



STEP Orientation Session

2020-2021

Student Teaching Orientation and Application Procedures

**Support for Teacher Education Program (STEP) Office
School of Education, room 108**

For more information: STEP@tcnj.edu

Snapshot of Fall 2019 Student Teaching Statistics

- As of October 20th:
 - There are 194 individual students in 283 approved placements. Requests were sent to districts between March 1st and May 17th.
 - 5 students still without placements, (for low gpa's or no clearances)
 - Placed in 67/690 PK-12 and special service districts all over NJ and 3 Pennsylvania districts. Approximately 20 require students to have a substitute certificate.
 - There are 68 districts (including WWP, Robbinsville, EW) that do not allow edTPA.
 - Districts taking the most students for Fall 2019 (89):
 - Trenton (24), Burlington City (17), Hamilton (16), Ewing (14), South Brunswick (12), Bordentown (6)

Clinical Practice II/Internship II Placement Process

- Go to STEP@tcnj.edu (*Clinical Experience, Clearances Required, Apply, FAQ*)
- Complete Application and print the signature page. Write corrections on this application page. Give a signed hardcopy of your application, resume, unofficial transcript to your Department Program Coordinator (see handout), who will submit that approved copy to our office.

Clinical Practice II/Internship II Placement Process

- **Post and Share All Documents to LiveText**
 - Resume and Unofficial Transcript
 - Mantoux Test (TB) Results (if available)
 - Criminal Background Check and Fingerprinting (if available)
 - Substitute Certificate (if available)

Go to www.livetext.com and follow the step by step instructions.

Approved Application Means:

- That you meet all requirements for your academic program and the STEP Office can seek a placement for you.
- Took and Passed the Praxis Core.
- Demonstrate that you have (or will) attempted to take Praxis Content (prior to the start of your CP11 semester)
- Have GPA of 3.0*
 - Student with GPA between 2.75 & 2.99 **may participate in student teaching with department approval**. The student and the program coordinator will need to sign GPA waiver, which states that you understand you cannot be certified as a teacher until you have a 3.0 in the state of New Jersey.

Type of Clearances Needed

Requirements vary by district, *all include:*

- Tuberculin Screening (Mantoux Test) Some districts will not accept TB results older than 3 or 6 months.
- Grade Point Average above minimum requirement of 3.0. Some will only consider students with 3.5 or higher.
- Criminal Background and Fingerprinting Check

Type of Clearances Needed

Requirements vary by district,

Others May Require:

- Interview prior to finding an approved placement
- Substitution Certification (Sub Cert)
- Child Abuse Form
- Physical or Health Form
- District Confidentiality Agreement/Internship Agreement

Things to Remember

- **Residency During Placement - Please put on application (if information changes notify STEP Office by immediately)**
- Students will be placed in district that ***is within 35 miles of TCNJ.*** Students needing to reside at home must get approval from their program advisor, if over 35 miles away.
- Students **will not** be placed in their home district, or districts where family work.
- Every attempt will be made to place students in a diversity of teaching experiences (suburban, rural, urban).
- Your application will be shopped around, as needed
- Deaf and Hard of Hearing and students interested in global student teaching, must complete two separate applications.

Once Placement is Obtained

It is the student's responsibility to:

- **Read your TCNJ emails.** Your placement email will explain which clearances your district requires you to send.
- **Post a copy of additional clearances to LiveText.** *I will check in LiveText when districts ask for documentation.*
- **Set up your voice mail.** Occasionally, districts will contact students to arrange interviews. Be prompt with responding.
- **Contact your teacher/principal** for questions regarding your start dates, participation in orientation or professional development workshops.

Other Placement FYI's

- Meet with your Mentor Placement to discuss ground rules and expectations. Sign the Clinical Intern/Mentor Teacher Agreement Form (will be sent to you prior to the start of the semester).
- Let us know if you want to car pool or share rides with peers.
- All Mentor Teacher assessment and stipend information and forms are online under **Forms for Cooperating Teachers**. DO NOT, for any reason, Take Your Teachers W-9 Form. They must complete their application online

Other Placement FYI's

- Some teachers will not meet or respond to your emails until the summer is over. BE PATIENT! Only principals are in the schools year round.
- Your Cooperating Teacher may change once you start. Let STEP and the field supervisor know ASAP so we can update our records and files. Send their contact information (name, email school, gen ed or sped), etc.
- Once you are placed, any question related to your grades and fulfilling requirements are to be directed to the program coordinator or your field supervisor. Our office only makes the placement.

Reasons Students Are Not Placed and Have a Delayed Start

- Districts were not able to find a mentor teacher interested, or they have too many student teachers from competing schools (i.e., Rider, Rutgers, Montclair).
 - *Art, Music, Special Education students can be difficult to place. Get your clearances completed as early as possible.*
- Some districts do not respond to follow up phone calls and emails in a timely manner and we have to shop your application around to districts.
- Students are placed, but do not have all their clearance documents and cannot start.
- Students not fingerprinted as a substitute teacher and are not able to archive/transfer their prints. Have to do the process over.
- Prints not received in time to be approved by Board of Educations.

Global Student Information

- Students interested in Global Student Teaching (GST) must complete a separate online application for the program. Applications due on or before January 29, 2020. Interviews begin January 20, 2020.
- GST Interest Meeting: November 6, 2019, SOE room 115.
- Global students will NOT be placed in the states until after their global placement is secured.
- **It is strongly recommended that global students have a substitute certificate before leaving the states.**
- Submit fingerprints using the Substitute Teacher option.

Application Packet

- **Submit to your Department and on LiveText:**
 - Printed and signed application*
 - Resume
 - Copy of your negative Mantoux Test (TB) Results
 - Copy Fingerprinting and Background Check Results
 - Copy of Substitute Certificate (if available)
 - Copy Unofficial Transcript
- *Global must complete 2 applications: Global: Ms. Eileen Heddy
DHH students must complete 2 applications
DHH: Dr. Barbara Straussman, Elementary: Dr. Anthony Conte

Sample Criminal History

Applicant Approval Employment History

Name: TCNJ M. Student
SSN: XXX-XX-1234
Date of Birth: January 25, 1997

Document Id: 757f4f6999bcc34b142f085d591debec
Number of Approvals: 1

List of all Approval(s) Issued by the NJ Dept. of Education Criminal History Review Unit, as of 04/22/2019

Approval Date	County Code	District Code	School Code	Contractor Code	Job Position	PCN	Transfer Date
03/01/2019	21	7305	001	0000	SUBSTITUTE TEACHER	495605076162	



New Jersey Department of Education
Criminal History Review Unit
100 Riverview Plaza, P.O. Box 500
Trenton, NJ 08625-0500

For more information: STEP@tcnj.edu



Sample Sub Cert

Affix
County
Seal
Here

SUBSTITUTE TEACHER'S CREDENTIAL STATE OF NEW JERSEY

THIS CERTIFIES THAT TCNJ G. Student
Name

XXX-XX-1323
SSN Last Four Digits

is entitled to act as a substitute teacher All Grades- All Subjects

in the public schools of New Jersey.

Issued this 19th day of September, 20 19, in the county of Mercer.

This certificate will expire in five years from the date of issuance.

THIS CERTIFICATE IS VALID UNTIL September 19, 2024
Executive County Superintendent of Schools

RESTRICTIONS: This credential will be issued for a five-year period, and the holder may serve for no more than 20 instructional days in the same position in one school district during the school year. The Executive County Superintendent of the employing district has the authority to approve one extension of twenty days, for a total of forty days. Such credentials, which are issued by the Executive County Superintendent, are designed only for emergency purposes when the supply of properly certificated substitutes is inadequate to staff the school. Such credentials are intended only for persons temporarily performing the duties of a fully certificated and regularly-employed teacher.

For more information: STEP@tcnj.edu



Copy of Request Letter & Dual Placement Letter



10/03/2019

School of Education
Office of Support for Teacher Education Programs (STEP)
P.O. Box 7718
Ewing, NJ 08628-0718
609-771-2408
EMAIL: step@tcnj.edu

Joyce Caine, Supervisor, Coaching and Development
Trenton Public Schools
108 N. Clinton Avenue
Trenton, NJ 08609

The School of Education at The College of New Jersey requests a fall or spring student teaching placement for the candidate identified below who will be engaged in her/his capstone clinical experience. S/he is either a student teacher in the undergraduate program or a graduate student in the Internship II (Master of Arts in Teaching) program. Both experiences are the same in terms of requirements and teaching responsibilities. After the candidate is notified of her/his placement, s/he will contact the principal of the school to schedule a FULL-day site visit. **The cooperating teacher MUST be certified in the area stated on this form.**

The New Jersey Department of Education requires teacher candidates to complete a performance assessment modeled after National Board Certification called the edTPA. Similarly, student teachers will need to submit videos of their teaching in order to receive their certification.

Our student teachers in the Elementary and Early Childhood Education programs also matriculate in a liberal arts major. All Elementary and Early Childhood majors as noted in the certification box MUST be placed in a self-contained Elementary or Early Childhood classroom in the grade level range in the box. Thank you.

Candidate	Cooperating Teacher(s)	Principal	School
Student, TCNJ G 400 South Bend Avenue Hightstown, NJ 08618			
Certification Area: Elementary Education- History Grade Level: 1-5			

Placement Requested For: January 27, 2020 - March 13, 2020

____ Approved

____ Not Approved

____ Signature of Superintendent or Designee

____ Date

College Copy: Please return one copy.
District Copy: Please keep one copy for your files.

The College of New Jersey
Master of Arts in Teaching
DUAL CERTIFICATION- STUDENT TEACHING

Office: 609-771-2408
Fax: 609-637-5196

Office of Support for Teacher Education Programs

Certification: Elementary Education (K-5) and Special Education

Name of Student: _____

Two options for student teaching placements for this program are provided below. Please check the applicable box and provide the requested information.

SPLIT PLACEMENT

OPTION A1:

☐ Student spends 7 weeks in an elementary (K-5) general education classroom and 8 weeks in a special education classroom (resource, self-contained);

OR

OPTION A2:

☐ Student spends AM (morning) in an elementary (K-5) general education classroom and PM (afternoon) in a special education classroom (resource, self-contained).

Please identify the teachers for either Option A1 or Option A2 –

Elementary Education Cooperating Teacher: _____
Grade Level: _____

Special Education Cooperating Teacher: _____
Type of Classroom: _____

OPTION B: INCLUSIVE CLASSROOM

☐ A full-time 15 week placement in a general education classroom that has at least 3-5 students with IEPs.

Please identify both teachers –

Cooperating Teacher: _____
Grade Level: _____

Consulting Special Education Teacher: _____

Email: step@tcnj.edu

For more information: STEP@tcnj.edu