



## Secondary Teacher Certification Student Checklist

*Program Requirements, Deadlines, & Resources*

### Autumn Quarter, Year 1

Courses	
B EDUC 501: Inquiry in Education <i>Core Course - 5 Credits</i>	B EDUC 557: Curriculum Studies <i>5 Credits</i> <i>Includes: Observation Hours; Teacher Interview</i>

Things to Do	Dates / Deadlines	Additional Information
Complete Fingerprinting: <i>This is an important task—don't delay!</i>	End of Autumn Quarter	Begin the fingerprinting process as soon as possible. Costs \$43-\$61 ( <a href="#">OSPI Fingerprinting Info</a> )
Register for Winter Quarter	November	Course information emailed by program advisor
Complete all Endorsement Coursework	End of Autumn Quarter	Submit transcripts to program advisor
Complete all West-E/NES testing (General Science/Biology, English Language Arts, Mathematics, Social Studies/History)	End of Autumn Quarter	Must submit official score reports to program advisor
<i>Additional Endorsements: Consider and plan for adding endorsements in ESOL and/or Special Education (SPED)</i>	<b>ESOL:</b> Form due end of Autumn Quarter <b>SPED:</b> Coursework begins Summer or Second Autumn Quarter	Forms and course registration information provided by program advisor via email.
Apply for Scholarships	Varies	<a href="#">UWB Scholarships Website</a>

### Winter Quarter, Year 1

Courses	
B EDUC 502: Teachers' Self-Understanding <i>Core Course - 5 Credits</i>	B EDUC 556: Adolescent Development <i>5 Credits</i> <i>Includes: Community-Based Learning: 20 hours (minimum)</i>

Things to Do	Dates / Deadlines	Additional Information
REQUIRED: Completed Fingerprint Clearance	Prior to start of Winter Quarter	Must be completed BEFORE beginning Community-Based Learning
Register for Spring Quarter	February	Course information emailed by program advisor
Complete Issues of Abuse and Neglect Course	February	Access on <a href="#">Canvas</a> ; link provided by program advisor
Introduction to Field Placement Session	February	1.5-hour session
Decision due if choosing additional subject area endorsement	End of Winter Quarter	Form provided by program advisor via email.
Apply for Spring Quarter Scholarships: <ul style="list-style-type: none"> <li>Tuition Merit Fund Scholarship</li> <li>Japanese American Scholarship Funds</li> </ul>	Mid-Winter	Information sent by email or contact your advisor

## Spring Quarter, Year 1

Courses		
B EDUC 540: Principles of Inclusion: Students and Families <i>5 Credits</i>		B EDUC 552/553/559: Curriculum Instruction and Assessment <i>5 Credits</i>

Things to Do	Dates / Deadlines	Additional Information
Register for Autumn Quarter	May	Course information emailed by program advisor
Introduction to Field Placement Session	April	1.5-hour session
Complete Pre-Residency Certificate Clearance		Instructions emailed by program advisor
Plan/schedule for August-September Pre-Autumn Experience	See Pre-Autumn Section; specific dates TBD	Schedule determined per placement/school.
<i>Optional:</i> T-Cert Portfolio Workshop and Draft Review	TBD	<a href="#">ePortfolios Overview</a> Recommended to prepare for work in next quarter. Contact your academic advisor for more information
Plan for optional SPED endorsement coursework		Contact advisor for endorsement form and course registration information.

## Pre-Autumn, Year 1 to Year 2 Transition

**These activities begin at the end of summer, prior to the start of Autumn Quarter!**

Things to Do	Dates / Deadlines	Additional Information
Orientation to September Experience	Last week in August	
Begin Field Placement/September Experience	Begins last week of August and continues through last week of September.	Placement information provided late Winter quarter and Spring quarters, Year 1.

## Autumn Quarter, Year 2

Courses		
B EDUC 554/558/560/563: Curriculum Instruction and Assessment in Subject Area <i>5 credits</i>	B EDUC 591: Intro to Field Placement * (September Experience) <i>2 credits</i>	B EDUC 564: Field Experience in Secondary Schools <i>6 credits</i>
<p>Scheduled end of August through last week of September. Placement in schools during week plus UWB campus seminars, dates TBD.</p> <p>Find course documents, forms and guidelines on: <a href="#">Canvas</a> and the <a href="#">Secondary Teacher Certification Handbook</a>.</p>		Includes both field experience and on-campus support meetings, dates TBD

Things to Do	Dates / Deadlines	Additional Information
Cooperating Teacher and Teacher Candidate Workshops: Co-Teaching and EdTPA	Early October, Early November (TBD)	Two sessions on UW Bothell Campus
Register for Winter Quarter	November	
Begin Work on T-Cert Portfolio		<a href="#">ePortfolios Overview</a>

## Winter Quarter, Year 2

Courses	
B EDUC 565: Student Teaching II <i>10 credits</i> <i>Mon. – Fri. full time at secondary or middle school</i>	B EDUC 591: Professional Practice Seminar <i>2 credits</i> <i>Once every other week</i>

Things to Do	Dates / Deadlines	Additional Information
Register for Spring Quarter	February	Course information emailed by program advisor
Complete and Pass edTPA (Teacher Performance Assessment)	Due second week of February (check specific due date)	<a href="#">edTPA Overview</a> Cost: \$300
Complete T-Cert Portfolio Includes: Professional Growth Plan;	March 1 <sup>st</sup>	Submitted electronically for faculty review. <a href="#">ePortfolios Overview</a>
Complete Certification Documents: Includes: Professional Growth Plan; Hours Log (450 hrs)		Submit all certification documents to Program Advisor or Placement Coordinator. Teaching Associate and Cooperating Teacher Letters of Recommendation are submitted directly to Program Staff.
Final Certification Recommendation Submitted to OPSI by SES staff		Contingent upon completion and submission of all requirements; students will be prompted to claim certification recommendation through OSPI

## Spring, Year 2: Final Quarter

Courses	
B EDUC 504: Organizational Change <i>Core Course – 5 credits</i> <i>One evening per week</i>	B EDUC 594: Completion Dossier <i>1 credit</i> <i>Must successfully pass 594 before graduating</i>

Things to Do	Dates / Deadlines	Additional Information
M.Ed Completion Dossier: Meet with academic advisor to plan for completion	Week 8 of Spring Quarter	Approval from two readers with graduate school status required
Complete all remaining M.Ed requirements		
Watch for Graduation/Degree Completion Emails from SES	varies	via Email
Submit a Master's Degree Request	First day of quarter through last day of instruction	<a href="#">Master's Degree Request</a>

## Contact Information

Academic Advisors	Program Advisors
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This list serves only as a guide.  
 You are responsible for knowing deadlines and program requirements.  
 See your advisors and the [Secondary Teacher Certification Handbooks](#) for complete information.