Pre-Admission Activities

- Enroll in AgEds 110A - Orientation (AgLSE Teacher Certification)
- Apply for a Background Check in AGEDS 110A ($18.00 Fee Payable to ISU)
  
  Valid for two years
  
  Submit to 0133 MacKay Hall  
  (515) 294-7004
  http://www.education.iastate.edu/student-resources/bottom-sections/additional-student-resources/background-checks.html
  Read the section on background checks, especially the Student Self-Reporting of Misconduct Policy
- Enroll in AgEds 116 - Initial Field Experience (Elective)
- Enroll in AgEds 211A - Early Field Based Experience in Ag Ed or AGEDS 590B for MS students
- Apply for Praxis: Core Academic Skills for Educators
  
  Be prepared to commit to a 4.5 hour block of time to complete all of the tests
  
  Further information can be found at:
  
  https://www.ets.org/praxis/about/core/
  
  http://www.education.iastate.edu/student-resources/bottom-sections/additional-student-resources/praxis-core.html
  
  Test Administration Site: Prometric Testing Center--West Des Moines
  
  Phone: (515) 221-1514
  
  Combined test = $135
- Complete Electronic Admission to Teacher Education Application
  
  http://www.education.iastate.edu/student-resources/bottom-sections/additional-student-resources/application/
  
  Fill out departmental application materials (These are emailed to you upon completion of electronic admission)
- Set up and upload one artifact from approved course to the e-portfolio system prior to admission
  
  https://iastate.app.box.com/login
  
  Click on ePortfolio file to access
  
  *See instructions on last page to learn how to create a portfolio in CyBox
  
  Be sure to share with the following:

  AgEdu@iastate.edu
  
  Your academic adviser
  
  Your University Supervisor for student teaching

  Not sharing your e-portfolio with the individuals listed above could delay your admission, student teaching or licensure

Admission into Teacher Education (Checkpoint 1)

Contact person:

Teresa Kahler, Coordinator of Licensure
0133 MacKay

takahler@iastate.edu
(515) 294-7004

Admission must be completed no later that March 1 prior to enrolling in AGEDS 401 and 402.

Requirements for Admission

- 2.50 GPA (Cumulative ISU-minimum 9 credits)

Successful Completion of Praxis (Core Academic Skills for Educators)

- Minimum Score of 156 in Reading
- Minimum Score of 162 in Writing
- Minimum Score of 150 in Math
Documented Completion of 10 hours of field experience. AgEdS 116, AgEdS 211 or AgEdS 590B

Completed Required C&I Courses with a minimum grade of "C" prior to Student Teaching
- CI 202/501 - Digital Learning in the 7-12 Classroom
- CI 204/AGEDS 550 - Social Foundations of American Education
- CI 333/529 - Educational Psychology
- **CI 406/506 - Multicultural Foundations of School and Society: Introduction** Requires Admission
- SP ED 401/501 - Teaching Secondary Students with Exceptionalities in the General Ed Classroom

Completed Required AGEDS Courses with a minimum grade of "C" prior to Student Teaching
- AGEDS 310/550 - Foundations of Agricultural Education Programs
- AGEDS 401/501 - Planning Agricultural Education programs
- AGEDS 402/502 - Methods of Teaching in Agricultural Sciences/Agribusiness
- AGEDS 416/590B - Pre-Student Teaching Experience in Agricultural Education

Completed Required Content Courses with a minimum grade of "C-" (2011-Current Catalog)
- AGEDS 116 - Initial Field Experience in Agricultural Education
- AGEDS 211A - Early Field Experience in Agricultural Education
- AGRON 114 - Principles of Agronomy
- AGRON 154 - Fundamentals of Soil Science
- AN S 114 - Survey of the Animal industry
- AN S 101 - Working with Animals
- AGEDS 488 - Methods of Teaching Agricultural Mechanics
- HORT 221 - Principles of Horticulture
- ECON 101 - Principles of Microeconomics
- ECON 230 - Farm Business Management
- NREM 120 - Intro to Renewable Resources

Upload twelve artifacts from approved courses to the e-portfolio prior to application for student teaching
https://iastate.app.box.com/login
*See instructions on last page to learn how to create a portfolio in CyBox

Check the Status of your Application
https://cyhire.iastate.edu/students/index.php

http://www.education.iastate.edu/student-resources/bottom-sections/additional-student-resources/application/

University Teacher Education Services no longer send email verifications upon admission to the Teacher Education program. You are responsible for checking your admission status through Cyhire. Follow the directions at the URL above.
# Request for Student Teacher Placement (Checkpoint 2)

**Completed in AGEDS 401 - YOU MUST BE FULLY ADMITTED TO THE TEACHER EDUCATION PROGRAM!!!**

**General information**

- 416/590B - Pre-Student Teaching is Coordinated with AGEDS 401/501 & 402/502 and taken during the student teaching semester

**Contact person:**

Tiffany Coetzee in 0133 MacKay  
tcoetzee@iastate.edu  
(515) 294-1915

**Student Teacher 'Round-up'**

- Attend the MANDATORY Student Teacher 'Round-up' during the **first** week of the semester  
  All forms and procedures will be explained during this meeting with Teacher Services Staff prior to student teaching

**Violent Incident Reduction Training**

- Attend the MANDATORY VIRT training: Violent Incident Reduction Training first week of semester  
  Required for ALL teacher education graduates and needs to be completed BEFORE student teaching  
  Watch for an invitation email from Tiffany Coetzee

- Complete online Confidential Application (after Round-up)  
  **http://utep-iastate.placement.sgizmo.com/s3**  
  * Complete ALL the fields and print each page before clicking NEXT. The form can only be printed page by page.  
  Print one copy to be signed by Program Coordinator:  
  Dr. Tom Paulsen  
  217 C Curtiss Hall  
  tpausen@iastate.edu  
  515-294-0047

- Complete Professional Biography (This will be sent to schools)  
  *Both Confidential Application Form & Professional Biography Form must be submitted online prior to the day you meet with Tiffany and Teresa in 133 MacKay

- Secure and submit three letters of recommendation  
  (Print and Submit 1 copy to Wendy)

- Submit a recent degree audit or unofficial transcript with your materials to Wendy

- Attend the Decision Point #2 individual meeting with University Teacher Services staff.  
  All requirements for admission and student teaching must be met or you will be ineligible to student teach

**Licensure Checkpoint 3)**

**General information**


**Contact Person:**

Teresa Kahler in 0133 MacKay  
tskahler@iastate.edu  
(515) 294-7004

- Make appointment for National Background Check (FBI) with Teresa Kahler  
  You will receive a notification of scheduled dates via email from Teresa Kahler
Agriculture and Life Sciences Education
Teacher Certification Timeline and Checklist

Attend Mandatory Student Teaching Placement Meeting
Held the week prior to dead week
Licensure materials will be distributed
Application and fees due at fingerprinting

Complete the e-portfolio
Upload twelve artifacts to e-portfolio from student teaching (Work with your University Supervisor)
https://iastate.app.box.com/login
Complete the Synthesis of Evidence (Work with your University Supervisor ahead of the due date)
*See instructions on last page to learn how to create a portfolio in CyBox

Departmental Approval

Apply for Licensure at Fingerprinting Appointment
FBI Fingerprinting - Live Scanning is used
Submit ONE money order/personal check for $150 payable to the Iowa BOEE (This includes Background check & Initial License)
FBI Fingerprinting and Background Check - $65
Initial License - $85
Request a official final transcript to be sent to BOEE using AccessPlus (See instructions on last page to learn this process)
(A $16 charge will be added to your Ubill for transcript)

Register and Take the PRAXIS II Exam
Ag 5701 Content Exam - Cut Score 157
Principles of Teaching and Learning (PLT) (5624) - Cut Score 162
Praxis II Pedagogy Exam - $139
Praxis II Content Exam - $115

Complete Student Teaching and all requirements
Must have 20 credits from ISU at or above 2.50 GPA prior to student teaching

Registrar Approval
All transcripts, holds and fees checked

Recommended for Licensure
Application is released after degree is conferred

Instruction for creating a e-portfolio & using CyBox:

The use of Google's Chrome Browser is suggested.

1. Downloading the e-portfolio folder template for CyBox.
   Go to http://iastate.box.com/eportfolio to access files!
   Watch this video:
   http://youtu.be/kxGiD_8U4dc
   (PC Users: To complete this step --- you will “Extract” the zip file that you downloaded! Again, extract
   folder to the desktop so it will be easier to find.)

2. Uploading the e-portfolio folder template to CyBox – Uploading artifacts into the folder(s).
   (If you are in a teacher education program area that does not use “cover sheets” with the artifacts, just delete those respective folders.)
   Watch this video:
   http://youtu.be/gvTPlOy6mvE
   (Login to CyBox with your ISU username and password. If it is the first time using CyBox, just forward through the tutorial.)

3. Sharing your e-portfolio!
Directions for Sharing ePortfolio in Cybox – Please read carefully!

1. Login to your Cybox Account using your ISU login – https://iastate.app.box.com/login

2. Put your mouse over your ePortfolio file (Lastname_Firstname_major) and your folder will be highlighted in red (Do not open, just highlight it!)

3. Hover your mouse over the drop down arrow to the right of the word "share". This button is tilted "More Options". Click the "More Options" drop down button. In that menu click "Invite Collaborators".

4. Fill in the following information for invite.
   
   Invite: Enter the email address of your program (from the list below)  
   Permissions: Leave set on Editor  
   Click Send Button

CyBox Program Accounts (Use this address as the "Collaborators" email address:
agedu@iastate.edu - (agricultural education)

NOTE: If step #4 does not work please try the following - Just “click once” on your folder (Last name, first name_major)…. That should open the folder so it shows the three folders (pre-student teaching artifacts, student teaching artifacts & synthesis). When you do that there should be “invite people” over to the right and it will do the same thing. See if that will work.

After completing these steps your ePortfolio will be shared to a Cybox account where university personnel will review your artifacts according to program requirements. Please note that all licensure areas (Ag Ed, El Ed, English, History, Music, Math, Science, WLC etc.) have their own specific account, so please make sure you are sharing your ePortfolio to the major area email address given in this message.

If you have problems or questions, please go to the CTLT in N031 Lagomarcino Hall for assistance

Directions for Sharing ePortfolio in Cybox – Please read carefully!

1. Login to your Cybox Account using your ISU login – https://iastate.app.box.com/login

2. Put your mouse over your ePortfolio file (Lastname_Firstname_major) and your folder will be highlighted in red (Do not open, just highlight it!)

3. Click on the red "Share" link (to the right in the highlighted area)

4. Place cursor in the "Invite Collaborators" field and a red "Advanced options" link will appear. Click on "Advanced options".

(What you should see on Cybox for step #4.)

5. Fill in the following information for invite.

   Invite: Enter - agedu@iastate.edu  
   Permissions: Leave set on Editor  
   Click Send Button

(What you should see on Cybox for step #5)
Agriculture and Life Sciences Education  
Teacher Certification Timeline and Checklist

After completing these steps your ePortfolio will be shared to a Cybox account where university personnel will review your artifacts according to program requirements. Please note that all licensure areas (Ag Ed, El Ed, ECE, English, History, Music, Math, Science, etc.) have their own specific account, so please make sure you are sharing your ePortfolio to the major area email address given in this message. This “sharing” step will only take a few minutes to complete. Please complete this task as soon as possible. Please contact Dr. Denise Crawford if you have any questions.

Instructions for requesting a final transcript to be sent to the BOEE using AccessPlus:

Here are the steps you need to follow to complete this process:

1. Go to AccessPlus to request a “Delayed” transcript.

2. When completing the form make sure you choose “Delayed”. This will allow you to request it now, but your transcript won’t be sent to the BOEE until after your final grades and degree are posted. You will see a statement like this on this request form:

   **Delayed:** I want to place a future transcript order that will include FALL 2014 term grades and/or degrees. I understand that delayed orders will not be processed until 01/XX/2015.

   **Important:** Any late “holds” placed on your student record or an unpaid balance on your university account may prevent your order from printing.

   Please monitor AccessPlus to verify that you have no holds on your records or unpaid bills.

3. Have your transcript sent to this address:

   **Board of Educational Examiners**
   **Grimes State Office Building**
   **400 East 14th Street**
   **Des Moines, IA 50319-0147**

4. You will receive a confirmation email that will look like this sample below. Forward this confirmation email to (takahler@iastate.edu) so she can check off that you have completed this process.

   On Wednesday, December 12, 2012, <transcripts@iastate.edu> wrote:
   > This message confirms that your Iowa State University AccessPlus transcript order of December 12, 2012 23:26 PM was received by the Office of the Registrar.
   > Please review and verify the information below:
   > The following items have been charged to your Iowa State University bill:
   > Qty Description Delivery Cost $16.00
   > 1 Transcript BOARD OF EDUCATIONAL EXAMINERS $16.00
   > GRIMES STATE OFFICE BUILDING
   > 400 EAST 14TH STREET
   > DES MOINES, IA
   > 50319-0147
   > Thank you for your order.
   > Print and retain a copy of this order summary for your records.
   > This order will be held to include current session grades and degrees.
   > Important: Any “holds” subsequently placed on your student record may prevent your delayed transcript from being sent. Please monitor AccessPlus to verify that holds have not been placed on your record.
   > This order will be mailed after 12/06/2012.
   > If you need assistance, contact the Office of the Registrar by replying to this e-mail or by phone at 515-294-1840.
References

BoEE Licensure Handbook

Student Teaching Handbook (UTEP)
http://www.teacher.hs.iastate.edu/forms.php

Student Teaching Handbook (AGEDS Department)
http://www.ageds.iastate.edu/teached/Student%20Teacher%20Handbook%20Fall%202012.pdf

School of Education (Teacher Education)
http://www.education.iastate.edu/

AgEdS Student Teaching Handbook
http://www.ageds.iastate.edu/teachered.html

AgEdS Portfolio Guidebook and Cover Sheets Document
http://www.ageds.iastate.edu/teachered.html