



## College of Education & Applied Human Sciences Professional Education Services

### Fall 2022 Candidates

The application for student teaching opens automatically in **EKU Direct** on **February 1-15** for fall 2022 student teaching candidates. It is housed on EKU Direct under the Student Services & Financial Aid tab. Scroll down to the **12<sup>th</sup> item** on the tab.

**PLEASE NOTE: This does not guarantee that you will proceed on to actual student teaching – that clearance is completed after all required coursework has been completed, the Degree Works is reviewed and admission documents have been received by the Office of Clinical Experiences.**

#### Student Teaching Admission Documents:

Information concerning these documents, along with links to necessary forms can be found at: <http://tes.eku.edu/professional-semester-student-teaching-resources>. If you have any questions, please email: [ekustudentteaching@eku.edu](mailto:ekustudentteaching@eku.edu).

The first 7 items must be uploaded to [Taskstream](#) (**enrollment information for Taskstream will be provided by separate email**) **on or before March 15<sup>th</sup>** (your actual Medical/TB form is emailed), along with [Remind](#) registration. Your background check results must be uploaded to Taskstream **prior to placement confirmation**, which is the week before finals (you will pick up copies of these background check results from the Board office of your placement).

**\*\*\*If all forms are not completed and submitted, your placement will be suspended.\*\*\***

- 1) [General Medical & TB Risk Assessment](#) – This form may be completed at EKU Student Health Services or by your own medical professional. Scan and email a copy of this form to [ekustudentteaching@eku.edu](mailto:ekustudentteaching@eku.edu) **on or before March 15<sup>th</sup>**. You must also log into Taskstream and mark “yes” that you have submitted this form.
- 2) [IdentoGo Service Summary \(Background Check\)](#) – Contact the BOE of the county of your first preference to obtain a copy of the Fingerprint Service Code Form; you will then schedule your fingerprint appointment by visiting <https://uenroll.identogo.com> and entering your district’s specific service code located on the Fingerprint Service Code Form. The cost for obtaining your background check will be \$51.25.

Once you have scheduled your appointment online, please save and submit a copy of the Service Summary form to Taskstream **on or before March 15<sup>th</sup>** as proof that the background check has been initiated.

- 3) [Central Registry Check \(CAN\)](#) – Please follow [submission instructions](#) you will receive by email; a copy of the results will be emailed to you as well as mailed to the county of your placement. You **MUST** however, upload a copy of your Central Registry Check results to Taskstream **on or before March 15<sup>th</sup>**. **PLEASE NOTE: On the second page of the electronic form, please use the address of the BOE for the placement county (NOT EKU!) to which it will be mailed.** The cost for this check is \$10.00.
- 4) [Liability Insurance](#) - You can purchase insurance from [KEA](#) or [KAPE](#). Upload proof of purchase to Taskstream **on or before March 15<sup>th</sup>**.

- 5) [KET “Promoting Positive Behavior” Certificate](#) – Upload this certificate acknowledging completion of training to Taskstream **on or before March 15<sup>th</sup>**.
- 6) [KFETS](#) - Upload a **detailed summary report of completed hours** from the KFETS webpage to Taskstream **on or before March 15<sup>th</sup>**. Prior to student teaching, it **MUST** reflect a minimum of 120 clinical hours.
- 7) The [PRAXIS Content Exam\(s\) and Principles of Learning and Teaching Exam](#) must be taken **prior** to student teaching. Please upload proof of registration for the test(s) to Taskstream **on or before March 15<sup>th</sup>**.
- 8) [Remind](#) – Students must sign up for Remind (two-way messaging application) **no later than March 15<sup>th</sup>**. An email will be sent to you with sign-up instructions following the application period.
- 9) [Background Check Results](#) - You **MUST** upload a copy of these results to Taskstream ***before your placement is confirmed (this deadline is the week prior to finals)***. You will obtain copies of these results from the BOE.

**\*\*\*You WILL NOT receive your placement(s) until Items 1-9 are completed! Also, we WILL NOT accept documents whose expiration date falls prior to the last day of your student teaching semester!\*\*\***

**\*\*\*Please be sure to keep a copy of ALL records for yourself as FERPA regulations prohibit us from releasing third-party documents once we are in possession of them.\*\*\***

The application asks for **Preferences for County** for student teaching placement – your preference for student teaching ***is not guaranteed***.

**EKU’s Service Region**

Bell	Clay	Harlan	Laurel	Lincoln	Owsley	Pulaski	Whitley
Boyle	Estill	Jackson	Lee	McCreary	Perry	Rockcastle	
Casey	Garrard	Knox	Leslie	Madison	Powell	Wayne	

**The following Districts hold Memorandums of Agreement (MOAs) with EKU and DO NOT require a waiver for placement:** Bourbon, Clark, Fayette, Franklin, Jefferson, Jessamine, Letcher, Mercer, and Scott.

**Exclusions** - Candidates are prohibited from placement in the high school(s) they attended; candidates are also prohibited from placement in **any school** where they have relatives employed or enrolled, are personally acquainted with faculty or have been employed for an extended period of time.

**Placement Waivers** - If you are wanting to student teach outside of the EKU service region, or where EKU does not already hold a MOA, you must submit a waiver request, signed by your advisor. **Waiver requests must be emailed ([ekustudentteaching@eku.edu](mailto:ekustudentteaching@eku.edu)) or delivered to the Office of Professional Education Services, Combs 425 by March 1<sup>st</sup>**. The form, along with instructions, can be obtained by emailing Brandy Blackburn at [brandy.blackburn@eku.edu](mailto:brandy.blackburn@eku.edu).

**\*\*Unless there is an emergency that necessitates a change, placements will not be altered once made by the Office of Professional Education Services.**

**Student Teaching Abroad** – Applications for Student Teaching Abroad open during the same window as the student teaching application. It is a separate application located in EKU Direct under the Student Services & Financial Aid tab. This application requires an essay and three letters of recommendation. Please see the application for additional information.

**If you are interested in this opportunity, please reach out to [Jennifer White](#) in the Study Abroad office with questions. Their # is 859-622-1705.**

## **MARK YOUR CALENDARS!!!!!!**

- Monday, August 1, 2022 —**MANDATORY** Student Teaching Orientation – Day 1; 9:00 AM – Noon; Location – Perkins Quads (1<sup>st</sup> Floor)
- Monday, August 15, 2022 —**MANDATORY** Student Teaching Orientation – Day 2; 8:30 AM – 3:30 PM; Location – Perkins Quads (1<sup>st</sup> Floor)
- Thursday, December 1, 2022 – **MANDATORY** Exit Seminar; 8:30 AM – Noon; Location – Perkins Quads (1<sup>st</sup> Floor)

**\*\*\*These dates are subject to change; meetings are all required, so make plans accordingly.**