

EKU
College of Education
Professional Education Services
Office of Clinical Experiences

Spring 2022 Candidates

The application for student teaching opens automatically in **EKU Direct** on **September 1-15** for spring 2022 student teaching candidates. It is housed on EKU Direct under the Student Services & Financial Aid tab. Scroll down to the **11th 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.

The first 7 items must be uploaded to [Taskstream](#) (**enrollment information for Taskstream will be provided by separate email**) **on or before October 15th** (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 **on or before October 15th**. 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 October 15th** 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 October 15th**. **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 October 15th**.

- 5) [KET “Promoting Positive Behavior” Certificate](#) – Upload this certificate acknowledging completion of training to Taskstream **on or before October 15th**.
- 6) [KFETS](#) - Upload a **detailed summary report of completed hours** from the KFETS webpage to Taskstream **on or before October 15th**. 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 October 15th**.
- 8) [Remind](#) – Students must sign up for Remind (two-way messaging application) **no later than October 15th**. 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.

****PLEASE NOTE**** *Requests for Fayette County may not be fulfilled as they are required to place for their university’s service region first.*

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) or delivered to the Office of Clinical Experiences, Combs 425 by October 1st**. The form, along with instructions, can be obtained by emailing Brandy Blackburn at brandy.blackburn@eku.edu.

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, December 13, 2021 — **MANDATORY** Student Teaching Orientation – Day 1; 9:00 AM – Noon; Location – Zoom (will send invite with link)
- Tuesday, January 18, 2022 — **MANDATORY** Student Teaching Orientation – Day 2; 8:30 AM – 3:30 PM; Location - Zoom (will send invite with link)
- Thursday, May 12, 2022 – **MANDATORY** Exit Seminar; 8:30 AM – Noon; Location - Zoom (will send invite with link)