Fall Clinical Practice II (CPII) Application Process

This document includes hyperlinks that will bring you directly to the applications, platforms, and resources listed. For a written overview of the Student Teaching Application Process, click here.

SUBMIT THE FOLLOWING:	
➢ **STEP Office Application:** Refer to FAQ #7 for links & #8 to troubleshoot application submission issues. ➢ **Qualtrics Application:** Add notes, special circumstances, other information placement officer should consider in making your placement.	**DUE: Preferred deadline, end of drop add period for Spring semester.**
➢ Post to LiveText as soon as you can as pdf only: ➢ Student Teaching Resume: **Use TCNJ email address, no pictures, no graphics, no personal mailing address.** ➢ Unofficial transcript: Retrieve through PAWS ➢ Vaccination Card: Includes booster shot ➢ Mantoux TB: Post the most current one. ➢ Criminal History: FAQ #5, from NJDOE ➢ Substitute Certificate: Certification Office website ➢ GPA or Distant Waivers: Under Forms on website ➢ PA Clearances if a PA placement is desired.	**DUE: Preferred deadline, end of drop add period for Spring semester.**
➢ After a placement is found, post additional documents to Livetext when requested by the STEP Office. ➢ TB Results: **dated 6mo prior to start of placement.** ➢ Criminal History: **showing district codes on top line** ➢ Any required internship or other district forms shared	**Due: Once placement is found or instructed to do so in advance.**
➢ **Once Placement is found:** ➢ Students can reach out to their mentor teachers (and Principal) to introduce themselves, after Board approved. Reach out to Program Coordinator or read FAQ#22 for next steps.	

Notes:
1. In the cases where the district requires students to complete the application using the district process, the request letter will be provided to students to submit with their documentation (i.e. South Hunterdon, Edison, Holmdel, Pennsbury, Bristol).
2. **CPI Students are <u>required</u> to read the Student Teaching Handbook, Policies, Student Teaching Overview, Forms and FAQ's on the STEP website to familiarize themselves with the process.**
3. Where possible, students are encouraged to complete their applications with their peers to make the process easier.

Information that can be found on the STEP website:

- Updates on edTPA legislation
- **Answers to 26 Frequently Asked Questions for CPII**
- STEP Application for student teaching: **Bottom of homepage**
- Overview of how the student teaching application works.
- Instructions on how to transfer your prints.
- Instructions on how to troubleshoot view issues with Livetext, and submission issues with STEP application.
- Links to the Certification Office for information pertaining to: Substitute Certification Credentialing, Fingerprinting/Criminal History instructions, HIB training, PRAXIS, Teaching Certification questions
- Distance Hardship Waiver
- Placement Dates for Domestic and Global Student Teaching
- Teaching Performance Rubrics
- EdTPA Information (also on Certification Office website), or email edTPA@tcnj.edu for all questions on reserving equipment).
- GPA waivers must be requested from the STEP office email. (GPA between 2.75-2.99)
- How to get a Livetext Account (particularly for transfer students)