



# Checklist for Teacher Candidates

## Semester I (Fall 2015)

- ❑ **ITE New Student Orientation**—Attend New Student Orientation as shown in your acceptance letter.
- ❑ **OSAS Advising**—Set up an advising appointment with the Office of Student Academic Services (OSAS) in Everly Hall 126, if you have not already done so. In addition to your cohort courses, there are other COE course requirements that you must meet in order to graduate in a timely manner.
- ❑ **Registration for Semester I**—Register for all required semester I courses as shown in your ITE acceptance letter. Refer to the Registration Timetable on the UH Mānoa Registration Homepage to find your assigned dates for registering:  
<http://www.hawaii.edu/myuh/manoa>
- ❑ **Laptop Computer**—Acquire a laptop computer. Laptops are *required* in Elementary Education program courses. Students can request that the Financial Aid (FA) office add the cost of the laptop to their FA package. Refer to the following link:  
<https://coe.hawaii.edu/node/479>
- ❑ Acquire **Microsoft Office** (version 2010 or later)
- ❑ **Name Badge**— Acquire an ITE name badge through the UHM Campus Center Ticket, Information & ID Office (CC 212). Name badges identify students as ITE teacher candidates in partner schools during field experiences. The cost of \$5 is due at the time of order.
- ❑ **Liability Insurance**—Acquire and maintain **annual** liability insurance through the COE Student Association (CESA) and National Education Association (NEA). Purchase an annual Student Membership online at: <https://sites.nea.org/JoinNea/>. For more information, see Liability Insurance Requirement at:  
[http://students.coe.hawaii.edu/Departments/Elementary\\_Education](http://students.coe.hawaii.edu/Departments/Elementary_Education)
- ❑ **Background Check and Fingerprinting Requirement** —All students must complete a DOE background check and fingerprinting (Personnel Form 90) before beginning the program. For more information, see Background Check & Fingerprinting Requirement at: <https://coe.hawaii.edu/documents/1113>
- ❑ **Medical Insurance**—Acquire medical insurance during the Elementary Education program. Medical insurance is available from the University Student Health Services at reasonable rates.

- ❑ **Prepare to travel**—Make arrangements for travel to field experience in partner schools selected by the cohort program. Teacher candidates must be prepared to travel to *any* school on their island. *Transportation arrangements are a teacher candidate's responsibility.*
- ❑ **Teacher candidates are required to check hawaii.edu email regularly.** This is how faculty and staff often communicate important information. Note that SPAM filters may not always allow Hawaii.edu email to be forwarded to an external account (i.e., a gmail account). If you are forwarding your hawaii.edu email to an external account, be sure to check your hawaii.edu account periodically to verify that all your hawaii.edu email is being properly forwarded, and to also make sure that it is not “over quota.”
- ❑ **Google Calendar-** make sure you have access to view the Teacher Candidates Assignment calendar, your invite will be sent to your Hawaii.edu account.
- ❑ **Registration for Semester II**—Register for all required semester II courses with the codes provided by your cohort coordinator.
- ❑ **Praxis II Content Knowledge Exams**—Candidates must pass the required Praxis II content knowledge exam(s) in order to advance to student teaching in Semester 4. ESEE candidates must pass both content areas K-6 Elementary and SPED. Content for K-6 Elementary Praxis exam is not covered in your methods courses. You must study and prepare for taking the exam. You can find preparation materials in the Wist Hall College Collaboration Center and the Educational Testing Service website ([www.ets.org/](http://www.ets.org/)). Content for the SPED Praxis is covered in SPED 304 and in the your courses the first two semesters. **Candidates should attempt to pass the Elementary exam before the end of their second semester in the program and their SPED exam immediately after their second semester in order to submit a complete Student Teaching Application to OSAS. The deadline for submitting the Student Teaching Application is September 15.**

## Semester II (Spring 2016)

- ❑ **Graduation Check**—After grades are posted at the end of semester II, and you have completed your semester III registration, make an appointment with your OSAS advisor for a graduation check, to apply for graduation, and to open your OSAS Placement File.
- ❑ **Student Teaching Application**—Submit a formal application for student teaching during graduation check. Get the forms from OSAS. The deadline to submit applications to OSAS is September 15. Official passing scores on the Praxis II exam(s) are required to submit a complete Student Teaching Application.
- ❑ **Registration for Semester III**—Register for all required semester III courses with the codes provided by your cohort coordinator.
- ❑ **Liability Insurance**—After June 1, renew liability insurance through the COE Student Association (CESA) and National Education Association (NEA). Purchase online at <https://sites.nea.org/JoinNea/>.

- ❑ **Praxis II Exams—Praxis II Content Knowledge Exams— Attempt to pass the exam(s) before the end of the second semester in the program in order to submit a complete Student Teaching Application to OSAS. The deadline for submitting the Student Teaching Application is September 15.** Study and prepare for taking the exam(s). You can find preparation materials in the Wist Hall College Collaboration Center and the Educational Testing Service website ([www.ets.org/](http://www.ets.org/)). For more information, speak with an OSAS advisor or visit the Hawai'i Teacher Standard Board website ([www.htsb.org](http://www.htsb.org)).
- ❑ **Check hawaii.edu email regularly**

### Semester III (Fall 2016)

- ❑ **Beginning of School**—Make arrangements with your cohort coordinator and mentor teacher to be present in your K-6 classroom to help set up and attend the first day of school (prior to the official start of the UH semester). You will benefit from serving as often as you can as a volunteer in your field placement before the UH semester begins. Volunteers must get the principal's clearance.
- ❑ **Registration for Semester IV**—Register for all required semester IV courses with the codes provided by your cohort coordinator.
- ❑ **Praxis II Exams— Candidates who do not submit passing scores for the Praxis II exam to OSAS before the final deadline of December 1 will not advance to student teaching.** They have the following options:
  - ❑ Take a semester leave of absence; see an OSAS advisor to finalize
  - ❑ Use the semester to complete outstanding coursework, or take courses just to remain enrolled full time (financial aid, scholarships, etc.).
  - ❑ Register for 1 credit of ITE 399 just to stay enrolled
  - ❑ Graduate without recommendation for licensure. Baccalaureate candidates would still need to complete a 4<sup>th</sup> semester of education-related course work. If earning a second baccalaureate, the candidate would need to complete 60 credits of course work. *Candidates graduating from the program without recommendation for licensure are **not** eligible to reapply to the Elementary Education program to student teach. Receiving the Bachelor of Education degree signifies completion of the Elementary Education program.*
- ❑ **Check hawaii.edu email regularly**

### Semester IV (Spring—Student Teaching)

- ❑ **Seminars**—Attend the required student teaching seminars. Some seminars will include guest speakers from the Department of Education, Hawai'i Teacher Standards Board, and Hawai'i State Teachers' Association seminars to help you

apply for employment and your initial teaching license, and to learn about union representation.

- ❑ ***File for Graduation***—Applications must be submitted with the required fee to the UHM Cashier's Office, or pay on-line, by deadline in the UHM Calendar. Contact your OSAS advisor for more information.
- ❑ ***Apply for your Teaching License***—Visit HTSB at [www.htsb.org](http://www.htsb.org).
- ❑ ***OSAS Placement File*** – After graduation, have your placement file sent to your future employers (i.e., DOE).
- ❑ ***OFFICIAL UHM Transcripts w/Degree Notation*** – Go to Admissions and Records to have your transcripts with degree notation sent to prospective employers (i.e., DOE).
- ❑ ***Check hawaii.edu email regularly***