Agriculture and Life Sciences Education
Teacher Certification Timeline and Checklist

**Pre-Admission Activities**

- Enroll in AgEds 110A - Orientation (AgLSE Teacher Certification)
- Apply for a Background Check in AGEDS 110A (Castle branch background system)
  Fee will be paid online ($48.00)
  [http://www.education.iastate.edu/educator-preparation-resources/background-check/castlebranch-check.html](http://www.education.iastate.edu/educator-preparation-resources/background-check/castlebranch-check.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 (5712: Reading; 5732: Math; & 5722: Writing)
  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/](https://www.ets.org/praxis/about/core/)
  Test Administration Site: Prometric Testing Center--West Des Moines
  Phone: (515) 221-1514
  Single Test: $90.00
  Combined test = $150

  Other Iowa Testing Centers Include:
  Cedar Falls- UNI, Coralville, Davenport,
  Decorah- Luther College, Ft. Dodge, Iowa City, Maryville, MO-NWMSU; NE-UNO, Kirks
  Bettendorf; La Crosse, WI- U of WI; Vermillions, SD- USD

- Set Up and Upload One Artifact from an Approved Teacher Education Course to the E-portfolio System Prior to Admission
  [https://iastate.app.box.com/login](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 University Supervisor for student teaching

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

- Complete University Electronic Admission to Teacher Education Application

  **Complete After All Admission Requirements Have Been Met**

  Submit Online Educator Preparation Program (EPCC) Admission Application through TK20: iastate.TK20.com
  If you do not have a TK20 account, contact your Teacher Education Program Coordinator
  Select the 'Application' Tab
  In the left menu, select 'Create'
  From the Dropdown menu, Select Admission Application to the Teacher Education Program- Agricultural Education
  Note that you may save your work in multiple sessions by selecting the 'Save Draft' button
  Fill out the electronic admission form. Pay particular attention to the Text boxes for the open responses. Pay particular attention to spelling, grammar, and development of your theme.
Admission into Teacher Education (Checkpoint 1)

Contact Person:
Teresa Kahler, Coordinator of Licensure
0133 MacKay
takahler@iastate.edu
(515) 294-7004

Admission Should 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

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/S29 - Educational Psychology
CI 406/S20 - Multicultural Foundations of School and Society: Introduction
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/S90B - 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 181 - Principles of Agronomy
AGRON 182 - 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 Artifacts from Approved Courses to the E-portfolio Prior to Application for Student Teaching
https://iastate.app.box.com/login

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Request for Student Teacher Placement (Checkpoint 2)

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

General Information
http://www.education.iastate.edu/undergraduate-studies/undergraduate-applicants/student-teaching/
416/S90B - Pre-Student Teaching is Coordinated with AGEDS 401/501 & 402/502 and taken during the student teaching semester

Contact Person:
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 Kristin Kalcevich

Complete Online Confidential Application (after Round-up)

Complete Professional Biography (This will be sent to schools)
*Both Confidential Application Form & Professional Biography Form must be completed prior to Decision Point #2

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

Register and Take the PRAXIS II Content Exam (BOEE recommends semester prior to student teaching)
Ag 5701 Content Exam - Cut Score 160
PPAT- information will come from School of Education to take during student teaching
http://www.education.iastate.edu/educator-preparation-resources/praxis-exams/praxis-core/

Praxis II Content Exam - $115
### Licensure Checkpoint 3)

**General information**

http://www.education.iastate.edu/undergraduate-studies/undergraduate-applicants/licensure/

**Contact Person:**
Teresa Kahler in 0133 MacKay  
[tkahler@iastate.edu](mailto:tkahler@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

- **Attend Mandatory Student Teaching Placement Meeting**
  Held the week prior to dead week

**Departmental Approval**

- **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**

- Iowa License is recommended after degree is conferred
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:

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

- Have your transcript sent to this address:
  
  Board of Educational Examiners
  
  Grimes State Office Building
  
  400 East 14th Street
  
  Des Moines, IA 50319-0147

- 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, <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  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 12/06/2014.
  > If you need assistance, contact the Office of the Registrar by replying to this e-mail or by phone at 515-294-1840.

References

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

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