



STUDENT TEACHING SPRING 25

APPLICATION /CLEARANCES

DUE NOVEMBER 5, 2024

Spring 2025 Student Teaching Timeline

The Spring 2025 student teaching timeline is as follows: Student Teaching Application, Contract, Clearances Packet, and Mandated Reporter Certificate will be due no later than Noon on Tuesday November 5, 2024.



REQUIREMENTS FOR STUDENT TEACHING

The following documents are required for **all King's College student teacher candidates**.

1. To student teach, during the **Spring 2025 Semester** the following requirements must be met and submitted to Mr. Killino, Coordinator of Education Field experiences, Room 118 O'Hara Hall **on or before Noon Tuesday November 5, 2024**.
 - A. **GPA:** You need to have a 3.0 GPA at the end of the Semester immediately prior to your student teaching.
 - B. **Education Courses:** You need to have completed and have a grade of C or better in all education courses in-order to student teach.
 - C. **Registered:** You need to have registered for either **EDUC 437, 438, 440 (Reg. Ed. PK – 4 placements only), EDUC 437, 438, 440, and 457, (Reg. Ed. PK – 4 and Special Ed. PK – 12 placement), EDUC 440, 467, and 468 (7 – 12 placement) or EDUC 417, 418, 440 (4-8 Middle School placement) (See your advisor to ensure your registration is complete)**
 - D. **Formal Acceptance:** You need to have been formally accepted into the King's College Department of Education.
 - E. **Student Teaching Clearances Packet:** This packet must contain the following **items** which are to be **paper clipped** in the below sequence.
2. To student teach, the following documents must be submitted to Mr. Killino, Coordinator of Education Field Experiences Room 118 O'Hara Hall **on or before Noon Tuesday November 5, 2024**.

Your submission must include the following:

- **Application for Student Teaching:**
Please note: If you are planning to be certified in both PK – 4 Reg. Education and PK - 12 Special Education, you need to indicate both on your application.
- **Student Teaching Contract / Sign Off Sheet**
Please note: You will need to meet with Mr. Killino to review, initial, and sign the contract. **Please make an appointment to meet with me on or before Noon Tuesday November 5, 2024, Via E-mail.**
 1. **Student Information Release Form**
 2. **Act 34, the Pennsylvania State Police Clearance (Reason for clearance is Employment)**
The clearance, which can be done online at <https://epatch.pa.gov> requires the completion of an online application and a credit card of **\$22.00**.
Please note: This clearance must be valid Thru the Semester you are student teaching.
 3. **Act 151, the Pennsylvania Child Abuse Clearance (Reason for clearance is Employment)**
This clearance, which is valid for only one year requires that you **must complete it online, which will require a credit card payment of \$13.00** at <https://www.compass.state.pa.us/cwis> . (Pick option school employee governed by public school)
Please note: This clearance must be valid Thru the Semester you are student teaching.
 4. **Act 114, Rap Sheet, Fingerprints Clearance (FBI Federal Criminal History Record at PA Dep. Of Education) (Reason for clearance is Colleges/Universities Teacher Education Program)**
This clearance, the electronic scanning of your fingerprints, requires online pre-registration at <https://uenroll.identogo.com>. Once the site opens enter code **1KG6RT** and choose the heading Schedule or Manage an Appointment. Have a credit card on hand to which the fee for this clearance can be charged (**\$23.85**) and be sure to choose the site where you want to be fingerprinted. At this time, print a copy of your service details to bring with you to the fingerprint site.
Once the online application is complete, the applicant must go to the fingerprint site chosen during the application process to have his/her fingerprints scanned. **Once fingerprinted you will receive an**

unofficial copy of your fingerprint results. You will need to find your UE ID # on your copy of your Service Details (found on the left side under your name) and submit it to Mr. Killino so he can obtain the official copy.

THIS CLEARANCE MUST BE RENEWED FOR YOUR STUDENT TEACHING SEMESTER

5. Act 24 of 2011, Arrest/Conviction Report and Certification Form

This Pennsylvania law mandates that all student teacher candidates complete this form. **Please read the directions carefully.**

6. King' College FBI Clearance Document (Student Attest Form)

This document, which must be completed by you, which will have you attest that

- you have been continually enrolled at King's College since you received your FBI Clearance,
- you have **not** transferred from another college or university since you received your FBI Clearance, or
- you have not used your Rap Sheet for employment.

7. Education Department's Formal Acceptance Letter (Copy)

A copy of the Education Department's letter of your formal acceptance into the Department.

8. Pennsylvania Department of Education HEALTH CERTIFICATE (Can use Student Health center)

- You and your physician must complete this form. **You will print your name on the line adjacent to "Applicant Name:"** Do not write anything on the line adjacent to "Application ID:" or on the line adjacent to "Credential Type:" **The rest of the form must be completed, as stated on the form, by a United States licensed physician, physician's assistant, or nurse practitioner.**
- **You are to keep the original PDE HEALTH CERTIFICATE and submit a copy to Mr. Killino.**

9. King's College TB Test Results Form

- To student teach, this form must indicate that your TB test result is negative.
- A physician, a physician assistant, a certified registered nurse practitioner, a registered nurse, or a practical nurse must complete the form
- TB Tests may also be obtained at King's College Student Health Center. Testing is only available on Mondays, Tuesdays, and Wednesdays.

10. National Sex Offender Public Registry Check (valid one semester)

- In order to obtain this information, use the following web site:
- <https://www.nsopw.gov/> Click Advanced Search, Click Continue at the bottom of the page, Complete left side of the screen & click red bar at the bottom.

11. Verification of Child Protection Trainings (3 certificates)

- Follow the instructions for protecting children, training, found in the Education Departments Clearances Requirements Booklet (e-mailed to all education students) to fulfill your training.

12. Signature of reading and acknowledging King's College "Guidelines for Appropriate Interactions with Children"

- Submit a signed copy of the Kings College "Guidelines for Appropriate Interactions with children.

13. Signature of reading and acknowledging King's College Education Department "Social Media Policy."

- Submit a signed copy of the Kings College Education Department "Social Media Policy".

14. Mandated reporter certificate

- **Online training completed in the last 6 months.**

15. Self-Service Progress Printout

- Submit the most recent copy of your Progress from Self-Serve.

16. Letter of Acceptance to the Education Department

- Copy of your acceptance letter



Student Teaching Required Documents Check List

*Student Name: _____

*Semester: _____

*Education Courses for which documents are being submitted:

Checklist

- _____ Application for student teaching. (Signed by Associate vice president of Student Affairs)
- _____ Student Teaching Contract / Sign Off Sheet (Completed in the presence of Mr. Killino)
- _____ Student Information Release Form (Valid for Semester)
- _____ FBI Fingerprint Clearance (Rap Sheet) (Valid until Student Teaching or certain requested Districts)
- _____ Sign-off that student has been continuously enrolled (FBI Student Attest Form) (Valid for Semester)
- _____ PA Criminal Record Check (valid one year from issuance date)
- _____ PA Child Abuse Clearance (valid one year from issuance date)
- _____ Kings College TB test form. TB test must be negative. (Valid one Year from test result date)
- _____ Signed ACT 24 form (indicating arrests since issuance of any of these clearances) (valid for Semester)
- _____ National Sex Offender Public Registry Check <https://www.nsopw.gov/> (valid for Semester)
- _____ Verification of Child Protection Training certificate. (3 Certificates) (Valid for Semester)
- _____ Signature of reading and acknowledging King's College's "Guidelines for Appropriate interaction With Children. (Valid for Semester)
- _____ Signature of reading and acknowledging King's College Education Department's "Social Media Policy." (Valid for Semester)
- _____ PA Dep. Of Ed. Health Certificate
- _____ Education Department Formal Letter of Acceptance. (Copy)
- _____ Mandated Reporter training certificate (completed in the last 6 months)
- _____ Self-Service Progress print out. (Current)

All information must be addressed completely.



Application for Student Teaching Spring 2025 Semester
King's College
Education Department

NAME: _____ DATE: _____

HOME ADDRESS: _____ CAMPUS ADDRESS: _____

HOME PHONE: _____ STUDENT ID NUMBER: _____

CELL NUMBER: _____ KING'S COLLEGE E-MAIL ADDRESS: _____

STUDENT TEACHING REQUEST:

XXXXXX Spring Semester of 2025 Traditional Student Post Baccalaureate Post Graduate Student (King's Graduate)

Returning Kings Graduate, year & last semester attended _____

Reg. Ed. PK - 4 Sp. Ed. PK - 12 7 -12 Secondary (Note area of Certification)

7-12 Secondary Sp. Ed. Middle School 4-8 (Note area of Certification)

PREVIOUS PLACEMENT INFORMATION:

Last three schools visited School District School Grade

For a Field Experience School District School Grade

School District School Grade

ACADEMIC INFORMATION:

Current overall Grade Point Average (GPA) _____

Were you formally accepted into the Department of Education? Yes No Date of Acceptance _____

STUDENT TEACHERS FOR FRENCH OR SPANISH ONLY

OPI SCORE Passed Yes No Rating Scheduled Exam Date

IMPORTANT INFORMATION:

- Elementary and Secondary Education If you attended a school in Luzerne or Lackawanna County, please complete the following.
Elementary School Secondary School
Name of family Member if employed in a local School District: Name
Elementary School Secondary School Other
Work Information If you worked or work in a school / school district, please complete the following.
Name of the school / school district Position

Required: SIGNATURE OF the ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS OBTAINED IN THE STUDENT AFFAIRS OFFICE

The below signature of the Associate Vice President verifies that the above-named student teacher candidate has not engaged in continuous activities that may hinder the successful completion of his/her student teaching experience.

Signature _____

Date _____



**Spring 2025
CONTRACT / SIGN OFF SHEET
FOR
STUDENT TEACHER CANDIDATES**

The following are requirements for all King's College student teacher candidates and must be Initialed & Signed in the presence of Mr. Killino at your final submission meeting.

A Application: In order to student teach during the *2025 Spring Semester*, your **student teaching application, contract, & clearances packet** must be submitted to Mr. Killino, Education Field Experience Coordinator, Room 118 O'Hara Hall **on or before Noon of Tuesday November 5, 2024**_____

B. Additional Requirements: To student teach during the *2025 Spring Semester*, the following requirements must be met & submitted to Mr. Killino, Education Field Experience Coordinator, **on or before Noon of Tues. November 5, 2024**

1. **GPA** I have a 2.8-3.0 GPA **at the end of the semester immediately prior to my student teaching.**
(Check with your advisor for certification) _____
2. **Education Courses:** I have a grade **no lower than a C** in my education courses taken _____
3. **Course Registration: (Initial the one that best describes your area of certification)**
 - 3.1 Since I am requesting **only** a Reg. Ed. PK – 4 student teaching placement, I am registered for **EDUC 437, 438 and 440.** _____
 - 3.2 Since I am requesting **only** a Special Ed. PK-12 student teaching placement, I am registered for **EDUC 457 438 and 440** _____
 - 3.3 Since I am requesting **both** a Reg. Ed. PK – 4 and PK - 12 Special Education student teaching placements, I am registered for **EDUC 437, 438, 440, and 457.** _____
 - 3.4 Since I am requesting a 7 – 12 student teaching placement, I am registered for **EDUC 440, 467 and 468.** _____
 - 3.5 Since I am requesting a 7-12 Secondary and 7-12 Secondary Sp. Ed. placement I am registered for **EDUC 440,467,468 and 457.** _____
 - 3.5 Since I am requesting a 4-8 Middle School student teaching placement, I am registered for **EDUC 467,468,440.** _____
4. **Formal Acceptance:** I am formally accepted into the King's College Education Department. _____
5. **If I have not attended King's College this past semester, I have made an appointment with the Director of Student teaching** _____
6. **Student Teaching Packet:** I am submitting this Student Teaching Packet with all clearances in the below **Sequence** _____

All clearances must remain valid through May 31, 2025.

1. Student Information Release Form _____(Valid for semester)
2. A valid Pennsylvania State Police Clearance (Act 34) _____(Valid one year from issuance))
3. A valid Pennsylvania Child Abuse Clearance (Act 151) _____(Valid one year from issuance)
4. Rap Sheet (FBI Fingerprint Clearance) _____(Valid until student teaching semester)
5. Act 24 of 2011 (Arrest/Conviction Report and Certification Form) _____(Valid for semester)
6. King's College Student Attest Form _____(Valid for semester)
7. A **copy** of your "Formal Acceptance Letter to the Education Department" _____
8. A **copy** of the PDE's HEALTH CERTIFICATE _____
9. TB Test Result Form _____
10. National Sex Offender Public Registry Check _____ <https://www.nsopw.gov/> (valid for Semester)
11. Verification of Child Protection Trainings (**3 certificates**) _____(Valid for semester)
12. Signature of reading and acknowledging King's College "Guidelines for Appropriate Interactions with Children" _____
13. Signature of reading and acknowledging King's College Education Department "Social Media Policy" _____
14. Mandated reporter training certificate _____
15. Most recent **copy** of your progress from Self-Serve _____

NAME: (Please Print)_____

SIGNATURE _____ DATE _____

<https://www.reportabusepa.pitt.edu/>

Login Here

Login

Password

Login

[Forgot your Login and/or Password?](#)

[Don't have an account? Click here](#)

Use Don't have an account button

Use personal info to create and account

Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania. New User Registration

Title (Mr, Mrs, Dr, Prof, etc.):

First Name:

Middle Name:

Last Name:

Suffix (MD, DDS, PHD, MSW, etc.):

Primary Email Address (you must be able to access this email account to reset your password):

Confirm Primary Email Address:

Secondary Email Address:

Confirm Secondary Email Address:

County of Residence:

County of Employment:

Gender:

Race:

Ethnicity:

How did you hear about this course?:

Are you currently licensed or will you be applying for a license within the next 6 months through one of the following **Pennsylvania** boards?

By selecting "No", I acknowledge my information will NOT be sent to the Department of State for initial licensure, license renewal, or license re

Are you an Educator seeking Act 126 and/or Act 48 credit?

The following questions are included to help us better understand what currently motivates individuals to file reports with Childline. This info statewide data gathering purposes only and your answers will not be directly connected to your registration or lead to follow

Have you ever made a report of child abuse or neglect before?

→ Reply No Here

→ Reply No Here unless you have a PPID (PA state Certification)

Will be given a username and password for the site – must keep track of your own username and password.

Use Click here to log in.

Use newly assigned or already established username and password to Log In

Use Access your Course Button

Click on Launch your course **You may save at any point and leave. The program will take you to the point where you left off when you log back in.**



Applicant Name:

Application ID:

Credential Type:

HEALTH CERTIFICATE FOR PRIVATE ACADEMIC CREDENTIALS*

The Health Certificate section must be completed by a United States licensed physician, physician's assistant or nurse practitioner.

I certify that I am a: (circle one)

- Physician (DO, DR, MD or OS);
- Osteopathic or Medical Training Resident (OT or MT);
- Physician's Assistant (PA or PAC); or
- Certified Registered Nurse Practitioner (CRNP or SP)

licensed/certified as such in a state of the United States or its capital; that I have examined the applicant and find that the applicant is not disqualified by reason of a mental or physical disability or a communicable disease from the successful performance of the essential functions of a teacher with or without a reasonable accommodation.

Signature of Examining Physician

Date

State in which licensed

State License No.

Daytime Phone Number
