Checklist to Complete Secondary Education Program

**Step One**
Before admission to Secondary Ed, you need to have
- A GPA of at least 3.00 (and maintain a minimum of 2.75 through graduation).
- Pass the writing exam (available in YETC, #170 in Jones Education Building, the 1st 5 weeks of each semester).
- Take the Speech/Hearing screening. Cost is $10 – offered 3rd, 15th weeks each semester. Sign up in the front office of the Department of Communication Disorders & Deaf Education, 797-1375.
- Complete and Pass the USOE background check. Go to [www.utah.gov/teachers](http://www.utah.gov/teachers) to register with the state.
- Complete admission core course requirements (see STEP application)
- ACT Scores: A 21 composite ACT with a 30 hours per semester & a methods course for your major or minor. SCED 3300 (or department specific 3300) requires 30 hours per semester in school classrooms. Be certain you register for the section appropriate for your discipline, e.g., SCED, MATH, LING, etc.
- ITLS 4015 (1 credit) may be completed during either level I or Level II (waived for Music majors, Math majors and minors, Agriculture Education majors, Theater Majors and TEE majors)

**Step Two**
One semester before you begin the program
- SPED 4000 may be completed before admission to program
- Print application online: Go to [http://teal.usu.edu](http://teal.usu.edu) then undergraduate programs and Secondary Education then Admission to STEP.
- Take printed application to major and minor advisors for signatures
- Submit printed application for admission to the Secondary Education Program to a Secondary Education advisor, signed by content advisor for both major and minor, Deadlines: Fall admission for Spring Classes - Oct. 1, Spring admission for fall classes - Mar. 1
  - Attach: (1) speech/hearing results, (2) writing exam passing results, (3) attach email stating background check has cleared (4) attach a current unofficial transcript. (5) OPI results if required (6) attach copy of ACT scores (7) Attach listserv email verification
- Register for Level 1 – Includes SCED 3100, SCED 3210, SCED 3300 (or department specific 3300), & a methods course for your major or minor. SCED 3300 (or department specific 3300) requires 30 hours per semester in school classrooms. Be certain you register for the section appropriate for your discipline, e.g., SCED, MATH, LING, etc.
- Register for Level 2. Includes SCED 4200, SCED 4210, SCED 4300 (or department specific 4300), & a methods course for your major or minor. SCED 4300 (or department specific 4300) requires 30 hours per semester in school classrooms. Be certain you register for the section appropriate for your discipline, e.g., SCED, MATH, LING, etc.
- Take Praxis Content Test for your major and minor. Information is available in the Education Building 373 or at [www.cehs.usu.edu](http://www.cehs.usu.edu) then Teacher Education then Praxis
- Apply for Graduation. Online: [www.usu.edu/registrar](http://www.usu.edu/registrar). Go to Graduation and Apply Online.

**Step Three**
During Level 1
- Bring a copy of registration to EDUC 330 to obtain a voucher for identification badge. Take voucher to USU Taggart Student Center card office for badge.
- Attend a Secondary Education Information Session (SEIS) 1st week of the semester.
- Register for Level 2. Includes SCED 4200, SCED 4210, SCED 4300 (or department specific 4300), & a methods course for your major or minor. SCED 4300 (or department specific 4300) requires 30 hours per semester in school classrooms. Be certain you register for the section appropriate for your discipline, e.g., SCED, MATH, LING, etc.
- Take Praxis Content Test for your major and minor. Information is available in the Education Building 373 or at [www.cehs.usu.edu](http://www.cehs.usu.edu) then Teacher Education then Praxis
- Apply for Graduation. Online: [www.usu.edu/registrar](http://www.usu.edu/registrar). Go to Graduation and Apply Online.

**Step Four**
During Level 2
- Attend a Student Teacher Application Session (STAS) 1st week of the semester.
- Apply for Student Teaching: Go to [http://teal.usu.edu](http://teal.usu.edu) then Undergraduate Programs and Secondary Education and Student Teaching Application.
  - Fall Student Teaching Deadline – Feb. 1, for Spring Student Teaching Deadline - Sept. 15.
  - Submit to Office of Field Experience, EDUC #330, 797-1420.
- Obtain a Student Teaching license at [www.utah.gov/teachers](http://www.utah.gov/teachers) and attach to student teaching application.
- Apply for Educator license: Download application at [http://www.cehs.usu.edu](http://www.cehs.usu.edu).
- Take Praxis Principles of Learning and Teaching Test. Information is available at [www.cehs.usu.edu](http://www.cehs.usu.edu) then Teacher Education then Praxis.

**Step Five**
During Student Teaching
- Attend student teaching orientation and closing
- Successfully complete Student Teaching.
- Pass Minor Praxis Test if you took it but didn’t pass it earlier.

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