**REQUEST TO TAKE A PRECLINICAL WITHOUT COMPLETION OF THE TEST REQUIREMENT**

The Benedictine University School of Education (SOE) Teacher Education Program Checkpoints indicate when the Illinois Licensure Testing System’s (ILTS) tests required for the Teacher Education Program (TEP) need to be passed. These tests include the Test of Academic Proficiency (TAP) or approved ACT/SAT with writing and the designated content area test. Additionally, the Education Teacher Performance Assessment (edTPA) must be passed as part of the student teaching experience to complete licensure requirements. Refer to the TEP Checkpoints on the SOE webpage, <http://www.ben.edu/college-of-education-and-health-services/school-of-education/admission-to-teacher-education.cfm> . The Checkpoints identify the required tests to be eligible for each preclinicals.

* Checkpoint 1 for Preclinical Level 1: Pass a minimum of two subtests of the TAP or evidence of acceptance by the Illinois State Board of Education (ISBE) of ACT or SAT in lieu of TAP
* Checkpoint 2 to continue with Preclinical Level 2 and 3: TAP passed or evidence of acceptance by the Illinois State Board of Education (ISBE) of ACT or SAT in lieu of TAP
* Checkpoints 3 and 4: Passage of applicable content area test prior to student teaching
* Checkpoint 5: Successful passage of edTPA requirements

By passing a test at the appropriate checkpoint, a candidate is demonstrating that he/she can complete the required tests for degree completion with licensure. However, the testing requirements as prescribed by ISBE state:

**Basic Skills Test:** “Section 21B-30(c) of the School Code requires candidates in teacher preparation or school support personnel preparation programs to pass this test prior *to starting their student teaching or starting the final semester of their internship*.”

**Content-Area Tests:** “Section 21B-30(d) of the School Code requires passage of this test before a candidate begins student teaching or begins serving as a teacher of record.”

**Therefore, a candidate can request permission to enter a preclinical without having passed the licensure tests as required in the TEP Checkpoints.** By doing so, the candidate fully acknowledges the following:

* That he/she is not admitted to the TEP until all admission requirements including tests are complete;
* That by his/her choice he/she **is classified in a non-licensure track** until TEP requirements including testing are met; and
* That he/she is not guaranteed a preclinical placement without the testing requirement being met for the specific preclinical as some school districts require that a test, e.g., TAP, be passed for placement at a school in that district.

**To request permission to take a preclinical without completion of a test requirement, the candidate must have:**

* Completed the Basic Skills requirement with grades of C or better: WRIT 101, WRIT 102, SPCH 110, MATH \_\_\_\_
* Completed semester credit hours (sch) as follows:
* For Preclinical 1, a minimum of 45 sch or will have 45 sch completed by the term of Preclinical 1
* For Preclinical 2, a minimum of 60 sch or will have 60 sch completed by the term of Preclinical 2
* For Preclinical 3, a minimum of 75 sch or will have 75 sch completed by the term of Preclinical 3
* Have a cumulative Grade Point Average (GPA) of 2.75 for Preclinical 1, 2, or 3
* Have a major GPA of 3.00 for Preclinical 2 or 3
* Submit the “Request to take a Preclinical without completion of the test requirement” form with the candidate’s signature and the education advisor’s signature
* Submit the “Request to Register” form to request a PIN number - <http://www.ben.edu/college-of-education-and-health-services/school-of-education/admission-to-teacher-education.cfm>

When you, the Candidate, receive a PIN via email from the SOE, that is your permission to proceed with registration for the preclinical. Also at that time, you need to submit electronically the Preclinical Application found on the SOE webpage. <http://www.ben.edu/college-of-education-and-health-services/TEP/index.cfm>

This approval can only be used for the preclinical for which permission is being requested. The “Request to take a preclinical without completion of the test requirement” must be submitted for each preclinical for which permission is being requested. All of the other guidelines as stated on the form must, likewise, be met.

I am requesting permission to take EDUC \_\_\_\_\_\_ for Preclinical (circle one) 1 2 3

I have met with my advisor in reference to my request to take a preclinical with the test requirement being met.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

I have read and accept all of the conditions in reference to taking a preclinical without completion of a test requirement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student/Candidate Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date