be typed.

**NAME:** \_\_\_\_\_ **MAJOR:** \_\_\_\_\_ **WIU ID:** \_\_\_\_\_

**Anticipated Job Placement**

**Name of School** \_\_\_\_\_

**City/Town** \_\_\_\_\_

- Requirements for different majors:
  - Elementary Education – must be in a 1<sup>st</sup>-6<sup>th</sup> grade general education classroom
  - Special Education – must be in a Kindergarten – grade 12 classroom setting
  - Early Childhood – in a school setting must be in a Pk-2<sup>nd</sup> grade classroom or must be done in an Early Childhood Center
  
- Cooperating teachers must meet the following requirements
  - Have 3+ years of experience
  - Have earned a proficient or better on the last evaluation/rating
  - Be licensed to teach the grade level and subject area they are teaching  
(in an Early Childhood center, the cooperating teacher must be a Gateway Level 5 qualified teacher)
  
- All student teachers must serve in the lead teacher role within the grade level and endorsement area they are pursuing for a large portion of time during the semester of their student teaching. We recommend that this be 6 consecutive weeks, with a gradual lead into that time and a gradual release of the time over the semester.

**Anticipated Job Assignment** \_\_\_\_\_

**Start/End Dates of Placement** \_\_\_\_\_

**The District contract will be provided at the start of the semester prior to student teaching.**

\_\_\_\_\_  
Supervisor Name Title

\_\_\_\_\_  
Supervisor Phone Number Supervisor Email Address

\_\_\_\_\_  
Signature of Student Teacher Applicant Date

### **Part III - LETTER OF APPLICATION**

To prepare for writing this application, review the WIU Center for Career Preparation and Employer Engagement website for information related to writing a cover letter and resume: [www.wiu.edu/careers](http://www.wiu.edu/careers).

Contact Lisa Litchfield at (309)298-1281 or [la-litchfield@wiu.edu](mailto:la-litchfield@wiu.edu) for assistance.

The University Writing Center offers assistance to students as well: [uwc@wiu.edu](mailto:uwc@wiu.edu) or (309)298-2815.

The letter of application is important. The individual receiving it may be influential as to whether you have a teaching contract in that district after the student teaching experience is over.

This must be a formal letter and free of typos and grammatical errors.

#### Letter of Application Guidelines: (See Sample)

Three paragraphs.

Font: "Times-Roman", "Arial", "Calibri". The sizes should range from 10 to 12.

Single spaced. Center on page with appropriate margin widths.

Paper-white (no designs).

# **SAMPLE**

*Your street address*  
*Your city, state, zip code*  
*Date*

*Dear Building Administrator:*

*Paragraph 1*- This paragraph is your introduction to the building administrator. You are requesting consideration for a student teaching position in their school district. Your major should be identified. There should be at least three sentences.

*Paragraph 2*- Respond to the following: “Given that the ultimate goal of the WIU Teacher Education program is the empowerment of all learners, and keeping what you have learned about students and the factors that impact student learning in mind, discuss your goals as a future teacher specifically related to making a positive impact on student learning.” Your response should be at least five sentences.

*Paragraph 3*- Summarize why you would be a positive addition to the host school during your student teaching experience. Identify your skills and abilities. Emphasize your strengths. This should be at least three sentences.

*Sincerely,*

(leave at least 4 lines for your signature)

*Type Your Name*

## Part IV - RESUME

Following is information to assist in the preparation of the resume. This document must be formal and free of typos and grammatical errors. A resume is an individualized marketing tool that should highlight your strengths.

Consider the following points:

- Think about any relevant experience that you may have as it pertains to the position to which you are applying.
- Look at the resume from the reader's point of view rather than from the writer's point of view.
- Focus on being thorough and detailed, yet brief and concise.
- Select appropriate resume headings such as:
  - *Identifying Information*
  - *Education (List community college only if you have a degree. Do not list high school.)*
  - *Educational/Teaching Experience (Camp counselor, tutoring, field experience, other work with children) Include description of all field experiences you have completed, are currently enrolled in or will be completing before student teaching. Reflect on your experiences in coursework such as C&I 370, 371, 470; ECH 380, 381, 480; EIS 303, 304; SPED 280, 460 430/445 etc.*
  - *Other Work Experience (Limit to last four years.)*
  - *Affiliations, Honors*
- Resume Style
  - Font: "Times-Roman", "Arial", "Calibri". The sizes should range from 10 to 12.
  - Single spaced. Center on page with appropriate margin widths.
  - Paper-white (no designs).
  - Length: One page is best, but two is acceptable.
  - Format: Use "bullet points" rather than paragraphs to highlight accomplishments.

# PAT EDUCATOR

**sample 1**

Western Illinois University, Thompson Hall 113, Macomb, IL 61455 • (309) 298-0000  
100 West Main Street, Bradford, IL 61421 • (309) 217-0000  
[p-educator@wiu.edu](mailto:p-educator@wiu.edu)

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**EDUCATION**                      **WESTERN ILLINOIS UNIVERSITY, Macomb, IL**                      **GPA: 3.23/4.0**  
**Bachelor of Science, May 2024**                      Major GPA: 3.56/4.0  
Major: Elementary Education                      Academic Dean's List  
Option: Early Childhood Education

**TEACHING EXPERIENCE**

**Lincoln Elementary School, Macomb, IL**                      To be completed Fall 2023

- Plan to create and teach lessons according to Illinois teaching standards

**West Prairie Elementary School, Colchester, IL (2nd grade)**                      Spring 2023

- Assisted lead teacher with classroom instruction
- Utilized various teaching strategies to encourage student participation
- Led small groups
- Maintained classroom rules and procedures

**RELATED EXPERIENCE**

**Catch A Star Learning Center, Macomb, IL**                      Fall 2021-present

- Provided play-based experiences to build on the assets of the children and their families
- Created and maintained safe and healthy classroom environments that foster children's development across domains
- Developed positive relationships of mutual trust and created partnerships with Families
- Collected and used assessment information to support children's development and learning

**YMCA Day Camp, Macomb, IL**                      Summers 2019-2021

- Provided a safe learning environment for campers, ages 5-7
- Supervised daily educational activities and social outings

**ACTIVITIES**

National Council of Teachers of English                      Habitat for Humanity  
Alpha Kappa Alpha                      Resident Assistant Council

**WORK EXPERIENCE**

Park District Nature Center, Preschool Activities, Macomb, IL                      2021-2022  
Sales Associate, Borders Books, Davenport, IA                      2018-2021

# Sample 1

## PAT EDUCATOR

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Western Illinois University, Thompson Hall 113, Macomb, IL 61455 • (309) 298-0000  
100 West Main Street, Bradford, IL 61421 • (309) 217-0000  
[p-educator@wiu.edu](mailto:p-educator@wiu.edu)

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### REFERENCES: *(2 or 3 faculty/mentor teachers; be sure to get permission to use them as a reference)*

Name  
Title  
Place of Employment  
Street Address  
City, State, Zip  
Work Phone Number  
Email

Name  
Title  
Place of Employment  
Street Address  
City, State, Zip  
Work Phone Number  
Email

Name  
Title  
Place of Employment  
Street Address  
City, State, Zip  
Work Phone Number  
Email



## **IMA A. STUDENT**

Permanent Address: 1154 Anystreet Road • Hometown, Illinois 62000

Campus Address: 1341 Higgins Hall • Macomb, Illinois 61455

CELL: (309) 555-8163 • Home: (309) 555-4201

IA-Student@wiu.edu

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### **EDUCATION      Bachelor of Science in Education-Special Education-May 2024**

Western Illinois University-Macomb, Illinois-NCATE Institution

Overall GPA: 3.57/4.0

Major GPA: 3.77/4.0

### **EDUCATIONAL/TEACHING EXPERIENCE**

High School placement To be completed Spring 2024

- Will develop and create lesson plans across the curriculum in a high school setting
- Plan to provide instruction and accommodations to a variety of students

Elementary School placement To be completed Spring 2023

- Plan to teach lesson plans across the curriculum, according to Illinois learning standards, in an elementary classroom setting

Roseville Elementary School-Roseville, IL (7<sup>th</sup> and 8<sup>th</sup> grade) Spring 2022

- Planned and taught several lessons dealing with language/reading and social skills
- Provided instructions in mathematics to 12 students (LD, BD, OHI)
- Developed and taught an eight-day unit on measurement
- Worked one-on-one with students and provided small group instruction

Western Illinois University, Adapted Physical Education class Fall 2022

- Interacted with students from local elementary schools individually and in small groups who were brought to campus
- Created and taught lessons specifically designed to adapt activities for students between the ages of 6 and 12

Spoon River Community College-Macomb, IL (Tutor high school students) Spring 2021

- Provided one-on-one and small group instruction to high school age students who are severely and profoundly disabled.
- Assisted teaching students reading, driver's education, cooking, social skills, social studies, and math
- Graded papers and made copies for the teacher

### **LEADERSHIP EXPERIENCE**

Sigma Sigma Sigma Sorority 2021-present

- Honor Council Chairman
- Resource Chair
- Ritual Chair
- Arc Group Leader

Special Olympics-Franklin Junior/Senior High School August 2020-May 2021

- Assistant Coach

**WORK EXPERIENCE**

Best Buddies of America-Western Illinois University-Macomb, IL	2021-present
Tumbling Coach-YMCA-Macomb, IL	Summer 2020
Fitness Instructor-Campus Recreation Service –Macomb, IL	December 2018-May 2020

**HONORS**

Dean's List, 5 semesters  
The Joseph J. Joseph Scholarship Award, 2 years

**AFFILIATIONS**

Council for Exceptional Children  
Best Buddies of America  
Phi Eta Sigma

**ADDITIONAL SKILLS**

Proficient in Microsoft Word, Excel, and PowerPoint  
Familiar with Sign Language (both how to sign and how to interpret sign)

**REFERENCES** *(NOTE: 2 or 3 faculty/mentor teachers; be sure to get permission to use them as a reference)*

Name  
Title  
Place of Employment  
Street Address  
City, State, Zip  
Work Phone Number  
E-Mail

Name  
Title  
Place of Employment  
Street Address  
City, State, Zip  
Work Phone Number  
E-Mail

# IAM A. SAMPLE

**School Address:** WIU, Thompson Hall 238, Macomb, IL 61455 • (309) 298-5555  
**Permanent Address:** 22 Westwood Drive, Bettendorf, IA 52722 • (319) 111-1234  
**E-mail Address:** iam-sample@wiu.edu

## EDUCATION

### **Bachelor of Science in Education**

Western Illinois University, Macomb, IL- NCATE Institution  
 Major: Elementary Education  
 Middle School Endorsements: Language Arts, Social Science

May 2024  
 Cumulative GPA: 3.75/4.0  
 Major GPA: 4.0/4.0

## TEACHING EXPERIENCE

### **Pre-Student Teacher**

To be completed Fall 2023

- Plan to develop and create lesson plans across the curriculum according to Illinois learning standards
- **Teacher's Aid, 1<sup>st</sup> Grade, Lincoln Elementary School, Macomb, IL** Spring 2023
- Applied learning theories and practices while participating in daily second grade classroom instruction.
- Worked with students in small groups for Daily Oral Language (D.O.L.) and reading groups
- **Tutor, 5<sup>th</sup>/6<sup>th</sup> Grade, Ingersoll Middle School, Canton, IL** Fall 2022
- Worked with students one-on-one and in small groups
- Demonstrated patience and understanding while managing children with special needs

## RELATED EXPERIENCE

### **Resident Assistant, Western Illinois University, Macomb, IL**

Fall 2019-present

- Built community among 40 women in a co-ed living center
- Organized, created, and presented educational and social programs
- Educated residents on conflict resolution and responded to crisis situations

### **Orientation Team, Western Illinois University, Macomb, IL**

Summer 2021

- Worked with faculty and administration in organizing activities
- Assisted new students and their families in their transition to WIU
- Presented and facilitated small group discussions
- Performed a series of campus life skits for family and student audiences
- Served as a guide and a resource for incoming students and families

### **FYE Peer Mentor, Western Illinois University, Macomb, IL**

Fall 2021-Spring 2023

- Attended training session and the Move-in orientation program
- Provided assistance to freshmen in adjusting to class during the first week by attending FYE class
- Found and arranged possible co-curricular events
- Attended 3 to 5 co-curricular events and led discussions
- Planned social activities for the class

## LEADERSHIP EXPERIENCE

**Student Education Association (President, Fall 2022-present)**

## HONORS & AFFILIATIONS

Dean's List, 6 terms  
 Kappa Delta Pi

Illinois Education Association  
 National Education Association

Western Illinois Reading Council

## SPECIAL SKILLS

Claris Works, Claris Works for Kids, Hyper Studio, Making the Grade, and Microsoft Office  
 Communication in written and oral Spanish

# IAM A. SAMPLE

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**School Address:** WIU, Thompson Hall 238, Macomb, IL 61455 • (309) 298-5555

**Permanent Address:** 22 Westwood Drive, Bettendorf, IA 52722 • (319) 111-1234

**E-mail Address:** iam-sample@wiu.edu

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**REFERENCES:** *(2 or 3 faculty/mentor teachers; be sure to get permission to use them as a reference)*

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Title  
Place of Employment  
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City, State, Zip  
Work Phone Number  
Email

## **POLICY FOR LATE STUDENT TEACHING APPLICATIONS**

Candidates in the Western Illinois University Teacher Education Program (TEP) are required to file a student teaching application one year in advance of the student teaching semester. Applications are distributed at meetings held each semester (typically September and February), and a deadline date is established for those students planning to student teach the next academic year. This deadline date allows the Office of Teacher Education to finalize staffing needs and to begin articulation with public school personnel for quality student teaching sites.

Candidates must be fully accepted into TEP before student teaching applications will be accepted. Specific requirements for admission to TEP are delineated in the WIU Teacher Education Program General Handbook which is available on the website at <http://www.wiu.edu/coehs/teacher/>.

Candidates who fail to submit a student teaching application during the published deadline date may appeal to the Selection, Retention, and Appeals Committee for approval to submit a late application. However, candidates are reminded that committee approval may only be granted to those demonstrating a valid case for exceptionality. Appeal forms are available in the Office of Teacher Education, Horrabin Hall 40, the QC Advising Center, or online at [www.wiu.edu/cpep](http://www.wiu.edu/cpep). Appeals should be made no later than tenth day of classes the semester preceding the student teaching semester.

## PARA STUDENT TEACHING PROGRAM FACT FINDER

The following information may be helpful in addressing specific questions related to the student teaching experience.

**APPLICATION:** Application to student teach must be made one year in advance of the student teaching semester. If you are uncertain about your eligibility for a specific semester, please contact your education advisor to review your academic plans.

Each candidate is responsible for submitting the student teaching application to their teacher education advisor on or before the published deadline date.

**APPLICATION CHANGES:** Once your student teaching application has been submitted, do not expect to change your first-choice region selection or the preferred grade level. We will have started the initial phase of site selection, and last-minute changes can circumvent our best efforts to obtain quality school settings.

**BACKGROUND INVESTIGATION:** All student teacher candidates must complete a background investigation the semester prior to student teaching.

**CENTER for CAREER PREPARATION AND EMPLOYER ENGAGEMENT** Visit the Center in the lower Level of Memorial Hall or on-line at [careers@wiu.edu](mailto:careers@wiu.edu) to get help in revising your resume, cover letter, and other professional documents including professional portfolios. The Center also conducts mock interviews to enhance your interviewing skills and identify your strengths and weaknesses in that setting. The Handshake system (<https://wiu.joinhandshake.com/login>) allows you to upload your resume and search for available teaching positions. To make an appointment, please contact their office at (309) 298-1838.

**CHANGE IN STATUS:** If you move to a different address, please notify the Coordinator of University Field and Clinical Experiences at (309)298-1281 (this includes your new residence each semester, prior to the student teaching semester). We mail pertinent information to prospective student teachers, and it is vital that we are able to reach you. Oftentimes, supervisors of student teachers will direct this department to contact a candidate to set up a scheduled interview with a prospective mentor teacher and/or building administrator. Also, notify the **Office of Teacher Education at (309)298-2117** if you drop out of the WIU Teacher Education Program. This notification will allow the field-based supervision specialists to be alerted well in advance of the start date for student teaching.

If you are not going to be enrolled in courses at WIU the semester prior to student teaching, please inform the Coordinator of University Field and Clinical Experiences at (309)298-1281.

**CONTENT EXAM:** By State law all teacher education candidates must pass the applicable content/subject matter exam(s) prior to licensure. Teacher education candidates will **not be entitled for licensure without having passed the exam(s) even though they may graduate with their degree.**

**COURSE WORK WHILE STUDENT TEACHING:** All program course work must be completed prior to student teaching. Candidates are prohibited from taking courses while student teaching.

**edTPA (TEACHER PERFORMANCE ASSESSMENT):** This will be used to evaluate teacher education candidates during the student teaching experience and is required for the Illinois PEL (Professional Educator License). Successful completion of the edTPA is a requirement for licensure.

**ELL MODULES:** All teacher education candidates must pass the English Language Learners (ELL) modules prior to student teaching. The assessment is focused on gaining an understanding of basic ELL terms and acronyms through multiple choice and true/false questions. <http://www.wiu.edu/ELL>. If you have questions, please contact Holly Van Vlymen ([hr-vanvlymen@wiu.edu](mailto:hr-vanvlymen@wiu.edu)) in the Office of Teacher Education, Horrabin Hall 40, phone: (309)298-2117.

**E-MAIL:** You must utilize your WIU e-mail address for all University-related correspondence. This is the only e-mail address we will use in sending information concerning WIU business. Activate your WIU e-mail by going to [www.wiu.edu/guava](http://www.wiu.edu/guava). You may also contact University Computer Support Services in Stipes Hall, Room 126, (309)298-2704.

**GRADING:** All student teaching courses are graded S/U only.

**HOMETOWN:** If your hometown falls within the regions served by WIU, candidates may opt to reside at home during the student teaching semester. However, if this is not the case, candidates must be prepared to plan finances and secure temporary housing in the region.

**HOUSING:** Unless you are assigned within commuting distance of the WIU campus, you are expected to reside in an off-campus community for your student teaching experience. For those candidates approved to student teach in and around the Macomb region, the University Housing and Dining Services Office makes available information about contracts and other regulations involving residence halls and off-campus housing.

While student teaching applications are due one year in advance of student teaching, all candidates are instructed not to reduce their flexibility by signing rigid housing leases in the Macomb, Quad Cities, or surrounding areas.

**LICENSURE:** Candidates with questions regarding any aspect of the teacher licensure process should contact the WIU Licensure Office, Horrabin Hall 91, or telephone (309)298-2117. Instructions regarding the licensure application process will be sent via email during the student teaching semester.

**MANDATED REPORTER:** All teacher education candidates are required to complete the online Mandated Reporter training on a computer attached to a printer so that the certificate of completion can be printed at the time training is finished (allow 60-90 minutes). <https://www.dcfstraining.org/manrep/index.jsp>. A copy of the certificate along with the mandated reporter status form <http://www.illinois.gov/dcf/aboutus/notices/Documents/cants22.pdf> may be submitted with the student teaching and graduation application materials to the Office of Teacher Education.

**ORIENTATION:** Prospective student teachers are required to attend a student teaching orientation meeting the semester prior to student teaching. Notification will be sent to you in advance of the meeting time. The primary focus of the orientation meeting is to have you meet the University Supervisor responsible for placing and supervising you during the student teaching semester. The Supervisor of student teachers will outline all professional expectations for student teaching and will answer any questions you may have about the experience. In addition, you should plan to attend individual area seminars as well as appropriate workshops conducted in the region where you are assigned. Your University Supervisor will inform you about these events.

**PHYSICAL FITNESS REQUIREMENT:** Illinois School code identifies the need for new employees, including student teachers, to provide evidence of physical fitness to perform the duties assigned and freedom from communicable disease. It will be your personal responsibility to comply with the Illinois School Code physical exam requirement if requested by a hosting school district during your student teaching assignment.

**REGISTRATION:** The Office of Teacher Education will register all candidates for student teaching. Candidates must be officially registered with the University prior to beginning the student teaching assignment. Candidates should strive to be cleared of all registration encumbrances by **April 1** for fall student teaching and **November 1** for spring student teaching. Contact the Office of Teacher Education at (309)298-2117 if this is not possible.

**STUDENT TEACHING:** The academic semester of student teaching is a full-time commitment for a minimum of sixteen full weeks (you will pay for 12 semester hours), depending on the requirement mandated by specific department and licensure requirements.

**SUMMER STUDENT TEACHING:** There is no provision for summer student teaching at WIU.



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## SPRING 2024 PARA STUDENT TEACHING CHECKLIST

This checklist serves as a reminder that all student teaching clearance requirements must be satisfied by the dates indicated in order to student teach spring semester 2024. Be reminded that:

### TO DO / Check Off List:

- \_\_\_\_\_ All Fall 2023 coursework required to satisfy program/degree requirements must be completed at WIU, Macomb or QC campus. If you want to take coursework elsewhere an appeal is required prior to enrollment in the course. The deadline to appeal is **April 1, 2023**. Please contact your advisor for additional information.
- \_\_\_\_\_ All course work (including transfer coursework and independent study) must be completed and a final grade recorded on your WIU transcript by **December 19, 2023**. An "Incomplete" in any coursework is a deficiency. All grade changes must be recorded on the WIU transcript by **December 19, 2023**.
- \_\_\_\_\_ Verify official passing results of the applicable content-area test(s) [Including TLP-Spanish for Bilingual majors and OPI for foreign language majors] in the Office of Teacher Education, WIU, Macomb, IL, by **November 1, 2023**. We recommend that you take the required test(s) no later than November 1, 2023! Note: Please be aware that there is a two-week waiting period between testing dates.
- \_\_\_\_\_ Maintain the required cumulative and major GPAs for your major
- \_\_\_\_\_ Provide official verification of a fingerprint background investigation to the school district in which you are placed. Candidates completing student teaching in Chicago Public Schools must work with Mrs. Litchfield as to when background checks are required. Please note that some districts may require the background check to be completed within 90 days of your start date for student teaching.
- \_\_\_\_\_ Complete the English Language Learner (ELL) Modules by **November 1, 2023**. <http://www.wiu.edu/tca>
- \_\_\_\_\_ Complete Mandated Reporter Training: <https://www.dcfstraining.org/manrep/index.jsp> and status form: <http://www.state.il.us/DCFS/docs/cants22.pdf>. Submit both the certificate and status form to CPEP by **November 1, 2023**.
- \_\_\_\_\_ Comply with the Illinois School Code physical exam requirement during your student teaching assignment.

*Note:* Candidates may not take any additional coursework while student teaching.

Candidates must have departmental recommendation prior to student teaching. This is facilitated through the Office of Teacher Education.

You may not begin student teaching until you are officially registered in your student teaching coursework. Your education advisor will assist you with the student teaching registration.

You must satisfactorily complete the edTPA/teacher performance assessment in order to be licensed in Illinois. Information will be forthcoming from your major department, about **completing this during your student teaching assignment**.

**STUDENTS WHO DO NOT SATISFY ALL CLEARANCE REQUIREMENTS AS NOTED HEREIN WILL BE CANCELED FROM STUDENT TEACHING.** Please contact your teacher education advisor immediately if you have any questions or concerns about this notice. You will be notified if this requirement is lifted due to COVID.

**Macomb Campus Phone:** (309)298-2117

**Quad Cities Campus Phone:** (309)762-3999, ext. 62325

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



## CONTENT AREA TESTING

<http://www.il.nesinc.com/>

Most ILTS tests are administered year-round by appointment, Monday through Saturday (excluding some holidays).

Registration for testing is available only on the Internet by selecting "Register Now" on the ILTS website.

**You should try to register as early as possible before your desired test date, as seating is limited.** Before registering, you may check real-time seat availability and review test center locations.

- Check seat availability for **ILTS custom tests** at [www.pearsonvue.com/es/sa/](http://www.pearsonvue.com/es/sa/).
- Locate a test center at [www.pearsonvue.com/es/locate/](http://www.pearsonvue.com/es/locate/).

**Important Note:** *Some exams for Evaluation Systems require special arrangements and may not be available at all of the test centers listed below. For information on a specific exam, please sign into your web account. Due to the amount of time required to process a registration, you may not be able to schedule an appointment to test if you register within three calendar days of the day on which you plan to test. Additional locations are available other than the ones listed below. Note: There is a two-week waiting period between testing dates.*

### Macomb Testing Location

Spoon River College Outreach Center  
2500 E. Jackson Street  
Macomb, IL 61455  
(309)833-6017

### Pearson Professional Centers-Davenport

100 East Kimberly Road; Suite 401  
Northwest Bank & Trust Company  
Davenport, Iowa 52806

### Quad City Locations

Black Hawk College 6600 34th Avenue  
Moline, Illinois 61265

### Rock Island County Regional Office of Education

3430 Avenue of the cities  
Moline, Illinois 61265

## MANDATED REPORTER REQUIREMENT

Pursuant to the Abused and Neglected Child Reporting Act (ANCRA), the Illinois State Board of Education requires that student teachers be mandated reporters of child abuse and neglect when acting in their professional or official capacity.

Student teachers must complete the online training (60-90 minutes) <https://www.dcfstraining.org?manrep/index.jsp>. Answer "Other" for question: Which mandated reporter category best fits your role. Then type in "student teacher" as your role, with "WIU" as your employer, and "Macomb" as the city of employment.

Candidates must also complete the Mandated Reporter Status form: <http://www.state.il.us/DCFS/docs/cants22.pdf>.

## ENGLISH LANGUAGE LEARNER MODULES

As the number of students from diverse cultures continue to rise in our PK-12 classrooms, the College of Education and Human Services is providing teacher education candidates with online modules containing vital legal information about how to work with English Language Learner (ELL) students in our schools. All candidates must have the ELL modules completed by November 1, 2023. <http://www.wiu.edu/coehs/tca/>.

If you have questions, please contact your education advisor, (309)298-2117.



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**ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS**

I, \_\_\_\_\_, understand that when I am employed as a  
(Employee Name)

\_\_\_\_\_, I will become a mandated reporter under the  
(Type of Employment)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under but not limited to the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Date

CANTS 22  
Rev. 8/2013

**GRADUATION APPLICATION INSTRUCTIONS –SPRING 2024 PARA STCH**

1 \_\_\_ Complete both sides as best you can, leave anything you are unsure about blank

- **Program:** Teacher Education
- **Primary Major Degree:** See table below
- **Primary Major:** List your major
- **Primary Major Option:** See table below
- **1<sup>st</sup> Minor:** List minor if you have one
- **Sign –Student’s Signature and Major Advisor’s Signature**
- Indicate whether or not you will be attending graduation ceremony
- On back page: Indicate ID#, Name, and current local address
- If you will be taking course work somewhere other than WIU for any of the remaining semesters, you must indicate this information.

2 \_\_\_ **Get required signature from:**

- Your Major Advisor
- Complete the Alumni Registration Form on STARS

3 \_\_\_ **Your Education Advisor** will give the graduation application to the Licensure Officer for her signature and it will be sent to the Registrar’s Office.

<b>PRIMARY MAJOR DEGREE</b>	<b>PRIMARY MAJOR</b>	<b>PRIMARY MAJOR OPTION</b>
<b>B.S.Ed. (Bachelor of Science in Education)</b>	<b>Elementary Education</b>	<b>Elementary or Early Childhood, ESL, Multilingual</b>
<b>B.S.Ed. (Bachelor of Science in Education)</b>	<b>Special Education</b>	<b>LBSI</b>