

Apprentice Teaching Application

(Please allow 4-6 weeks to complete)

Fall 2012

**Must be turned in completed at
the mandatory meeting on**

February 2, 2012

3:30-4:30 Sunnen Lounge

This packet includes the following information:

1. Student Procedures Checklist
2. Checklist for Eligibility: To be filled out with your advisor
3. The application for Apprentice Teaching
4. The Application Agreement
5. Transcript Release form
6. Apprentice Teaching Registration Form
 - **Note:** Apprentice Teaching is a full-time job that requires an enormous amount of time and energy. Other work responsibilities should be eliminated and must not interfere with your apprentice teaching responsibilities or impact the time required to complete the AT process successfully.

Tracey Brenner, 314-968-7103
Room 226 Webster
traceybrenner31@webster.edu

Apprentice Teaching Application Student Checklist

Fall 2012

Use the following checklist to make sure that you complete all the steps necessary to completing the application and getting it turned in on time. Late applications are not accepted and mean that you will not be eligible for Apprentice teaching until the following term.

___ **Email** Tracey Brenner at traceybrenner31@webster.edu to notify her that you received an application. This contact will allow us to keep you updated on any changes to meeting times or places, if necessary.

___ ****Must complete substitute certification online with DESE.** The information sheet is included in this packet. This needs to be done several weeks prior to submitting the application. You will need to have your fingerprints done for this and need to attach the print out from your DESE profile that your prints have cleared. If you already have a DESE substitute teaching certificate, please just print a copy and attach.

___ Complete the family care registry at the following link: <http://www.dhss.mo.gov/fcsr/>. Attach your clearance letter to the packet. Remember this will need to be done several weeks prior to the application deadline. If you are already registered but need a current clearance please contact them by phone 1-866-422-6872 for a current clearance and attach the clearance that they mail you to the application.

___ Make sure that you have current TB test results attached to application. If your last test was within a year, then you are fine, if not, then you will need to make an appointment with your doctor or with health services on campus. Clinics at local pharmacies offer the test for a reasonable fee.

___ Contact the Career Center at 314-968-6982 for assistance with your resume. A good educator resume is different than a business resume. Please schedule this appointment early they fill up quickly.

___ Write a brief personal statement as related to teaching. An outline summary is included below. This statement will be your introduction to potential cooperating teachers. Review your statement with your advisor before turning it in with your application.

**PERSONAL STATEMENT OUTLINE*

There is no specific format for your personal statement. A suggested format follows.

1st paragraph: Personal Background – (for example, relate where you grew up, community information, siblings, work experience, etc).

2nd paragraph: What inspired you to want to become a teacher?

3rd paragraph: What is your view of the role of the students in the classroom and the role of the teacher? What do you want for your students?

___ Meet with your advisor **at least 2 weeks** before the application is due to review the information. Advisors are busy and are not always available the week the application is due, so be sure to schedule your appointment early.

___ Complete the family care registry at the following link: <http://www.dhss.mo.gov/fcsr/>. Attach your clearance letter to the packet. Remember this needs to be done several weeks prior to the application deadline. If you are already registered but need a current clearance please contact them for a current one that they will send to you and attach this to your application.

___ Complete all sections of the application carefully since most of this information will be sent to school districts for placement.

Advisor Checklist: Eligibility For Apprentice Teaching

Student: Fill out the top part of this form and attach a copy of your teacher certification acceptance letter before meeting with your advisor. If you do not have a Teacher Certification Acceptance letter, see your advisor (if undergraduate) or Peggy Peel (if graduate).

Name _____ Student # _____

Check one: _____ Undergraduate _____ Post Baccalaureate _____ MAT

Academic Advisor: _____

Advisor: Do not sign the application if the student does not have an acceptance letter attached and has not met all of the admission requirements below. If the student has not met requirements, the student must talk to Tracey Brenner and petition to Jan Willcox in writing to have an application considered for placement. Exceptions are rarely made.

The student listed above has completed the following requirements as prerequisites to apprentice teaching, Advisor initial each item:

- _____ 1. Has been admitted to the Teacher Certification Program.
- _____ 2. Has senior standing or is a Post Baccalaureate or MAT certification-seeking student.
- _____ 3. Has maintained a 3.0 GPA in all Education & Content courses with no grade below a C-.
- _____ 4. Passing score on Praxis if Graduate student. Must have taken Praxis if Undergraduate student.
- _____ 5. Must have completed all coursework unless approved by advisor.
- _____ 6. Is currently enrolled in or has completed the prerequisite practicum.

DIVERSITY: The student must complete either practicum or apprentice teaching in a diverse setting. This student's practicum setting is rated _____ and therefore the apprentice teaching placement setting should be rated _____. Diversity ratings: 1= diverse, 2= not diverse, according to data gathered by the School of Education. The list of school ratings is available in the Field Placement Office, 226.

WEBSTER UNIVERSITY
APPLICATION FOR APPRENTICE TEACHING
FALL _____ or SPRING _____

Name _____

Student # _____

Local Address _____
Number and Street

Phone # _____

_____ City

_____ State _____ Zip Code

E-MAIL Address _____

Webster Status: (Check one) Undergraduate MAT Non-degree TC

Certification Area(s): _____

PLACEMENT REQUEST

Placement Level Desired: (Circle) PK K 1 2 3 4 5 6 7 8 9 10 11 12

For MUSIC ONLY: Indicate vocal or instrumental

For SPECIAL EDUCATION ONLY: Indicate Self-contained or Resource

ALL placements for Apprentice Teaching will be for FULL DAYS. Early Childhood is 8 weeks pre-primary and 8 weeks primary. Art, Foreign Language, and Music are 8 weeks elementary plus 8 weeks secondary. All other placements will be 16 weeks at one level.

NOTE: Some schools may request an interview with you before accepting your placement. You will receive written confirmation of your placement. The application and attachments will be forwarded to the potential Apprentice Teaching placement offices.

You must have either practicum or apprentice teaching in a diverse setting as determined by data gathered by the School of Education. Please discuss this with your advisor. **Students are NOT to contact schools regarding Apprentice Teaching Placements.** University personnel make final placement decisions. Apprentice teaching placement requests should generally be made for location different than your practicum location.

Geographic or School Request (*You may request any accredited public or private school in the St. Louis Metro Area, but placements are not guaranteed and you may be placed differently than you request. We will not place you in a school or district that you attended, that your children attend, or where a family member works.*)

____ Please indicate if you **do not** wish to be placed in a private religious based school.

Geographic location preferred _____

One Dream School _____

APPROVED BY: (ALL REQUESTS REQUIRE ADVISOR'S SIGNATURE.)

I have reviewed this application and verify that the student is ready for Apprentice Teaching.

Academic Advisor

Date

WEBSTER UNIVERSITY Application Agreement

By signing this form I am obligating myself to fulfill the apprentice teaching placement to which I am assigned for the FALL or SPRING semester.

- ◆ I certify that the information provided in this application and resume is complete and accurate. I give Webster University permission to contact any employers or supervisors for references for the purpose of reviewing my Apprentice Teaching application. I have registered with Family Care Registry online and provided a copy of the results to the Coordinator of Field Placements. I verify that I have never been convicted of a felony. I understand that information obtained will be treated confidentially and will not be used for other purposes. I give permission for the information obtained from all of these investigations to be shared with the school district where I am placed. I certify that I have completed the Substitute Certification Application process with DESE and have submitted a copy of my Substitute Teacher Certificate along with the clearance letter from DESE for my fingerprints to with this application.
- ◆ I have been screened for tuberculosis in the past year and have submitted that test result to Webster University.
- ◆ I certify that I have been admitted to the Teacher Certification Program and have met all eligibility requirements.
(see checklist.)
- ◆ I certify that I am currently enrolled in the prerequisite practicum or have completed the practicum.
- ◆ **Note:** If I have not met the admission requirements and/or the prerequisite practicum, I have submitted a written request to Jan Willcox, Director of Apprentice Teaching & Field Experience, for permission to apply for apprentice teaching. All such written requests must be submitted at least 1 week prior to the application turn-in meeting.
- ◆ I understand that I also need to be concurrently registered in the correct section of Apprentice Teaching Seminar.
- ◆ I certify that I will fulfill the following responsibilities:
 - successfully complete all prerequisite courses during the semester prior to apprentice teaching.
 - complete my practicum with a grade of "B" or better
 - attend the Orientation meeting – dates will be given at the meeting to turn in application
 - clear my schedule so that I am available during apprentice teaching, not only during the school day, but also for activities before and after school
 - attend all apprentice teaching seminar sessions
 - notify the Field Placement Office of any changes in name, address, phone number, etc.
- ◆ I understand that I may be placed in **any** public or private school, unless I have indicated that I will or cannot accept a religious based placement, in St. Louis City or the St. Louis County Area.
- ◆ I also understand that if I decide to cancel my request for apprentice teaching after the placements are made that I will be charged \$100. This fee covers the costs associated with processing the requests and pays the assigned teacher a stipend for agreeing to accept you.

Signature

Date

DESE Substitute Certification Application

The State of Missouri has moved to an electronic only application process for educators. All students must now begin the process by applying for certification as a substitute teacher.

Applying for substitute certification online requires that you:

- ___ Complete the online application
- ___ Submit transcripts to DESE (with at least 60 hours of college level coursework)
- ___ Be fingerprinted through L-1 instructions below and on DESE site

Online Application: A step-by-step walk-through is available at dese.mo.gov.

From the DESE homepage:

- select “DESE Web Applications”.
- You will need to create a user id and password.
- Once you have created your used ID, log in.
- Under “User Applications”, locate “Teacher Quality and Urban Education” and select “Licensure System Educator Request Access”.
- Click “submit” and a pop-up window should indicate that your request has been submitted.
- Click “Close” and you should be re-directed to the main menu. If you **are not redirected** return to the DESE home page and log in again. From the main menu (“User Applications”) locate “Teacher Quality and Urban Education” and select “Licensure”. Follow the instructions to set up your user profile.
- Once you have completed your profile, an **educator ID** will be generated and will be located in the header of the application. This number should be written down somewhere safe along with your login for the system.

Transcripts: You will be applying as a **regular substitute** (someone with 60 or more credit hours). This means that you must submit college transcripts for at least 60 credit hours worth of work **directly to DESE**. If those 60 hours were completed at Webster, please contact the Registrar’s Office (Loretto Hall 63, phone:

314-968-7450, email: registraroffice@webster.edu) to have your transcripts sent.

Transcripts should be mailed to:

DESE
Attn: Certification
PO Box 480
Jefferson City, MO 65102

Please include, or have included, on your transcripts your social security number or **educator ID** (see above) and the words “Sub. Cert.”.

Fingerprints: Fingerprinting is done by L-1 Identity Solutions. To make an appointment, you will need information found on the DESE website (dese.mo.gov/divteachqual/teachcert/index.html).

For a school code, to use all nines (9). Under “Background/Fingerprint Check” on the right hand side, select the “Fingerprint Information Form (pdf)”. You may call to make an appointment (866-522-7067) or go to www.l1enrollment.com.

TRANSCRIPT REQUEST/ RELEASE FORM

Name: _____ Date: _____

I am applying for certification in _____

I give Tracey Brenner, the Coordinator of Field Placements at Webster University, permission to forward to all districts that are considering my placement requests, all official transcripts from my previous post-secondary work. I understand that a copy of all transcripts, as well as the Webster University transcript, must be included as part of my application for Apprentice Teaching, which will be sent to prospective schools.

Please list all colleges you attended, even if only for one class

Signature: _____ Date _____

Print Name: _____

Social Security Number: _____

Student ID # _____

Tracey Brenner
Coordinator of Field Placements and In-Service Education
227A Webster Hall
314-246-7103

Apprentice Teaching Registration Form

Name: _____

ID # (or SSN) _____

Permanent Address: _____

Payment Option:

____ Direct Billing to Employer (DB)

____ Employer Reimbursement (ER)

____ Financial Aid (FA)

____ Pd 2 wks before classes start (PD)

____ Tuition Assistance/Military (TA)

____ Tuition Monthly Payment Plan (TM)

____ Tuition Remission/Exchange (TR)

____ Veteran's Administration (VA)

____ Vocation Rehabilitation (VR)

Preferred Phone: _____

E-mail Address: _____@webster.edu

Certification: _____

Date: _____ Program(Grad/Undegrad) _____ Term: _____

Dept & Course Number	Title	Cr Hrs
	Apprentice Teaching Seminar	1 cr
	Apprentice Teaching	
	Apprentice Teaching (for Early Childhood, Art, Music or Foreign Language)	

Total _____

Student Signature _____

Date _____

Advisor Signature _____

Date _____

***Course numbers for Graduate and Undergraduate are listed on the back**

Undergraduate Apprentice Teaching Course Numbers:

EDUC 4000 Apprentice Teaching Seminar

EDUC 4940 Apprentice Teaching: Early Childhood (Pre Primary)

EDUC 4950 Apprentice Teaching: Primary (Grades 1-3)

EDUC 4960 Apprentice Teaching: Intermediate (Grades 4-6)

EDUC 4965 Apprentice Teaching: Middle School

EDUC 4970 Apprentice Teaching: Secondary

EDUC 4980 Apprentice Teaching: Special Education (Grades K-12)

Graduate Apprentice Teaching Course Numbers:

ECED 5096 Apprentice Teaching Seminar: Early Childhood

CMAT 5096 Apprentice Teaching Seminar

ECED 5940 Apprentice Teaching: Pre-Primary

ECED 5950 Apprentice Teaching: Primary (1-3)

CMAT 5091 Apprentice Teaching: Elementary School

CMAT 5093 Apprentice Teaching: Middle School

CMAT 5095 Apprentice Teaching: Secondary School

SPED 5091 Student Teaching Special Education