

UTeach Columbus Student Checklist

Task	Due date	Cost
<p>Take GACE* Program Admission Test (3 tests including reading, writing, and math), if not exempt</p> <p><u>GACE Program Admission Test Exemption Scores</u></p> <ul style="list-style-type: none"> • SAT – 1000 (combination of Verbal and Math scores) • ACT – 43 (combination of English and Math scores) • GRE (1030 Verbal and Quantitative; after 8-1-11, 297 Verbal and Quantitative) 	<p>Take GACE Program Admission Test (reading, writing, and math) at beginning of semester in which you are enrolled in Step 2.</p> <p>See GACE web site for test dates and sites, registration, and other information: http://gace.ets.org/</p> <p>Georgia Professional Standards Commission web site: http://www.gapsc.com/EducatorPreparation/Assessment/Testing.aspx</p>	<p>GACE Program Admission Tests: \$128 for combined test \$103 for any two tests \$78 for a single test</p> <p>Note: Fees are subject to change. Go to http://gace.ets.org/about/fees for current fees.</p>
<p>Take Georgia Educator Ethics – Program Entry Assessment</p>	<p>Take Georgia Educator Ethics – Program Entry at beginning of semester in which you are enrolled in Step 2.</p> <p>See GACE web site for test dates and sites, registration, and other information: http://gace.ets.org/</p>	<p>Georgia Educator Ethics – Program Entry: \$30</p>
<p>Complete FBI background check with fingerprints http://safe.columbusstate.edu/background_checks.php</p>	<p>Students entering UTeach program in freshman or sophomore years will typically submit the FBI background check application during the semester in which they are enrolled in Knowing and Learning, if they will have completed 45 earned semester hours in the core by the end of that semester.</p> <p>Students entering UTeach program in junior year should submit the FBI background check application during the semester in which they enroll in Step 2, and then apply for admission to Teacher Education at the end of that semester.</p> <p>Apply for FBI background check no longer than 6 months prior to admittance to the Teacher Education Program. Students should apply for admission to Teacher Education after completion of UTCH 1202 Step 2 <u>and</u> 45 earned semester hours in the core.</p>	<p>FBI background check: \$55</p> <p>Background checks through University Police are required for enrollment in UTCH 1201 Step 1 (\$5) and for admission to Student Teaching (\$5).</p> <p>Note: Fees are subject to change. Check with your UTeach advisor for most current information.</p>

Task	Due date	Cost
<p>Apply for admission to Teacher Education Admission requirements:</p> <ul style="list-style-type: none"> • Passing scores on GACE Program Admission Tests (or exemption based on SAT, ACT, or GRE scores) • Completion of 45 earned semester hours in the core with an overall GPA of 2.50 or better on all transcripts and a CSU GPA of 2.50 or better • Completion of UTCH 1202 Step 2 with a C or better • Completion of a satisfactory FBI background check with fingerprints to ensure no criminal record and no discharge from the armed services that would prevent recommendation for teacher certification. Instructions and applications for the FBI background check can be found at safe.columbusstate.edu or can be picked up in the SAFE Office in Frank D. Brown Hall on the Riverpark Campus. • Complete the Program Entry level (350) of the Georgia Professional Standards Commission's Georgia Educator Ethics Assessment. The fee for this test is \$30. Go to www.gace.ets.org/ethics for information and instructions. Select number 7 as your reason for testing. Please note: You must add Columbus State University as a score recipient in order for us to get your results! • Purchase Tk20 for \$110 (<i>as of January 2017</i>) at https://columbusstate.tk20.com/. Attach a receipt or print screen with current Tk20 account information to your application. • Completion of pre-service certificate application 	<p>After completion of UTCH 1202 Step 2 <u>and</u> 45 earned semester hours in the core</p> <p><i>Note: Completion of UTCH 2105 Knowing and Learning with a C or better and Admission to Teacher Education are required to register for UTCH 3205 Classroom Interactions.</i></p> <p><u>Deadlines for applying for admission to Teacher Education</u> Application and supporting materials (GACE Program Admission Report, Ethics Entry Certificate, Background Check, and TK20 receipt) are due to the SAFE Office eight (8) weeks before the first day of the semester.</p> <ol style="list-style-type: none"> 1. Admission for Fall semester: Applications are due the last Friday in May 2. Admission for Spring semester: Applications due the third Friday in November 3. Admission for Summer semester: Applications are due last Friday in March 	<p>GACE Program Admission Tests (see above for cost)</p> <p>FBI background check (see above for cost)</p> <p>GACE Ethics Assessment (see above for cost)</p> <p>Purchase Tk20 account: \$110</p> <p>Note: Fees are subject to change. Check with your UTeach advisor for most current information.</p>

Task	Due date	Cost
<p>Apply for student teaching Admission requirements:</p> <ul style="list-style-type: none"> • Students must be recommended by their academic advisor. • Students must be members in good standing in the Teacher Education Program prior to submitting the student teaching application. • Students must have satisfactory ratings on both the MAP and the Dispositions Evaluations. • Students must complete all courses related to major with a grade of "C" or better unless otherwise approved by the program coordinator. • Students may not hold outside employment during the semester of student teaching without permission from the coordinator of student teaching. • Students must hold current CPR/First Aid certificates (see CQTL website for registration information) and provide the Office of College Education and Health Professions Student Advising and Field Experiences (SAFE) proof of liability insurance before being allowed to register for student teaching course(s). • Students who apply for student teaching must not have previously withdrawn from, been denied admission to, and/or been removed from student teaching at CSU or another institution unless otherwise approved by the coordinator of student teaching. 	<p>Deadlines for submitting student teaching applications are September 15 for students applying to student teach spring semester and January 15 for students applying to student teach fall semester.</p>	<p>University Police background check: \$5</p> <p>CPR training (cost varies); approximately \$40</p> <p>SPAGE membership: \$15</p> <p>Note: Fees are subject to change. Check with your UTeach advisor for most current information.</p>

Task	Due date	Cost										
<p>Take GACE* content tests in your intended field of certification</p> <table border="1" data-bbox="121 272 837 764"> <thead> <tr> <th>Certification Field</th> <th>Required GACE Content Tests</th> </tr> </thead> <tbody> <tr> <td>Biology</td> <td>Test I (026) Test II (027) Combined Test I and II (526)</td> </tr> <tr> <td>Chemistry</td> <td>Test I (028) Test II (029) Combined Test I and II (528)</td> </tr> <tr> <td>Earth/Space Science (Science tests)</td> <td>Test I (024) Test II (025) Combined Test I and II (524)</td> </tr> <tr> <td>Mathematics</td> <td>Test I (022) Test II (023) Combined Test I and II (522)</td> </tr> </tbody> </table> <p>Passing the GACE content tests in your intended field of certification is not required for program completion (i.e., earning your degree). However, you must pass the appropriate GACE content tests in order for CSU to recommend you for teacher certification.</p>	Certification Field	Required GACE Content Tests	Biology	Test I (026) Test II (027) Combined Test I and II (526)	Chemistry	Test I (028) Test II (029) Combined Test I and II (528)	Earth/Space Science (Science tests)	Test I (024) Test II (025) Combined Test I and II (524)	Mathematics	Test I (022) Test II (023) Combined Test I and II (522)	<p>Take the two GACE content tests in your intended field of certification during student teaching. Effective Fall 2013, in order for a student to be able to register for the GACE content tests, CSU will have to approve him/her as eligible. Students will be considered eligible to take the GACE content tests during Student Teaching. Students will not be able to request to be approved. This process will be based on successful completion of coursework up to student teaching. The SAFE Office will generate a list of eligible students at the end of each semester after grades are finalized (May, August, & December). The SAFE Office will approve the eligible students through the PSC portal. Students will then be able to register for the GACE.</p> <p>See GACE web site for test dates and sites, registration, and other information: http://gace.ets.org/</p> <p>Georgia Professional Standards Commission (PSC) web site: http://www.gapsc.com/EducatorPreparation/Assessment/Testing.aspx</p>	<p>GACE Content Assessment Fees: \$193 for combined test (Tests I and II); \$123 for a single test.</p> <p>Note: Fees are subject to change. Go to http://gace.ets.org/about/fees for current fees.</p>
Certification Field	Required GACE Content Tests											
Biology	Test I (026) Test II (027) Combined Test I and II (526)											
Chemistry	Test I (028) Test II (029) Combined Test I and II (528)											
Earth/Space Science (Science tests)	Test I (024) Test II (025) Combined Test I and II (524)											
Mathematics	Test I (022) Test II (023) Combined Test I and II (522)											
<p>Take Georgia Educator Ethics – Program Exit Assessment</p>	<p>Take Georgia Educator Ethics – Program Exit at end of student teaching.</p> <p>See GACE web site for test dates and sites, registration, and other information: http://gace.ets.org/</p>	<p>Georgia Educator Ethics – Program Exit: \$30</p>										
<p>Apply for graduation http://graduation.columbusstate.edu/grad_list.php</p>	<p>Apply online in CougarNet through the Enrollment Services tab by the last day of final exams of the semester before you plan to graduate.</p>	<p>Application fee: \$60 (as of Fall 2014) Note: Fees are subject to change. Go to http://graduation.columbusstate.edu/candidacy_steps.php for current information.</p>										

Task	Due date	Cost
Complete certification paperwork http://safe.columbusstate.edu/certification.php	After completion of student teaching Georgia Professional Standards Commission (PSC) web site: http://www.gapsc.com/Certification/ApplicationProcedures.aspx	

The August, 2013, GACE administration was the final opportunity to pass a GACE assessment with the former supplier, ES, to count for certification. If an examinee does not have passing scores on all tests within an assessment by the last administration of the GACE program with ES (August, 2013), the examinee must take all tests within an assessment with the new supplier, ETS, even if a portion of the assessment was previously passed.

The name of the (Basic Skills assessment) has been changed to (Program Admission assessment). Passing scores on all three tests within the GACE Program Admission assessment [Reading (Test Code 200), Mathematics (Test Code 201), and Writing (Test Code 202); Combined Test I, II, and III (Test Code 700)] are required certification for entry into traditional preparation programs. The Program Admission tests may be exempted if sufficient scores are obtained on the SAT® (1000 Verbal, Critical Reading, and Math), ACT® (43 English and Math), or GRE® (1030 Verbal and Quantitative; after 8-1-11, 297 Verbal and Quantitative). Scores from different test titles may not be combined. For GACE information and registration visit the GACE website at www.gace.ets.org.

Georgia Educator Ethics – Program Exit

Beginning January 1, 2015, if you complete a state-approved educator preparation program for an initial teaching field, you must attempt Georgia Educator Ethics – Program Exit (360) prior to program completion.

If you complete a state-approved traditional educator preparation program, you must pass Georgia Educator Ethics – Program Exit as part of the requirement to hold either an Induction Certification or a Certificate of Eligibility. Note: If you complete your state-approved educator preparation program by December 31, 2014, you are exempt from passing the Georgia Educator Ethics assessment if all certification application materials are received by the GaPSC’s Certification Division by March 1, 2015.

Sample UTeach Columbus Course Sequence

Note: Students planning to take more than one UTeach course per semester should discuss this with their advisor.

Freshman pathway

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8*
UTCH 1201 Step 1: Inquiry Approaches to Teaching	UTCH 1202 Step 2: Inquiry-Based Lesson Design Take GACE Program Admission Tests (if not exempt). Complete Georgia Educator Ethics - Program Entry	UTCH 2105 Knowing and Learning Apply for FBI Background Check at beginning of semester. Apply for admission to Teacher Education.	UTCH 3115 Functions and Modeling (for math majors only) ITDS 2125 Historical Perspectives on Science & Math	UTCH 3205 Classroom Interactions	UTCH 2115 Research Methods	UTCH 4205 Project-Based Instruction Apply for student teaching by September 15 if applying to student teach in spring semester and January 15 if applying to student teach in fall semester. Apply for graduation.	UTCH 4485 Student Teaching UTCH 4795 Student Teaching Seminar SPED 4115 Teaching Math & Science to Exceptional Learners Take GACE content tests. Complete Georgia Educator Ethics - Program Exit At end of student teaching, submit certification paperwork.
Sophomore pathway		UTCH 1201 Step 1	UTCH 1202 Step 2 UTCH 3115 Functions and Modeling (for math majors only) Take GACE Program Admission Tests (if not exempt). Complete Georgia Educator Ethics - Program Entry	UTCH 2105 Knowing and Learning ITDS 2125 Historical Perspectives on Science & Math Apply for FBI Background Check at beginning of semester. Apply for admission to Teacher Education.	UTCH 3205 Classroom Interactions UTCH 2115 Research Methods	UTCH 4205 Project-Based Instruction Apply for student teaching by September 15 if applying to student teach in spring semester and January 15 if applying to student teach in fall semester. Apply for graduation.	UTCH 4485 Student Teaching UTCH 4795 Student Teaching Seminar SPED 4115 Teaching Math & Science to Exceptional Learners Take GACE content tests. Complete Georgia Educator Ethics - Program Exit At end of student teaching, submit certification paperwork.

Junior Pathway

Semester 5	Semester 6	Semester 7	Semester 8*
UTCH 1201 Step 1 UTCH 1202 Step 2 ITDS 2125 Historical Perspectives on Science & Math Take GACE Program Admission Tests (if not exempt). Complete Georgia Educator Ethics - Program Entry Apply for FBI Background Check at beginning of semester. Apply for admission to Teacher Education.	UTCH 2105 Knowing and Learning UTCH 3205 Classroom Interactions UTCH 3115 Functions and Modeling (for math majors only)	UTCH 4205 Project- Based Instruction UTCH 2115 Research Methods Apply for student teaching by September 15 if applying to student teach in spring semester and January 15 if applying to student teach in fall semester. Apply for graduation.	UTCH 4485 Student Teaching UTCH 4795 Student Teaching Seminar SPED 4115 Teaching Math & Science to Exceptional Learners Take GACE content tests. Complete Georgia Educator Ethics - Program Exit At end of student teaching, submit certification paperwork.

Post-baccalaureate pathway

Semester 1 <i>(starting in summer)</i>	Semester 2	Semester 3	Semester 4*
ITDS 2125 Historical Perspectives on Science & Math Take GACE Program Admission Tests (if not exempt). Complete Georgia Educator Ethics – Program Entry	UTCH 1201 Step 1 UTCH 1202 Step 2 UTCH 2105 Knowing and Learning Apply for FBI Background Check at beginning of semester. Apply for admission to Teacher Education.	UTCH 3205 Classroom Interactions UTCH 4205 Project-Based Instruction UTCH 2115 Research Methods UTCH 3115 Functions and Modeling (for math majors only) Apply for student teaching by September 15 if applying to student teach in spring semester and January 15 if applying to student teach in fall semester. Apply for graduation.	UTCH 4485 Student Teaching UTCH 4795 Student Teaching Seminar SPED 4115 Teaching Math & Science to Exceptional Learners Take GACE content tests. Complete Georgia Educator Ethics – Program Exit At end of student teaching, submit certification paperwork.

Apply for admission to Teacher Education upon completion of UTCH 1202 (see attached admission requirements).

Effective July 1, 2015, all teacher education candidates in the state of Georgia are required to have a Pre Service Certificate before entering a school for any type of field experience (except UTCH 1201 and UTCH 1202). If you are planning to apply to the Teacher Education Program, the application and supporting materials (GACE Program Admission Report, Ethics Entry Certificate, Background Check, and TK20 receipt) are due to the SAFE Office eight (8) weeks before the first day of the semester. For example, admission into Teacher Education for the spring semester requires applications to be submitted in the fall.

Deadlines for applying for admission to Teacher Education

1. Admission for Fall semester: Applications are due the last Friday in May
2. Admission for Summer semester: Application are due last Friday in March
3. Admission for Spring semester: Applications due the third Friday in November

Completed application documents must be submitted to the COEHP Student Advising Field Experience (SAFE) Office in Frank D. Brown Hall on the Riverpark Campus.

Apply for admission to Student Teaching by September 15 if applying to student teach in spring semester or by January 15 if applying to student teach in fall semester (see attached admission requirements).

Students should meet with their assigned academic advisor to discuss core curriculum and content course requirements.

*No other courses may be taken with student teaching unless an exception is approved by the UTeach Columbus Co-Directors.