

Checklist for Undergraduate Program

Keep your checklist in your notebook or appointment calendar. **As you complete each item, write the date to the left of that item.** Items are roughly in the order in which they usually occur. Some items do not apply to everyone. **Mark items that do not apply to you "N/A."** Review your checklist with your Advisor each semester at pre-registration advisement. For more information consult your catalog and go to www.neffcenter.ehc.edu. The E&H Catalog is the Official Program requirement statement. This is only intended to be a guide for the student.

Cautions:

- _____ 1. Persons convicted of a felony or a misdemeanor involving moral turpitude cannot student teach or be certified to teach in Virginia.
- _____ 2. You must achieve and maintain a minimum GPA of 2.5 cumulative, in your major, and in EDUC courses.
- _____ 3. Stay in touch with the Neff Education Center until you receive your Virginia teaching license. If you complete all other requirements and have not passed Praxis II at the time of your graduation, you must let us know when you pass Praxis II so that we can send your recommendation to VDOE.

Completion items:

- _____ 1. Declare your major and intent to enter teacher education and get a Neff Education Center advisor.
- _____ 2. Initiate use of this checklist and be sure that you maintain it.
- _____ 3. Register for and pass Praxis I **OR** register for and pass Praxis I Math and the Virginia Communications and Literacy Assessment (VCLA) **OR** submit ACT/SAT scores showing that you are exempt.
- _____ 4. Sign and date Technical Standard notice in EDUC 114
- _____ 5. Complete EDUC 114.
- _____ 6. Apply for Five Year program after completing 27 semester hours and before completing 57. Complete and return Five Year program application to the Admissions Office.
- _____ 7. Register for and pass the Virginia Communications and Literacy Assessment (VCLA)while you are in EDUC 305.
- _____ 8. Turn in a copy of your VCLA score report to the Neff Education Center office.
- _____ 9. **File a Practicum Application for EDUC 401 Practicum when you pre-register for 401 (elementary only).**
- _____ 10. Make sure that your 401 teaching/observation hours are signed by your mentor and turned in to the Neff Center office (MS 323).
- _____ 11. Pass the Writing Proficiency Test administered by the English Department or pass ENGL 199. (Interdisciplinary English and English majors only)
- _____ 12. Register for your Program Interview **and** complete and turn in your interview packet for your Program Interview in the Neff Education Center office (usually done 1st semester of Junior year).
- _____ 13. Come 15 mins. prior to and complete your Program Interview.
- _____ 14. Register for and pass the Reading for Virginia Educators Assessment (RVE) during EDUC 410. (elementary and special education only)
- _____ 15. Complete a graduation audit one year prior to graduation. **(2 semesters before your graduation date)**
- _____ 16. Register for and pass the Praxis II either during student teaching or your last semester before student teaching.
- _____ 17. **File an Application for Student Teaching when you pre-register for the Professional Semester.**
- _____ 18. Check TB test or take new TB test prior to student teaching. Must have a TB test **within twelve months** of beginning your student teaching experience.
- _____ 19. Complete the Child Abuse Survey Certificate documentation during EDUC 420/440/520/540/560 and turn in to the Neff Center Office.
- _____ 20. Make sure that your student teaching/observation hours are signed by your mentor and turned in.
- _____ 21. Complete an exit interview following student teaching.