

# Teacher Education Progress Process (TEPP)

## Undergraduate

August 2017

### Level One

#### Undergraduate Application for Candidacy in Teacher Education

*To apply successfully you must have the following:*

- A minimum of 48 earned credits towards your Teacher Education Program (You should apply before you earn 60 credits.)
- A 3.0 cumulative GPA
- Six credits of college level mathematics
- Three credits of coursework in English Composition
- Three credits of coursework in English or American Literature (Secondary) or Children's Literature (ECED, ECED with Special Education and MLED)
- Successful completion of Basic Skills Requirements with the minimum scores established by the Pennsylvania Department of Education
- Act 34/Act 151 Clearances (must be renewed annually)
- Act 114 FBI Fingerprinting (must be continuously enrolled at RMU to remain valid)
- Two faculty recommendations (RMU Faculty Recommendation for Candidacy Status. Forms are available in the Teacher Education Office and on the SESS website)
- Completion of Application for Admission to Candidacy Form and submission to your Program Coordinator:
  - ✓ Dr. Susan Parker-- ECE, ECEw/SPED
  - ✓ Dr. Richard Fuller – BCIT K-12 and Mid Level (English/Language Arts, Science, Mathematics, Social Studies)
  - ✓ Dr. Soren Fanning – Social Studies 7-12
  - ✓ Dr. Matt Maurer – Biology 7-12
  - ✓ Dr. Carianne Bernadowski – English and English/Communications 7-12
  - ✓ Dr. Greg Holdan – Mathematics 7-12

**You may proceed into teacher certification coursework and your pre-student teaching professional experience with Level One candidacy.**

**Level Two**  
**Application for Student Teaching**

*You must have:*

- Attained candidacy
- A 3.0 cumulative GPA
- Taken the PRAXIS II or PECT Exam(s) prior to the start of student teaching
- Renewed Act 34/Act 151/Act 114 Clearances
- Taken a TB Test
- Acknowledgement that Proof of Liability Insurance must be presented to the Teacher Education Office two weeks before student teaching orientation. PSEA membership, membership in the student chapter of the Council for Exceptional Children, or Private Insurance (must have a minimum of \$1,000,000 per claim and an aggregate of \$3,000,000 per occurrence if obtained via private insurance)
- Completed or currently registered for all methods courses, pre-student teaching, and major courses
- Completed the Student Teaching Application with Program Coordinator Signature

**You will be placed at a site for Student Teaching  
and will be permitted to register for Student Teaching with Level Two completion.**

**Level 3**  
**Application for Certification**

- Successful completion of Level 2
- Successful completion of PRAXIS II or PECT Exams
- Successful completion of student teaching with a “pass” grade
- Successful completion of the student teaching seminar course
- 3.0 cumulative GPA
- Successful completion of the Teacher Work Sample with a “pass” grade
- Successful completion of an e-portfolio with a “pass” grade
- Completed application for RMU graduation
- Completed electronic TIMS application for teacher certification through PDE
- Sign-off and recommendation of the RMU Teacher Certification Officer

**University recommendation to the Pennsylvania Department of Education for teacher certification  
will be made with Level Three completion.**