**Benedictine University’s School of Education Teacher Education Program (TEP) Checkpoints**

*Please note that any course required for licensure requires a grade of C or better at degree/licensure completion. There is no limit to the number of times one may take any state exam. These procedures are subject to be changed due to state mandates and unforeseen changes. The ultimate and final responsibility for fulfilling these requirements rests on the individual student. If you have any questions, please contact your advisor.*

**Checkpoint 1 – Pre-Admission to TEP:** *(30 or more credits)*Checkpoint 1 is designed to ensure that each candidate has met the prerequisites necessary to begin their application to the Teacher Education Program.

* Completion of Protecting All God’s Children training AND providing the Director of Student Placement with a copy of your certificate (Prior to PC1 experience):

<https://www.diojoliet.org/web/child-protection/virtus-protecting-gods-children>

* Completing DCFS Mandatory Reporter training and then providing the Director of Student Placement with a copy of your training certificate. (Prior to PC1 experience):

<https://mr.dcfstraining.org/User/Auth/Login!loginPage.action>

*Failure to complete any of the above procedures will result in a delay of registration and a delay in the placement of your experience.*

* Completion of the Basic Skills Requirements from Distributed Requirements: WRIT 1101-Writing Colloquium COMM 1110-Basic Speech  
   WRIT 1102-Research Writing MATH 110-College Algebra
* EDUC 2207-Introduction to Education
* Establish Educator Licensure Information System (ELIS) (unless an account has already been created for you by taking an Illinois Licensure Testing System (ILTS) exam). Follow directions here:

<https://www.isbe.net/Documents/How-To-Create-ELIS-Acct.pdf#search=ELIS%20account>

* Eligibility for EDUC 2200-Preclinical Level 1
* Students must have a3.0 GPA or are required to arrange to have an interview/ writing assessment with the School of Education Department Chair.

**Checkpoint 2 –Admission to TEP:** *(60 or more credit hours)*Checkpoint 2 is designed to ensure that each candidate has met the prerequisites necessary to complete their application for admission to the Teacher Education Program.

* Successful completion of Checkpoint 1

File formal application for Admission to TEP: <https://forms.gle/3mDkidFoCTLvfkqD9>

which requires completion of the following:

* + - EDUC 2200-Preclinical Level 1
    - EDUC 2205-Educational Foundations
    - EDUC 2210-Educational Psychology
    - EDUC 2260-Educating Students with Exceptionalities
* Successful Ratings on Professional Behaviors/Dispositions; any ratings below three will require a plan for professional growth. Professional Behaviors/Disposition review will occur in all courses, all preclinical experiences, and student teaching.
* Cumulative GPA of 2.75 (all courses completed)
* Major GPA of 3.00 (education and licensure courses; right side of checklist)

**Checkpoint 3 – Advancement in TEP:** (*75 or more credit hours)*Checkpoint 3 is designed to ensure that each candidate has met the prerequisites necessary to advance in the Teacher Education Program and apply for student teaching.

* Successful completion of Checkpoint 2
* Submit application for student teaching to Dr. Jan Writer at [jwriter@ben.edu](mailto:jwriter@ben.edu)
* Completion of Math 1112- Mathematics for Elementary Teachers 1 (Fall) &
* Math 2222 – Mathematics for Elementary Teachers 2 (Spring) for Elementary Education Major
* Cumulative GPA of 2.75 (all courses completed)
* Major GPA of 3.00 (education and licensure courses; right side of checklist)
* Successful Ratings on Professional Behaviors/Dispositions; any ratings below three will require a plan for professional growth. Professional Behaviors/Disposition review will occur in all courses, all preclinical experiences, and student teaching.

**Checkpoint 4 – Admission to Student Teaching:** *(90 or more credit hours)*Checkpoint 4 is designed to ensure that each candidate has met the prerequisites necessary to advance in the Teacher Education Program and to be admitted to student teaching.

* Successful completion of Checkpoint 3
* Completion of any additional student teaching requirements of the placement district
* Passage of applicable content area test(s) **prior** to student teaching. The student teaching application will not be processed until the application content area test(s) has been passed. This may result in a delay of the student teaching experience.
* Cumulative GPA of 2.75
* Major GPA of 3.00
* Passage of applicable content area test prior to student teaching
* Successful Ratings on Professional Behaviors/Dispositions; any ratings below three will require a plan for professional growth. Professional Behaviors/Disposition review will occur in all courses, all preclinical experiences, and student teaching.
* Application for graduation submitted to Registrar’s office.

**Checkpoint 5 – Degree and Program Completion**: *(105 or more credit hours)*Checkpoint 5 is designed to ensure that each candidate has met all requirements for degree and program completion.

* Successful completion of Checkpoint 4
* Completion of Student Teaching experience with grade of C or better
* Successful passage of edTPA requirements as required by ISBE
* Successful ratings on Professional Behavior/Dispositions. Any ratings below three will require a plan for professional growth

**Checkpoint 6 – Program Exit and Licensure:** *(120 or more credit hours)*Checkpoint 6 is designed to ensure that each candidate has been issued a Professional Educator License (PEL)

* Successful completion of Checkpoint 5
* Apply for and register license through ELIS