

Teacher Education & Student Teaching Admission Info.



Questions?

Contact Mrs. Andi Beckman at (785)628-4148, abeckma@fhsu.edu,
calendly.com/asbeckman, RH 247



FORT HAYS STATE UNIVERSITY
OFFICE OF FIELD EXPERIENCES
AND LICENSURE

**IMPORTANT
NOTICE**

OUT OF STATE FIELD EXPERIENCES & LICENSURE

It is **HIGHLY RECOMMENDED** that candidates check with their state department of education and anticipated school site prior to participating in any internship or student teaching to determine any additional requirements that may be in place by that state. Failure to do so could result in needing to repeat that internship or student teaching.

Disclosure for Out of State Teacher Licensure

The United States Department of Education (Federal regulation Sec 668.43 A-C) requires universities to determine which states meet educational requirements to apply for teaching certification or licensure in that state. Upon obtaining a Kansas teaching license, FHSU's programs for initial teaching licensure *MEET* the educational requirements for licensure in all other states except for:

Alaska
Georgia
Indiana
New York
Wyoming

These states have a designation of "Does Not Meet" and have additional requirements that must be met first. Common causes for a state not meeting requirements are:

- The state certification agency requires a transcript review prior to application for certification.
- The state does not have an equivalent for an endorsement completed in Kansas.
- The state requires you to take an additional course or exam specific to that state's history or laws.

If you live in or plan to live in one of the "Does Not Meet" states, you may still enroll in your selected FHSU program per Federal regulation, by agreeing to an Attestation statement completed at time of application to the university.

For licensure questions, contact Kerry Schuckman, FHSU Licensure Officer, at kschuckm@fhsu.edu, 785-628-4542.

Visit <https://www.fhsu.edu/cert/licensure/> for more information.



FHSU CANDIDATE WORK SAMPLE DISCLOSURE



DISTINCTION BETWEEN DEGREE COMPLETION AND PROGRAM COMPLETION – It is possible to complete all the requirements for a degree, but not achieve program completer status from the Teacher Education program at FHSU. A candidate is not eligible to obtain a standard teaching license in Kansas or be recommended for an out-of-state teaching license unless they are a **program completer**.

To be considered a **program completer** and eligible for licensure, a candidate must:

- Successfully complete all the degree program requirements
- Successfully complete the FHSU candidate work sample

FHSU Candidate Work Sample Disclosure - https://docs.google.com/document/d/18S1_wMHNAIRkfwBWG-cVtpHuYO6qZsF7ao-wikSsyqE/edit?usp=sharing



Teacher Education Admission Requirements



COURSES

General Education Courses (complete with grades of "B" or higher)

- ENG 102 English Composition II
- COMM 100 Fundamentals of Oral Communication (can substitute Interpersonal Communication)

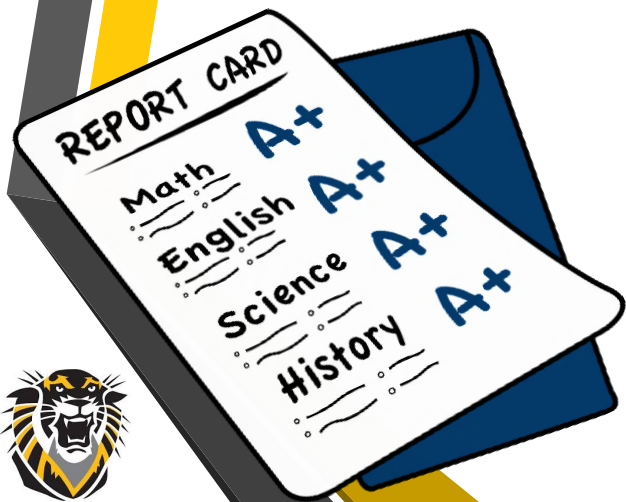
General Education Courses (complete with grades of "C" or higher)

- ENG 101 English Composition I
- MATH 110 College Algebra (can substitute Pre-Calculus or Calculus)
- MATH 250 Elements of Statistics

Pre-Professional Education Courses (complete with grades of "C" or higher)

- TEEL 202 Foundations of Education
- TEEL 231 Human Growth & Development
- TECS 301 Intro to Instructional Technology
- TEEL 260 Children's Literature (Elementary and ECU*)
- ____ 277 Early Field Experience (Secondary)

*Starting with Fall 2025 Teacher Education applications, students who declared ECU as their major **beginning in fall 2024** must complete TEEL 260 Children's Literature with a grade of "C" or higher as part of the program admission requirements. If you are unsure whether this applies to you, please reach out to your advisor for confirmation.



GRADE POINT AVERAGE (GPA)

2.75 cumulative GPA
OR
2.75 on last 60 hours



The **fastest** way to raise your GPA is to repeat a course and receive an improved grade.

Your **MOST RECENT** grade will be calculated into your GPA – whether it's better or worse.

Students with 60+ hours – Repeating courses from within your last 60 hours will impact your last 60 hr. GPA quickly, since fewer hours are used to calculate your GPA. Your advisor can help you select courses to repeat.



FHSU TEACHER EDUCATION DISPOSITION ASSESSMENT

You will be asked to complete the FHSU Teacher Education Disposition Assessment at certain points as you progress toward and go through the Teacher Education program.



The purpose of this assessment is to measure professional dispositions essential of a teacher....

- Professionalism
- Initiative and Self-Direction
- Reflective
- Confidentiality
- Leadership & Teamwork
- Problem Solving
- Response to Feedback
- Resilience
- Self-Care
- Diverse Perspectives
- Ethical Practices
- Interaction

Please be completely honest on this assessment.

For Teacher Education admission purposes, your assessment responses will not impact your admission status – it's simply a checkpoint.



APPLICATION SUBMISSION REQUIREMENTS

(MINIMUM REQUIREMENTS TO APPLY)

Ideally, you should have ALL Teacher Education admission requirements COMPLETE before submitting your application, however...you are allowed to apply while having ONE eligible deficiency.



If you've completed all but ONE of these deficiencies, you can apply!

- **LOW GPA Deficiency** – Your GPA must be at least 2.70 (2.70-2.74)
- **ONE Course Deficiency** – This does not include a course (or courses) that you are currently taking. A course deficiency would be a course that you plan to take during the following term/semester.

Applying while having ONE eligible deficiency **WILL NOT provide access to enroll in restricted courses or permit entrance into the program.** You would need to complete your deficiency after application submission **OR** apply for and obtain an approved [Standard Deficiency Appeal](#).

You will not be eligible for official Teacher Education admission until **ALL** requirements are COMPLETE.



STANDARD DEFICIENCY APPEAL APPLICATION

ELIGIBILITY REQUIREMENTS:

- Teacher Education Admission Application has been submitted.
- You only have **ONE** of the following admission deficiencies:
 - **Low GPA** – Cumulative or last 60 hr. GPA must be at least 2.70
 - **ONE Course** – Does not include course(s) you are CURRENTLY taking

NOTE: You will need to note the date that they spoke with your advisor regarding your deficiency and your plan for successfully completing it by the noted deadline.

An **approved** deficiency appeal would allow you to take restricted courses for **one semester** while working to complete your deficiency. Your deficiency **MUST** be complete by the date noted on the Deficiency Appeal Application form or you will not be allowed to continue taking restricted program courses.

Find the Standard Deficiency Appeal Application at :
<https://www.fhsu.edu/cert/initial-program-admissions/standard-deficiency-appeal-application44.pdf>

TEACHER EDUCATION DEFICIENCY APPEAL APPLICATION
(For TEMPORARY access to take one or more restricted Teacher Education courses)

Name: _____ Today's Date: _____
FHSU Email: _____ FHSU ID: _____
Major: _____ Cumulative GPA: _____ [FHSU GPA Calculator](#)
Advisor: _____

I conferred with my advisor on (date) _____ to discuss my deficiency and my course of action to complete said deficiency by the deadline.

I am applying for access to take one or more restricted courses during the (choose only one):
 Spring Semester Summer Term Fall Semester

Type a letter (no more than one page) that includes the following information:

- State your deficiency and indicate why your unique situation justifies granting the opportunity to take restricted classes before you've completed admission requirements.
- State the steps you've taken to eliminate your deficiency thus far: (FOR TEST DEFICIENCY – Please include a copy of all score reports.) **Please be specific.**
- State the steps you will take to fulfill your deficiency moving forward: (FOR GPA DEFICIENCY – Please include grades you must receive on courses next semester to successfully raise your GPA.) **Please be specific.**

Student's Signature _____

(For Advisor Use)
Rationale for Positive Recommendation or Disapproval: _____

(FOR OFFICE USE ONLY) NOTES: _____ _____	Recommendation of Content Academic Advisor <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Approve with Stipulations (above) <input type="checkbox"/> Postpone decision Signed: _____ Date: _____
	Recommendation of Appeal Committee: <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Approve with Stipulations (above) <input type="checkbox"/> Postpone decision Date: _____

Comments by Appeal Review Committee: _____



WHEN & HOW TO APPLY FOR
TEACHER EDUCATION



PRIORITY DEADLINES

(TEACHER EDUCATION APPLICATION)

Complete all requirements and submit your **Teacher Education Admission Application** by the priority deadline that occurs during your last semester of unrestricted courses.

Priority Deadlines (application available year-round)

- Apply by February 15th for **FALL** admission
- Apply by September 15th for **SPRING** admission



How will applying on/before the Priority Deadline benefit you?

If you submit your Teacher Education Admission Application on/before the priority deadline, your application is guaranteed to be reviewed before registration for the following semester/term begins. Courses can/do become full!

Can applications be submitted after a Priority Deadline?

Yes, you can apply after the priority deadline. **Applications can be submitted at any time and are reviewed year-round.** Applications submitted after a priority deadline are not guaranteed to be reviewed before registration begins.



WHERE TO APPLY (TEACHER EDUCATION)

BOOKMARK
THIS

The Teacher Education Admission Application link is available year-round on the College of Education Initial Program Admissions web page.

<https://www.fhsu.edu/cert/initial-program-admissions/index>

Admission requirement information can also be found at the link included above.



ONCE YOU'RE ADMITTED TO TEACHER EDUCATION



POLICY G.4 – CONTINUATION IN PROGRAM

- Must achieve a grade of “C” or higher in required courses for program – can repeat a required course ONE TIME, once admitted
- Must maintain a GPA of 2.75 while in the program
- If you have obtained an approved Standard Deficiency Appeal, you must complete your deficiency by the date noted on your deficiency appeal application.

Failure to fulfill the above requirements will result in discontinuation in the Teacher Education program.



Student Teaching Admission Requirements



Student Teaching Requirements



Take
Note

- There is a separate application for Student Teaching
- The Application for Student Teaching should be submitted by the [hard] deadline that occurs during your last semester of major/professional courses
- All professional and major coursework must be complete with a grade of "C" or better before you will be eligible to student teach
- You are required to have a cumulative **OR** last 60 hr., major, and minor (if applicable) GPA of 2.75 or above

Late applications will not be accepted unless an approved appeal is obtained through the Director of Field Experiences.



**WHEN, WHERE, & HOW TO APPLY FOR
STUDENT TEACHING**



WHEN TO APPLY (STUDENT TEACHING)

You should submit your student teaching application by the (**hard**) deadline that occurs during your your last semester of required major/professional courses.

HARD Deadlines

- Apply by **February 15th** for **FALL** student teaching
 - The application will be available from January 1st – February 15th
- Apply by **September 15th** for **SPRING** student teaching
 - The application will be available from August 1st – September 15th



Late applications will not be accepted unless an approved appeal is obtained through the Director of Field Experiences.



WHERE & HOW TO APPLY (STUDENT TEACHING)



You will have the opportunity to apply for Student Teaching during specific time frames (see previous slide) via your Sonia account.

- Your first step will be to log in to your Sonia account, navigate to the “Placements” tab, and join the appropriate Student Teaching placement group.
- Once you’ve joined the placement group, forms and tasks associated with the placement group you’ve joined will become accessible within the “Forms” and “Checks” tabs.

Sonia Information and home page link - <https://www.fhsu.edu/fieldexperiences/elementary-education-candidates/sonia>

Sonia tutorial video - <https://www.fhsu.edu/fieldexperiences/elementary-education-candidates/tutorial>



APPLICATION REMINDERS

- **Incomplete applications WILL NOT be reviewed** – Submitting your application prior to completing the minimum admission requirements will delay the review of your application.
- Applications are reviewed in the order they are received
- Please allow 2-4 weeks for application review from August through October and from January through March. Otherwise, allow 2-3 weeks.
- You will receive an email from Ms. Beckman after your application has been reviewed.



GENERAL REMINDERS



- ✓ **PLAN AHEAD and BE PROACTIVE!!** Communicate with your academic advisor(s) to ensure that you're on the right path with your courses and to ensure that you're not missing any important deadlines. Secondary students will have 2 advisors – Content and Education. Reach out to both!
- ✓ Gather resources and reach out to **ASK QUESTIONS!**
- ✓ Check your FHSU email account regularly
- ✓ Review **ALL** information that Ms. Beckman provides regarding your Teacher Ed. or Student Teaching application – There's A LOT of information... **IT'S ALL IMPORTANT!!**



OFFICE OF FIELD EXPERIENCES & LICENSURE



Andi Beckman – RH 247

Teacher Education/Student Teaching Admissions

asbeckman@fhsu.edu | 785-628-4148

- Processes Teacher Education applications
- Processes Student Teaching applications
- Communicates with candidates regarding their status in the Teacher Education program



Kerry Schuckman – RH 237B

Licensure Officer

kschuckm@fhsu.edu | 785-628-4542

- Verification of program completion for licensure
- Testing requirements for licensure programs
- Transition to Teaching program primary contact
- KSDE Liaison



Anayansi Ramirez – RH 237

Senior Administrative Assistant

garamirez@fhsu.edu | 785-628-5828

- Sonia expert
- Verifies documents for student teachers
- Communicates new hires within the T2T program
- Assigns and processes payments for student teaching and T2T practicums



Rachel Wentling – RH 237C

Director, Field Experiences

rawentling@fhsu.edu | 785-628-5902

- Early Field & Secondary School Experience placements
- Student Teaching placements and instructor
- Cooperating Teacher & University Supervisor Contact
- Contact for all sites that host FHSU field exp. students



Renee Cason – RH 291

Instructor/Faculty Internship Coordinator

rmcason@fhsu.edu | 785-628-4646

- Communicates with sites and candidates regarding Elementary, Elementary/SPED, and ECU internships



LICENSURE PRESENTATION



Licensure Information



Kerry Schuckman
FHSU Licensure Officer

Video Link - https://drive.google.com/file/d/1Df-Jqi6UINlf1YqrO_1p2v_h1mdqdH/view?usp=sharing



QUESTIONS?

Andi Beckman

FHSU College of Education
Teacher Education/Student Teaching Admissions

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Email: asbeckman@fhsu.edu

Phone: (785)628-4148

Book a phone or office appointment with me at: <https://calendly.com/asbeckman>

