Spring 2025
PARA STUDENT TEACHING APPLICATION INSTRUCTIONS

Part I – General Application Information

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 26 - March 8 (Macomb)**
February 26 – March 1 (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)298-2117
LA-Litchfield@wiu.edu

Tammy Wilson
Licensure Officer
Horrabin Hall 40
(309)298-2117
TS-Wilson@wiu.edu

Riley Konitzer, Macomb Advisor
Horrabin Hall 40
(309)298-2117
R-Konitzer@wiu.edu

Kim Moreno, QC Advisor
QC Campus, Rm 1416H
(309)762-9481, ext. 62325
K-Moreno@wiu.edu

WESTERN ILLINOIS UNIVERSITY

Western Illinois University
College of Education and Human Services

Part I – PARA STUDENT TEACHING GENERAL INFORMATION

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

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 1st-6th grade general education classroom
  - Special Education – must be in a Kindergarten – 12th grade classroom setting
  - Early Childhood – in a school setting must be in a Pk-2nd grade classroom or must be done in an early childhood center with a Director Level 2 in building.

- 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 Gateways 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.

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

The University Writing Center offers assistance to students as well: 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

EDUCATION

WESTERN ILLINOIS UNVERSITY, Macomb, IL **GPA: 3.23/4.0**

Bachelor of Science, May 2025 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 2024

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

West Prairie Elementary School, Colchester, IL (2nd grade) Spring 2024

- 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 2022-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 2020-2022

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

ACTIVITIES

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

WORK EXPERIENCE

Park District Nature Center, Preschool Activities, Macomb, IL 2022-2023
Sales Associate, Borders Books, Davenport, IA 2019-2022

Sample 1

PAT EDUCATOR

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

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

Sample 2

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

EDUCATION **Bachelor of Science in Education-Special Education**-May 2025
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 2025
- 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 2024
- Plan to teach lesson plans across the curriculum, according to Illinois learning standards, in an elementary classroom setting

Roseville Elementary School-Roseville, IL (7^{th} and 8^{th} grade) Spring 2023
- 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 2023
- 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 2022
- 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 2022-present
- Honor Council Chairman
- Resource Chair
- Ritual Chair
- Arc Group Leader

Special Olympics-Franklin Junior/Senior High School August 2021-May 2022
- Assistant Coach

Sample 2

WORK EXPERIENCE

Best Buddies of America-Western Illinois University-Macomb, IL	2022-present
Tumbling Coach-YMCA-Macomb, IL	Summer 2021
Fitness Instructor-Campus Recreation Service –Macomb, IL	December 2019-May 2021

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

Sample 3

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 May 2025
Western Illinois University, Macomb, IL- NCATE Institution Cumulative GPA: 3.75/4.0
Major: Elementary Education Major GPA: 4.0/4.0
Middle School Endorsements: Language Arts, Social Science

TEACHING EXPERIENCE

Pre-Student Teacher To be completed Fall 2024
- Plan to develop and create lesson plans across the curriculum according to Illinois learning standards

Teacher's Aid, *1st Grade, Lincoln Elementary School*, Macomb, IL Spring 2024
- 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, *5th/6th Grade, Ingersoll Middle School*, Canton, IL Fall 2023
- 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 2020-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 2022
- 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 2022-Spring 2024
- 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 2023-present)

HONORS & AFFILIATIONS

Dean's List, 6 terms
Illinois Education Association
Western Illinois Reading Council
Kappa Delta Pi
National Education Association

SPECIAL SKILLS

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

Sample 3

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

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Email

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Street Address
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. Appeals should be made no later than tenth day of classes the semester preceding the student teaching semester.

Revised January 2024

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 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). 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 student teaching

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.

ELL MODULES: All teacher education candidates must pass the English Language Learners (ELL) modules prior to being accepted into the Teacher Education program. 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 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/uTech. 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 40, 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 (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/dcfs/aboutus/notices/Documents/cants22.pdf should 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 Field Supervisor responsible for placing and supervising you during the student teaching semester. The Coordinator of Field & Clinical Experiences 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.

WESTERN ILLINOIS UNIVERSITY

SPRING 2025 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 2025. Be reminded that:

TO DO / Check Off List:

☐ All Fall 2024 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, 2024**. 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, 2024**. An "Incomplete" in any coursework is a deficiency. All grade changes must be recorded on the WIU transcript by **December 19, 2024.**

☐ 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, 2024**. We recommend that you take the required test(s) no later than **November 1, 2024**! 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 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 the Teacher Education office by **November 1, 2024.**

☐ 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.

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/.
- Locate a test center at 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

Quad City Locations
Black Hawk College6600 34th Avenue
Moline, Illinois 61265

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

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.

TEP TASKS

Must have all TEP tasks completed to be able to submit the student teaching application and paperwork without going through the appeal process. https://www.wiu.edu/coehs/teacher/advising/requirements.php

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

Revised January 2024

Illinois Department of
DCFS
Children & Family Services

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

Office of the Director
406 E. Monroe Street • Springfield, Illinois 62701
www.DCFS.illinois.gov

GRADUATION APPLICATION INSTRUCTIONS –SPRING 2025 PARA STCH

1☐ Complete both sides as best you can, <u>leave anything you are unsure about blank</u>

- **Program:** Teacher Education
- **Primary Major Degree:** See table below
- **Primary Major:** List your major
- **Primary Major Option:** See table below
- **1st 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
- <u>On back page</u>: 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.

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