

# ADMISSION TO STUDENT TEACHING

## Information and Instructions

KENNESAW STATE UNIVERSITY  
Professional Teacher Education Unit  
Office of Field Experiences

**FALL STUDENT TEACHING**  
Apply by previous January 30

**SPRING STUDENT TEACHING**  
Apply by previous August 30

Application for admission to Student Teaching is complete when all items below have been submitted in **ONE PACKET** to the Office of Field Experiences, Kennesaw Hall, Room 3001.

### 1. STUDENT TEACHING APPLICATION.

Go to [www.kennesaw.edu/education/ofe](http://www.kennesaw.edu/education/ofe). Fill out the application on line. Click on *Submit Application*. Please note: only the first application submitted is processed by the OFE. If you need to make a change to your application **after** you have clicked on *Submit Application*, contact the Office of Field Experiences. **Please do not resubmit the application.** Read carefully the last item on the application, "Release of Information," sign and date. **Print three copies.** Keep one copy for your file and submit two copies in your application packet. (One copy remains in the OFP file; the other is sent to the school system you requested.)

### 2. TRANSCRIPTS.

**Print two copies** of your unofficial transcript. The transcript should contain the final grades for all courses you finished before the time of application. Keep one copy accessible for your advisor to review (below) and then submit both copies in your application packet. (One copy remains in the OFP file; the other is sent to the school system you requested for student teaching.)

3. **PERSONAL NARRATIVE.**

Choose three important beliefs you hold about education thus far in your career, and explain each using examples from your own experience, observations, reading or other appropriate source. Write 150 words or so in your own handwriting, in blue or black ink, using two pages only. Make **three copies**. Keep one copy for your file. Have this copy accessible for your advisor to review (below). Turn in the original and one copy in your application packet. (The original remains in the OFP file; the copy is sent to the school system you requested.)

4. **APPLICATION FOR CERTIFICATION.**

Read the instructions carefully and fill out the form. Be sure the Personal Affirmation information is accurate and then **sign and date** the document. **Make two copies**. Keep one copy for your file. Have a copy accessible for the Advisor Review. Turn in the original and one other copy in your application packet. (The original will go to the Kennesaw State University Certification Office located in the Undergraduate Studies Suite, Kennesaw Hall, Room 3018-3024; the copy will remain in the OFE files)

5. **ADVISOR REVIEW.**

Make an appointment with your advisor. Take a copy of your **transcript**, a copy of your **Personal Narrative**, a copy of your **completed Georgia PSC Certification Application**, and a copy of the **“Advisor Review” form** to the appointment. Ask your advisor to complete the form and sign it. **Make one copy** of the completed **“Advisor Review” form**. Keep the copy for your file and turn in the original, signed copy in your application packet. (The original, signed copy remains in the OFE files.)

6. **CRIMINAL HISTORY CONSENT FORM.**

Fill out the top part of the form. **Do not sign.** Bring the form with you to the Office of Field Experiences and sign it in the presence of a notary. (You may do this when you are ready to turn in the entire packet.)

**NOTE:** Bartow County requires fingerprints from all student teachers in their school system at the student teacher's expense. You must pay \$25 by money order.

PE student teachers who are placed in two different school systems must fill out two Criminal History Consent Forms.

Marietta City School System requires that its student teachers attend an orientation before the student teaching experience begins. MCSS will contact the student teachers regarding date and time.

# **STUDENT TEACHING APPLICATION PACKET**

**should contain:**

- \_\_\_\_\_1. **Student Teaching Application.** 3 copies
  
- \_\_\_\_\_2. **Transcripts.** Unofficial. 2 copies
  
- \_\_\_\_\_3. **Personal Narrative.** Original plus 2 copies
  
- \_\_\_\_\_4. **Application for Certification.** Original  
plus 1 copy
  
- \_\_\_\_\_5. **Advisor Review.** Original, signed copy
  
- \_\_\_\_\_6. **Criminal History Form.** Original, notarized  
copy.





# **PETITION TO GRADUATE And Apply for CERTIFICATION Information and Instructions**

## **Petition to Graduate**

If you plan to graduate at the end of your student-teaching semester:

- Find out the petition to graduate deadline. Go to [www.kennesaw.edu](http://www.kennesaw.edu) >Events and Calendars>Academic Calendars. Click on the semester and year you plan to graduate. Note Deadline Date.
- Go to the Office of the Registrar
- Fill out a **Petition to Graduate** form
- Diploma fee is \$30.00—check or money order
- Turn in the completed **Petition to Graduate** form and **payment** to the Registrar's Office.

### **THEN**

- Fill out the **Transcript Request** form (attached). Indicate the semester and year you will fulfill all requirements for graduation. Print your name and KSU#, sign and date the form, and indicate the best phone number at which to reach you.
- Fill out completely the **Program Requirements Information** form (attached).
- Include these two forms with the Certification forms below in your **Application for Student Teaching Packet**.

If you do not plan to graduate at the end of your student-teaching semester but do plan to graduate within the year following student teaching:

- Find out the petition to graduate deadline. Go to [www.kennesaw.edu](http://www.kennesaw.edu) >Events And Calendars>Academic Calendars. Click on the semester and year you plan to graduate. Complete the petition to graduate process (noted above) in the Office of the Registrar within a few weeks of the deadline.
- Fill out the **Transcript Request** form (attached) now. Indicate the semester and year you will fulfill all requirements for graduation. Print your name and KSU#, sign and date the form, and indicate the best phone number at which to reach you.
- Fill out completely the **Program Requirements Information** Form (attached).
- Include these two forms with the Certification forms below in your **Application for Student Teaching Packet**.

# CERTIFICATION

## Information and Instructions

Please read carefully.

The Georgia Professional Standards Commission (PSC) is the agency that issues all Teaching, Service and Leadership Certificates for the State of Georgia. The PSC, acting in concert with the Georgia Department of Education and the State Legislature of Georgia, sets the requirements for teacher certification.

The Kennesaw State University Certification Office, 3021 Kennesaw Hall, is responsible for reviewing and processing the completed “Georgia PSC Certification Application” (attached) and related documents and forwarding one complete packet for each qualified KSU graduate to the PSC for its review and consideration for initial certification. (KSU will not forward any part of your certification packet until the entire packet is correct and complete.)

It is the responsibility of the KSU graduate to complete the PSC application correctly, attach any requested documentation and furnish any other information needed by the KSU Certification Office in order to process and forward a complete certification packet to the PSC for the student.

Go to this website, [www.gapsc.com](http://www.gapsc.com) for answers to all questions about initial certification, adding on a certification area, renewing a certificate, ethical issues, No Child Left Behind.

**NOTE:** You may monitor your certification status online at [www.gapsc.com](http://www.gapsc.com). Click on *Check Certification Status* and enter your social security number. It is your responsibility to follow-up on delays or problems directly with the PSC once the KSU Certification Office has sent your packet. The PSC will mail a copy of your certificate to you once all required documents have been received, reviewed and accepted. Renewal requirements will be printed on the certificate. Put the original certificate in a safe place (safety deposit box or your file in the principal’s office at your school of employment). Keep several copies of your certificate plus any letter(s) or other correspondence from the PSC in an accessible file. Go to [www.ets.org/praxis/prxorder.html](http://www.ets.org/praxis/prxorder.html) for information about the Praxis I and Praxis II tests, including how to get “old” score reports.

# Georgia PSC Certification Application Instructions

The Certification Application is attached. Fill out the application form using **BLACK INK** and **CAPITAL LETTERS ONLY**. The numbers below correspond to the application form numbers.

## Front page of Application

1. Fill in all personal information. Indicate the address where you would like the certificate sent. Remember that the certificate will not be processed and sent to you for many weeks after graduation.
2. Write in “NA.”
3. Bubble “Clear, Renewable Certificate.” No fee applies if KSU completes your certification paperwork. Print your certification field. For example, Broad field Social Studies 6-12, ECE P-5, Middle Grades science and math 4-8.
4. Please read the Personal Affirmation section carefully and answer truthfully. If you answer YES to any question, you must attach the documentation requested. The KSU Certification Office will not recommend you for certification without these documents.

**SIGN AND DATE** at the bottom of the page.

## Page 2 of Application

- Print your name and social security number at the top of the page.
- **Academic Record:** Fill in your Academic Record. If you transferred to KSU, you do not have to list the other colleges you attended since those colleges and the courses KSU accepted for your degree program will show up on your official transcript from KSU. Check “Transcript Attached.”
- **Certification Record:** Leave blank unless you have held a teaching certificate in another state or jurisdiction. If you have held a teaching certificate, you must attach a copy of the certificate or license to this application. Check NO to the three questions.

**STOP.** Proofread. Do you have all attachments that are applicable to you? Did you sign and date the first page?

To be considered for certification in the State of Georgia, you must make a passing score on each of the three tests: reading, writing, math OR make a combined score of 526. A copy of the entire score report, pages 1 through 4, must be on file in the Kennesaw State University Certification Office. Attach a copy to the certification application.

## OR

Exempt Praxis I by having a copy on file in the Kennesaw State University Certification Office of ONE of the following:

SAT scores—at least 1000 (combined math and verbal)

ACT scores—at least 43 (combined math and verbal)

GRE scores—at least 1030 (combined quantitative and verbal)

## Praxis II

To be considered for certification, you must make a passing score **on all parts** of the Praxis II test in your certification area. For example, the certification area of Broad field Social Studies has two parts: writing and content. You must make a passing score on each part individually. There is no combined passing score. Some certification area tests have only one part, but most have two. You must provide a copy of the entire score report, pages 1-4, showing a passing score on all parts of the test to the Kennesaw State University Certification Office. Attach a copy to the certification application. Keep the original.

### For your information:

The KSU Certification Office includes as a part of the completed certification packet a Recommendation Form for each KSU graduate who has met all requirements for certification. The Recommendation Form is required by PSC before it will issue a certificate to you. For the Certification Office to issue this Recommendation Form and send your certification packet to PSC for consideration, you must have on file in the KSU Certification Office:

- **Original** copy of Georgia PSC **Certification Application** signed and dated.
- If applicable, any **documentation** requested to support a “YES” answer on the Personal Affirmation section of the Certification Application.
- An **official transcript with final degree posted**. (The degree is not posted until some 10 days after graduation. When the degree is posted, the transcript will be forwarded to the Certification Office as you specified on the REQUEST FOR TRANSCRIPT form.)
- Copy of entire score report showing passing score on **Praxis I** or documents showing exemption of Praxis I.
- Copy of entire score report showing passing score on all parts of **Praxis II** in your certification area.

**NOTE: The KSC Certification Office will not issue a Recommendation Form until all the documents above are received. So, even if a KSU graduate is offered employment and the school system processes the certification paperwork, the PSC will not issue a certificate until it receives the Recommendation Form from KSU.**

# Georgia PSC Certification Application

## Two Peachtree Street, Suite 6000, Atlanta, Georgia 30303-3141

Please Use Black Ink or Type

ALL DOCUMENTS SUBMITTED TO THE PSC BECOME THE PROPERTY OF THE COMMISSION AND WILL NOT BE RETURNED TO THE APPLICANT NOR WILL THE PSC PROVIDE COPIES OF DOCUMENTS TO THE APPLICANT OR THIRD PARTIES.

Applications will not be processed until all supporting documentation has been received by the PSC.

**1. Please use ALL CAPS and print your name as you wish it to appear on your certificate**

Title  Mr  Ms Last name

First name  Middle or Maiden Name

Social Security Number  -  -  Date of Birth (MM/DD/YY)  /  /

Mailing Address

City  State  Zip Code  -

Home Telephone  -  -  Work Telephone  -  -

**2. Employment Information: Must Be Completed.**

I am currently employed in the following Georgia **public** school system (write N/A if not employed): \_\_\_\_\_

I am currently employed in the following Georgia **private** school system (write N/A if not employed): \_\_\_\_\_

**3. Transaction(s) Requested: Fill in all that apply. For Middle Grades and Special Education fields, list the areas of concentration. (i.e. math, science, etc.)**

- Clear Renewable Certificate (Initial GA certificate-never held any type of certificate in GA previously) – List Field Names Below (\$20 fee may apply)
- Renewal (Current or expired GA Clear Renewable certificates only)- (\$20 fee may apply)
- Non-Renewable Certificate (Have not met requirements for Clear Renewable)- **Must be requested by a GA school system/agency employer** - (\$20 fee may apply)
- Convert Non-Renewable Certificate to Clear Renewable Status (Have satisfied ALL requirements for Clear Renewable) - (\$20 fee may apply)
- Upgrade to a Higher Certificate Level (Based on completion of a higher degree) - (\$20 fee may apply)
- Add a New Clear Renewable Certificate Field(s) (Have satisfied ALL requirements for Clear Renewable) – List Field Names Below - (\$20 fee may apply)
- Duplicate Certificate (Current valid GA certificates only) - (\$20 fee required)
- Name Change

Field(s): \_\_\_\_\_

**Fee submitted: (please indicate amount) \$ \_\_\_\_\_ Note: Payment must be by cashier's check, money order, or online credit card payment ([www.gapsc.com](http://www.gapsc.com)) payable to the State of Georgia only. PERSONAL CHECKS ARE NOT ACCEPTED.**

**Personal Affirmation:** False statements made in this application may constitute sufficient grounds to take action against, revoke or deny a certificate and may constitute grounds for legal action. **Failure to complete this block will result in your application being returned without processing.**

Fill-in the appropriate circle for each question. DO NOT include matters that the PSC has investigated and found "No Probable Cause" to take any disciplinary action. **If you answer "yes" to any question, you MUST attach an explanation** (your statement of what occurred) **and documentation** (court documents, termination letters, final orders, FBI background check, etc.) to this application to avoid delay. **THE PSC INVESTIGATES ALL "YES" ANSWERS.**

- 1. Have you ever been dismissed, non-renewed, terminated or resigned while under investigation for allegations of or commission of a felony, a misdemeanor involving moral turpitude or a violation of any profession's code of ethics?
- 2. Do you have any charges pending against you for committing a felony, a misdemeanor involving moral turpitude or a violation of any profession's code of ethics?
- 3. Have you ever had any adverse action (i.e. warning, reprimand, suspension, revocation, voluntary surrender, etc.) taken against any professional certificate or license by any agency (in any state) **other than the Georgia Professional Standards Commission**?
- 4. For any felony or for any misdemeanor offense involving moral turpitude, have you ever:
  - Pled guilty,  Been granted first offender treatment without adjudication of guilt,
  - Been found guilty,  Participated in a pre-trial diversion program, or
  - Entered a plea of nolo contendere,  Been placed under a court order whereby an adjudication or sentence was withheld?

"moral turpitude" is defined at [www.gapsc.com](http://www.gapsc.com)

I affirm that to the best of my knowledge, all information is true and correct. I hereby give permission to the Professional Standards Commission to obtain copies of any criminal and personnel records relating to me which are held by any local, state or federal government agency or private entity, and authorize any such agency or entity to release those records to the Commission. I understand that this information may be shared with other states and other agencies in the event that any disciplinary action affecting my certification occurs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ **OVER**

## Georgia PSC Application - Page 2

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

**Academic Record:** (Transcripts previously submitted and retained need not be resubmitted.) List and attach **OFFICIAL** transcripts from **ALL** colleges and Georgia Staff Development programs attended. Attach an additional sheet if needed. Copies of college transcripts will **NOT** be accepted. If you attended institutions outside the United States, please **DO NOT** submit those official transcripts. Please submit a detailed course-by-course foreign credential evaluation report. Information regarding the credential report can be found at [www.gapsc.com](http://www.gapsc.com).

College, State	Dates Attended	Degree Earned	Check One		
			Transcript On File	Transcript Attached	Transcript Being Sent

**Certification Record:** List and submit copies of all **professional educator certificates/licenses** issued in another state, the District of Columbia, a U.S. territory, the Department of Defense Dependents Schools (DODDS), or the National Board for Professional Teaching Standards (NBPTS). For each state or jurisdiction, list the specific field and/or grade level held.

State/Jurisdiction	Field(s)/Grade Level(s)	Validity Period	Copy Attached	Copy Being Sent

Do you currently hold a **Georgia certificate**?       Yes       No

Did you previously hold a **Georgia certificate**?       Yes       No      If so, please indicate the validity dates: \_\_\_\_\_

Do you currently hold **NBPTS certification**?       Yes       No      If so, please include a copy of your certificate with your application.

**Assessment Record:** List and submit copies of any **content/subject matter assessment(s)** you have passed as a requirement for state certification in any state.

State/Jurisdiction	Content/Subject Matter Assessment(s)	Date Passed	Copy Attached	Copy Being Sent

# KENNESAW STATE UNIVERSITY TRANSCRIPT REQUEST

Please mail my TRANSCRIPT to the Certification Office, Campus Box #0123, at Kennesaw State

University at the end of \_\_\_\_\_  
SEMESTER YEAR

NAME

KSU#

NUMBER OF COPIES REQUESTED: ONE

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

My signature authorizes the Office of the Registrar at Kennesaw State University to furnish a copy of my academic record to the Certification Office of Kennesaw State University.

BEST Telephone Number \_\_\_\_\_

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## PROGRAM REQUIREMENTS INFORMATION

FILL IN ALL LINES. ANSWER ALL QUESTIONS COMPLETELY.

Name \_\_\_\_\_ SS# \_\_\_\_\_

EXPECTED GRADUATION DATE \_\_\_\_\_  
SEMESTER YEAR

Are you exempt from or have you **passed** Praxis I? YES \_\_\_\_\_ NO \_\_\_\_\_. If no, when will you take the test? \_\_\_\_\_  
DATE

Have you **passed all parts of** Praxis II in your required field? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, **attach a copy of the entire score report—pages 1-4** (even if you have previously turned in a copy of the scores). Do not attach copies of non-passing scores.

If you have not passed all parts of Praxis II, when will you take the test? \_\_\_\_\_  
DATE

You MUST go online to <http://www.ets.org/praxis/prxga.html> to find test dates, registration deadlines, registration instructions, cost, and test sites.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADVISOR REVIEW**  
**Of Eligibility for Student Teaching**  
**Kennesaw State University**  
**Professional Teacher Education Unit**

**Candidate** \_\_\_\_\_

**Current GPA** \_\_\_\_\_

**Courses in which the candidate is currently enrolled:**

\_\_\_\_\_

\_\_\_\_\_

**Required courses not yet completed and the semester the candidate plans to complete them:**

\_\_\_\_\_

\_\_\_\_\_

**I have examined the transcript (and other records) of the above candidate and I support his/her application for student teaching placement for**

\_\_\_\_\_ **Semester, 200**\_\_\_\_\_. I have read the **Personal Statement** written by the candidate and have reviewed the **Georgia PSC Certification Application** completed by the student.

\_\_\_\_\_  
**Advisor**

\_\_\_\_\_  
**Date**

**Comments from the Advisor:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Criminal History Consent

## Kennesaw State University Office of Field Experiences

I authorize any school district in the State of Georgia to receive any criminal and/or driver's history record information pertaining to me which may be in the files of any state or local criminal justice agency. I further understand that neither the Georgia Crime Information Center (GCIC), its employees, nor any other agency or employees of the State of Georgia shall be responsible for the accuracy of information nor have any liability for defamation, invasion of privacy, negligence or any other claim in connection with any dissemination of information pursuant to this record check, and shall be immune from suit based upon such claims.

### PLEASE PRINT

#### Student Teacher

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School	Position
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Last Name	First name	Middle	Maiden
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Street Address	City	State	Zip
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Gender	Ethnicity	DOB	Social Security Number
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Home Phone	Cell Phone	Driver's License # or State ID#	State Issued
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Signature (Sign in presence of Notary)	Notary	Date
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-----**Do Not Write Below—For School System Only**-----

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School District (Agency)

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Signature	Title	Date
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OUTCOME: \_\_\_\_\_

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