**Spring 2022 CLINICAL II APPLICATION PROCESS**

This document includes hyperlinks that will bring you directly to the applications, platforms, and resources listed. Students in Clinical Practice I are encouraged to complete this process the semester prior to CPII.

|  |  |
| --- | --- |
| **SUBMIT THE FOLLOWING:** |  |
| 1. [**STEP Office Application**](https://eawebprod.tcnj.edu/step/login.php) Please note this link is for students applying for Clinical II for Spring 2022 only | **Priority Deadlines:**   1. **06/11/2021** 2. **08/30/2021** 3. **Ongoing, ASAP** |
| 1. [**Qualtrics Application-Spring 2022**](https://tcnj.co1.qualtrics.com/jfe/form/SV_5oFN2vgFcUWwuTb)   **Note: This application triggers STEP that you need a placement for the semester.** | **Priority Deadlines:**   1. **06/11/2021** 2. **08/30/2021** 3. **Ongoing, ASAP** |
| 1. **Post to** [**LiveText**](https://www.livetext.com/)  * Resume (sample [Student Teaching Resume](https://step.tcnj.edu/wp-content/uploads/sites/135/2014/05/Student-Teaching-Resume.docx) here) * [Unofficial Transcript](https://paws.tcnj.edu/) | **Due with Qualtrics Application** |
| * Mantoux Test (TB) Results **(aim for no older than 6mo before placement start date).** | **ASAP** |
| * [Fingerprinting and Background Check](https://certification.tcnj.edu/wp-content/uploads/sites/149/2018/09/fingerprint-tcnj-instructions-1.19.pdf) | **ASAP** |
| * [Substitute Certificate](https://certification.tcnj.edu/clearances-substitute-teacher-certificate/): apply for a sub cert if you do not have one   **LiveText Directions:** [Field Experience Documentation Submission](https://step.tcnj.edu/wp-content/uploads/sites/135/2019/03/LiveText-STEP-Documentation-Submission.pdf) | **ASAP** |

**REQUIREMENTS FOR ELIGIBILITY FOR CLINICAL II**

* Meet all program requirements: Take & Pass Praxis Core, GPA of 3.0\*
* Take Praxis II (**prior to the start of the clinical practice 2 semester**)

\*Students with GPA between 2.75 & 2.99 must complete a GPA Waiver and submit to their Program Coordinator for approval. Form on office website.

**HELPFUL REFERENCES**

[Student Teaching FAQs](https://step.tcnj.edu/student-teachinginternship-ii/faq/) (refer to this site for answers to CPII questions)

[TCNJ Student Teaching Orientation Video](https://drive.google.com/file/d/1Q42EOHbraZ0NtxTwujQNGr47-Qb6LkrX/view?usp=sharing) (PowerPoint, LiveText, STEP Database)

[TCNJ STEP Orientation PowerPoint](https://step.tcnj.edu/wp-content/uploads/sites/135/2018/11/TCNJ-STEP-Info-session.pptx) (Clicking here will download the PowerPoint)