

PMTE STUDENT TEACHING CHECK LIST

www.music.psu.edu/musiced

THE STATE

Register for the National Teacher Examination (www.ets.org)

NTE registration is exclusively on-line. (There is a \$50 registration fee per day. You can schedule both tests for one day.) The attachment lists which tests the Commonwealth of Pennsylvania REQUIRES. Information is available outside 233 Music Education Office. Your registration date is confirmation enough for your PA Certification application. **Reports of grades should be sent to PSU (R2660).** Use your optional grade report to another state where you may think you'd like to teach. Scores are good for 10 years from test date. *Please carefully read the instructions.*

Test Codes:		Title	To pass:	Cost:
1.	30511	Fundamental Subjects	150	\$80
2.	10113	Music	158	\$80

Take and Pass a TB test

Ritenour Health Center on campus, or your physician of choice administers TB tests. It MUST be completed before you **enter** the school building. YOU keep a copy of the results as proof. You may be required to present your test results to the school nurse/official before you enter the school.

Commonwealth of Pennsylvania Instructional I Teaching Certificate

Teacher Certification Application MUST be returned to **Cert. Office in 228 Chambers Building** **BY THE THIRD WEEK OF YOUR STUDENT TEACHING EXPERIENCE!** You must send it with a **POSTAL MONEY ORDER \$40-** (go to the Post Office and get it- there is a charge for the "service"). Please **READ** the cover sheet carefully. You are applying for: **Instructional I • MUSIC • K-12** – Include a copy of your PRAXIS test scores. A Doctor's (M.D.) signature is **required**. PA, RN, MedTech signatures are **NOT accepted**. **DO NOT FOLD THIS APPLICATION!!!**

Act 33/ 151: "PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE"

- Application forms can be downloaded at: www.dpw.state.pa.us
 - See Publications, Forms, & Reports, then Forms and Applications;
 - Indicate SCHOOL as the "Purpose of Clearance"
- OR this form can be picked up from Lisa Stamm in 233 Music Building I
- For mailed form, ten dollar (\$10) payment must be made with *certified check or money order* (keep your receipt as evidence!)
- For mailed form, allow 6-10 weeks for processing
- This clearance takes a great amount of time to process; **DO NOT DELAY!**
- To check on the status of a request call 717-783-6211.

Act 34: "REQUEST FOR CRIMINAL RECORD CHECK"

- Application can be submitted online with a credit card at: <https://epatch.state.pa.us/>;
THIS IS THE RECOMMENDED PROCEDURE FOR APPLYING! History record (if clear) comes up on screen immediately; print it out as your evidence.
- OR application forms can be downloaded at: www.psp.state.pa.us
 - See Documents, Brochures & Forms, then PSP Forms Available for Public;
 - Indicate EMPLOYMENT as the "Reason for Request"
- For mailed form, allow 8-10 weeks for processing and mailing times.
- For mailed form, ten dollar (\$10) payment must be made with *certified check or money order* (keep your receipt as evidence!)
- Personal checks are not accepted by the Pennsylvania Department of Education.
- To check on the status of a request call 717-783-9973.

FBI CLEARANCE: (new as of Fall 2007 – All students must obtain FBI Fingerprint clearance)

- At this time, students must be fingerprinted at one of the specified locations in the state of Pennsylvania.

Details on the FBI clearance process are available at: <http://www.pa.cogentid.com>

- The fingerprint-based background check is a multiple-step process. Additional information on this clearance is also available at the website listed above.
- This clearance takes a great amount of time to process; **DO NOT DELAY!!**
- Please allow 10-12 weeks for processing and mailing times.
- A Cogent fingerprinting site located at University Park with PSU Police Services in the lower level of the Eisenhower Parking Garage will be open to scan fingerprints throughout the year at the following times: Sunday from 3:00-8:30 PM; Mon-Thurs from 1:00-7:30 PM.

*****The **applicant must register *prior*** to going to any authorized Cogent Systems fingerprint site. “Walk-in” service without prior registration is NOT provided. On-line registration is available 24 hours/day, seven days per week at www.pa.cogentid.com. The applicant must pay a **\$40.00 fee** for the service, and may make payment on-line using a credit or debit card. Arrangements may be made to use money orders or cashier’s checks payable to Cogent Systems at designated sites. **NO cash transactions or personal checks will be accepted.**

Locations and times of the sites may vary so applicants are encouraged to confirm details on the website.

PROFESSIONAL LIABILITY INSURANCE

All students who intend to participate in any student teaching programs or field experiences of any sort are required to procure and maintain liability insurance for the duration of all such programs. You must provide proof of such coverage to the course instructor of the related field experience. The policy purchased must be applicable to teaching situations, and must cover the specific situations which will be present during your field exercise. Such coverage may or may not be termed “professional liability” insurance, depending upon the carrier or organization which issues the policy. It is your responsibility to choose an appropriate policy and to make a determination as to the amount of coverage. In this regard, we recommend that you contact the institution which coordinates your program in order to determine specific requirements.

The College of Education or School of Music does not specifically endorse nor recommend any particular insurance carrier or insurance policy. However, the following are provided for your convenience as options which you may wish to consider.

Liability insurance may be available as an endorsement, for an additional fee, to a renter’s or homeowner’s insurance policy. You may also procure a separate liability insurance policy from a private insurance policy. If you choose to pursue such options, you should carefully investigate the terms of the policy and speak with your insurance agent in order to ensure that the policy is applicable to your field activities.

Professional Liability Insurance Options:

- Available through private insurance carrier
- Evidence consists of letter or policy statement
- Must include reference to “professional” liability coverage
- Available through professional organizations, such as PSEA
- Application available online at <http://www.psea.org/topic.cfm?sid=14> with use of credit card; **THIS IS THE RECOMMENDED PROCEDURE FOR APPLYING!**
 - \$30 yearly membership, concurrent with school year (Sept. 1-Aug 30); **Check expiration date!**

This benefit is also available through membership in one of sixty sponsoring educational associations, and is offered by the Trust for Insuring Educators, administered by Forrest T. Jones & Co. A list of sponsoring associations and applications are available on-line at www.ftj.com

THE SITE

PMTE Application Questions

Complete final questions of the Student Teaching Application. You will receive an email with these questions in the body of the email. Reply via EMAIL your answers to Mrs. Ferris (ncf3) and she will forward your answers on to your coops. Deadline will be **announced. Make sure you add active link to your online portfolio.**

Interview

Contact your cooperating teachers (at school first) to set up a convenient time for you to interview with them. Visit the schools. Each teacher was given your student teaching application to learn more about you. Your coops will be sent your responses to questions six and seven. Remember to ask your coops about TB and other clearance policies and deadlines before student teaching. **NOTIFY MRS. FERRIS OF YOUR INTERVIEW DATE.**

Some questions to ask

- What date are you starting? With whom? Ending Dates???
- **Starting by** ___/___/___ **- until** ___/___/___ --
- What is the calendar for the school?
- What duties would I have as a student teacher?
- Will I have experience with a concert?
- Internet access?
- What is the dress code?

THE PERSONAL STUFF

The e-Portfolio

You will be responsible to complete an electronic portfolio during your experience. Now is a good time to begin thinking about the content. Research this website: www.music.psu.edu/musiced/e-portfolio.html for examples of portfolios from the 495 section and criteria used to evaluate them.

Organize Class Materials

Prepare all class materials for easy reference. USE your notes as a resource while you are planning during your experience.

Teacher Attire

Go Shoppin' ... ALWAYS dress one level higher than your coop. MEN wear ties! Proper dress carries with it a sense of maturity and respect.

Housing/Transportation/Computer

Find a place to live. Ask when you interview. Buy a paper. See a Realtor. Get a car. Refrigerator boxes and a bike are not an option. You are responsible for all fees associated with computer hookups and service providers if you are not able to dial into a local PSU site.

Facebook/Blogs/Google yourself

THE GOOD-BYE

Meet with your Advisor

Confirm your degree audit BEFORE you leave this semester.
NO hold over credits, recitals, common hour, correspondence courses, etc.

Pre-Register for class credit NOW!

Register for Music 495:

General	Music 495A
Choral	Music 495B
Instrumental	Music 495C

Emphasis register for 7 credits
Non-emphasis register for 5 credits

INTENT TO GRADUATE! elion activation period is the first two weeks of the semester while you are student teaching. **YOU MUST do this during this period.**

PMTE Textbook

BUY the PMTE Handbook **exclusively at SBS** BEFORE our second meeting! Peruse it before this meeting. We will discuss the content (grading, supervisor visits, forms, etc.) at this meeting.

Credential File Application (Discussed during second meeting)

Credential Files are good for one (1) year from the date it is opened. **YOUR PSU Student Teaching Supervisor and YOUR Coop(s) FINAL EVALUATION AUTOMATICALLY ARE PLACED IN YOUR FILE.** You may have up to six(6) references. REMEMBER: THIS IS THE FIRST IMPRESSION THAT THE SCHOOL DISTRICTS DEVELOPS OF YOU WHEN YOU REQUEST AN INTERVIEW/JOB. BE NEAT!!! Send all information directly to Career Services. Carefully READ the instructions. (on-line: <http://www.sa.psu.edu/career>)

Career Fair Workshop Dates

Announced each semester. ([on-line: http://www.sa.fairs.psu.edu](http://www.sa.fairs.psu.edu))

Recommendations

Give Recommenders enough time to complete the reference letter YOU **ASK** them to write. Provide them with a self-addressed, stamped envelope. Faculty will have a password to electronically upload their recommendation to you file.

School of Music LOCKER (S)

EMPTY all items in your School of Music Locker. Tell Irene Kohute in 234 that it is available for the next generation of music educators.

KEYS

Return all building keys to Deb Veneziano in 233 Music I.

Final Meeting

____ / ____ / ____

Questions?
Mrs. Ferris 249 Music Building
Ncf3@psu.edu
865-9361

Russell Bloom in 254 Music Building.
RLB16@psu.edu