

Process for Applying to the Secondary Teacher Education Program (Levels)

Here are the instructions for getting into the secondary teacher education program (levels). You must be admitted to this program prior to October 1 during the fall semester one year prior to student teaching. For instance, if you are planning to student teach during spring semester 2010, you must be admitted this semester so you can take Level 1 coursework during spring 2009, Level 2 during fall 2009, and student teach (Level 3) during spring 2010.

Please follow these directions carefully to apply for admissions to the Secondary Teacher Education Program (STEP):

1. Successfully complete all six Computer and Information Literacy exams. Go to <http://cil.usu.edu> for information on the exam and for exam tutorials.
2. Prepare for, take, and pass the writing exam (Watch the video clips at http://secondaryeducation.usu.edu/iv_home.php)
 - a. *College of Education Writing Exam results - Do this as soon as possible.* Take the Teacher Education Writing Exam in the Education Resource Technology Center (ERTC) during weeks 1-5 of each semester. All questions regarding the exam should be directed to the Office of the Associate Dean for Education, Room 130 Jones Education Building, phone (435) 797-1443. Go to <http://writingcenter.usu.edu/education.aspx> for help with the writing exam.
3. Take the hearing and speech exam
 - a. *Speech and Hearing Test results - Take this test immediately and keep the sheet with the results until you submit your application for admission to Teacher Education. The sheet is your only record of completing the screening.* Speech-Language-Hearing screenings will be offered 4-6 hours per week during weeks 3-15 each fall and spring semester. Sign-up sheets with the designated days and times available for screenings are located outside the office of the Department of Communicative Disorders & Deaf Education in the Lillywhite Building. The cost of the screening is \$10.00. Passing this test is not a requirement for admission; however, students with identified problems in speech and/or hearing are referred to the Disability Resource Center for services. The test results should be attached to the Application Form.
4. Complete the background check paperwork
 - a. *Criminal Background Check - You will do this just before you submit your application to Teacher Education.* Carefully follow all instructions found at <http://www.cehs.usu.edu/deansoffice/tel/instructions.pdf>. The cost is \$69 for the background check application. **You must pay this fee online. Print out the receipt of the fee (step 10) and attach to your S.T.E.P. Admission application.** Also, print out the forms that allow you to complete the LiveScan fingerprint process at the USU police department. The charge for this is \$10.00. You will pay this directly to the USU Police Dept. Results will be received during Level 1 course work. All students must receive clearance in order to student teach.
5. Complete and submit the completed application for admission into the Secondary Teacher Education Program.