Teacher Education Program (TEP)

NAU Extended Campuses
1-800-426-8315
The Basics:
* Academic Advising
* Program Overview
* TEP Admission Requirements
* Apply to NAU
* Apply to the TEP
* Submit Additional Materials
* Enrollment Information
Academic Advising
Academic Advising

- All academic advising is coordinated through our Advising Office in Flagstaff.
- We work closely with the College of Education’s Office of Student Services to assist you with:
  
  • Program Admission
  • Enrollment
  • Degree Requirements
  • Student Teaching
  • Graduation
  • State Certification

We also work closely with the NAU staff at the local campuses to help make your transition and academic journey efficient.
Extended Campuses
Academic Advising

Amy
Amy.Faull@nau.edu
Works with students at:
East Valley, Paradise Valley, Scottsdale, Show Low, and Navajo-Hopi Sites

Courtney
Courtney.Fauss@nau.edu
Works with students at:
Glendale, Thatcher, and West Valley

Elaine
Elaine.Armstrong@nau.edu
Works with students at:
Chandler-Gilbert, Phoenix, Prescott, South Mountain, Bullhead City, Kingman, and Lake Havasu City

Gina
Gina.Davies@nau.edu
Works with students at:
Signal Peak, Tucson, and Mesa
To Schedule an Advising Appointment

Call NAU Extended Campuses at 1-800-426-8315.

Many questions can also be answered through email.
TEP Overview
Available Programs

NAU Extended Campuses offers three TEP options:

- **BSEd in Elementary Education**
  - Leads to Arizona teacher certification in grades 1 through 8
  - Available at Bullhead City, Chandler-Gilbert, Glendale, Kingman, Lake Havasu City, Phoenix, Prescott, Navajo-Hopi, Show Low, Thatcher, Mesa (with ESL coursework), and Tucson

- **BSEd in Special and Elementary Education**
  - Leads to Arizona *Elementary* teacher certification in grades 1-8 and *Special Education* teacher certification in grades K-12
  - Available at East Valley, Glendale, Paradise Valley, Signal Peak, and Tucson-North

- **BSEd in Elementary Education with Early Childhood Certificate**
  - Leads to Arizona *Elementary* teacher certification in grades 1-8 and *Early Childhood Endorsement for ages birth-8 years*
  - Available at Scottsdale, South Mountain, and West Valley
Cohort Model

Our programs are offered in a cohort model, meaning a group (cohort) start the program together, and move through a pre-set sequence of required courses.

Cohorts only begin in specific semesters, based on the campus.

• **Available FALL Starts**: Bullhead City, Chandler-Gilbert, East Valley, Glendale, Kingman, Lake Havasu City, Mesa, Navajo-Hopi, Phoenix, Prescott, Scottsdale, Show Low, Signal Peak, Thatcher, Tucson, and Tucson-North

• **Available SPRING Start**: Paradise Valley

Most cohorts are finished in 2 years/4 semesters, with no TEP classes in the summer. **SOME** cohorts (Special Ed and Early Childhood options) may include summer classes and take 2½ years to complete.
Fieldwork Experience

Practicum

All TEP majors are required to complete practicum during their program. 1 credit hour of practicum = 45 seat hours. Plan to take at least 1 credit hour of practicum each semester.

This requirement cannot be waived with prior teaching experience.

Students will work with lead campus faculty in setting up this placement and scheduling hours in the classroom.
Fieldwork Experience

Student Teaching

All TEP majors are required to complete a student teaching experience under the mentorship of a certified classroom teacher and a university supervisor.

Student teaching is all-day M-F, 8 hours/day for 80 days, where students follow the same “work schedule” as the classroom teacher. This may include required participation in before- and after-school activities.

This requirement is not paid and cannot be waived with prior teaching experience.

Students must take and pass specific state certification exams in order to be eligible to student teach.
Teacher Certification

Teacher certification is granted by the Arizona Department of Education (ADE).

The state requires teacher candidates to take and pass proficiency exams in order to gain certification. NAU’s courses will help prepare you for these exams. Several exams will need to be taken in order to student teach. Remaining exams can be taken prior to, or during, student teaching.

After graduation from NAU, you will be issued an Institutional Recommendation from NAU and apply to ADE for certification.
TEP Admission Requirements
TEP Admission Requirements

To be admitted to NAU’s TEP you must:

1. Be admitted to NAU as a Degree Seeking Student.
2. Have 45 units of coursework completed including:
   - **ENG 101 and ENG 102**, with a minimum cumulative 3.0 GPA
     
     *If you need to raise your English GPA, please contact your advisor for options.*
   - **Math for Elementary Teachers I**, with C or better
   - **Math for Elementary Teachers II**, with C or better
   - **Two LAB Science courses**, with C or better
   - **Introduction to Education**, with C or better
3. Meet admission GPA requirements of:
   - Cumulative 2.5 GPA **OR**
   - 2.5 GPA in Liberal Studies courses
TEP Admission Requirements (cont.)

4. Submit TEP application by deadline, including required teacher equity survey page and unofficial transcripts.

5. Provide a valid Identity Verified Prints (IVP) fingerprint clearance card through Arizona DPS.

**NOTE: Admission to any BSEd-Special & Elementary Ed cohort also requires the completion of ESE 280 or equivalent in order to be eligible to enroll in Special Ed courses.**
TEP Admission Requirements

Your admission requirements do NOT have to be completed at the time of application. In fact, we anticipate many won’t be finished! But we need to start your application paperwork now.

Your admission requirements will need to be COMPLETED prior to enrolling in your NAU TEP courses. Please talk with your advisor about your plans to complete your requirements.

As you finish your requirements, provide documentation to your advisor. Unofficial transcripts are sufficient to verify completion of requirements. We will continue to update your admission status as we receive this information.
NAU Admission Application
Submit Your NAU Application

*If you currently are a 2NAU student:*

Contact your local NAU Campus to begin the transition process from 2NAU status to Degree Seeking.

*If you are NOT a 2NAU student:*

Apply online to NAU: [http://ec.nau.edu/ApplyToNAU.aspx](http://ec.nau.edu/ApplyToNAU.aspx)

1. Click on Undergraduate Students, then the application link.
2. Be sure to have OFFICIAL transcripts sent from each individual college/university you previously attended.
Application to the TEP

Applications are accepted twice a year.

**To begin the program in the fall**, submit your application between February 1st–15th.

**To begin the program in the spring**, submit your application between September 1st–15th.

Download the TEP application at:

http://nau.edu/PeuHome/Student-Resources/

Under “Application Links,” click on Teacher Education Program Application.

You will need to PRINT the application to complete it.
Completing your TEP Application

Carefully read all statements and directions on the application.

Remember, not all programs/options are available at all campuses.

Not all campuses have a fall start!

*If you are unsure if your planned program is offered or will be starting this term, please contact your local campus.*
Filling Out the TEP Application (cont.)

Application Checklist (page 1)

HAND INITIAL each statement at the bottom. We will NOT accept a checkmark or typed initials.

HAND SIGN your signature. We will NOT accept an electronic signature.

Your advisor will sign the application once she has reviewed your submitted materials.
You will be assigned an NAU ID# when you apply to NAU. If you do not have one yet, leave blank. *Your application will not be processed until we are able to fill this in.*

You will be assigned an NAU Email address when admitted to NAU. If you do not have an NAU email address yet, list your personal email.
### Elementary Ed Majors must choose a Concentration. This does NOT appear on your transcript; this choice can be changed later.

#### NAU Extended Campuses students have TWO CHOICES (only), depending on the CAMPUS you’ll be attending:
- Elementary Education or
- Elementary & Special Education

#### Application Form (page 2)

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<th>CONCENTRATION (Elementary or Early Childhood majors only)</th>
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<td>[ ] Early Childhood Endorsement</td>
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[ ] M.Ed Elementary Education
[ ] M.Ed Elementary & Special Education
[ ] M.Ed Secondary Education

[ ] Music-Instrumental
[ ] Physical Education
[ ] Physics
[ ] Physical Science
[ ] Social Studies
[ ] Spanish
Available Concentrations

A Concentration is a group of courses in a particular content area. The Concentration requires a grade of C or better in each course completed. The endorsement programs (not available at all campuses) in Early Childhood, Bilingual/Multicultural Education, and English as a Second Language can also be substituted for the Concentration.

**HISTORY/SOCIAL STUDIES:** 12 units from any combination of Anthropology, Geography, History, and Political Science

**HUMANITIES:** 12 units from any combination of Art, English, Humanities, Music, and Theater

**LANGUAGE/CULTURAL DIVERSITY:** 12 units from any combination of Bilingual/Multicultural, French, German, Sign Language, and Spanish

**MATH:** Please see your advisor for requirements

**SCIENCE:** 12 units from any combination of Astronomy, Biology, Chemistry, Environmental Science, Forestry, Geography, Geology, Physical Science, and Physics
Select your campus. Remember, the only sites that have spring starts are Scottsdale and Paradise Valley. Not all campuses offer each program.
Filling Out the TEP Application (cont.)

Statement of Understanding (page 3)

HAND INITIAL each statement (except the one marked for Graduate Students). We will NOT accept a checkmark or typed initials.

HAND SIGN your signature. We will NOT accept an electronic signature.
Filling Out the TEP Application (cont.)

Privacy Form (page 4)

Hand sign your signature. We will NOT accept an electronic signature.

You will be assigned an NAU ID# when you apply to NAU. If you do not have one yet, leave blank. Your application will not be processed until we are able to fill this in.

Name (please print)

Signature

ID #

Date

Your future.
Made here.
Filling Out the TEP Application (cont.)

Equity Teacher Survey (page 5)

You must print AND submit proof of survey completion.

DIRECTIONS:

1. Paste the following URL into your browser:  http://www.surveymonkey.com/s/RSZDJ95
2. Once the web page loads, please follow the directions on the screen to complete the survey.
3. Once you have completed the survey, please print the last page (i.e., completion page)
4. Submit the completion page with your application packet.

Use this link to take your required survey. This survey is anonymous.
Supplemental Materials

• You must ALSO submit an *unofficial* transcript from EACH individual college/university you previously attended.

• NAU must have a copy of your valid IVP fingerprint clearance card to begin the program.

• Your advisor will update and attach your curriculum checksheet before the final review.
Submit Your TEP Application

To submit your application, you can:

1. Scan and email to ec.bsed.applications@nau.edu;
2. Take to your local NAU Campus; or
3. Fax to Ed Application Specialist at 1-866-644-3519.
Apply for Fingerprint Card
if you do not already have one

You can obtain a Fingerprint Application Packet from your local NAU Campus.

The clearance process typically takes 6-8 weeks, so begin this right away. *Arizona DPS does require an application fee.*
What Happens Next?
Application Review

After you submit your application, it will be reviewed:

– You will be emailed if anything is missing, or
– If complete, your advisor will sign and forward to the College of Education for final processing.

The College of Education will complete a final review and email your admission status. *This can take 4-6 weeks after you submit your application.*
Admission Status

Your admission status will fall into 3 categories:

**NOT YET ELIGIBLE**: This simply means you do not have everything completed yet for admission. Most of our students receive this initial status while completing courses and waiting to be admitted to the university.

**DO NOT PANIC!** Simply continue to submit your supplemental documents (like your fingerprint card or final grades) to update your admission status.
Admission Status (cont.)

**CONDITIONAL:** This means you have met most of the admission criteria, but are missing something, like your second math or lab science. Continue to submit your updated transcripts to meet your remaining admission requirements.

**FULL:** You have met all TEP admission requirements!
1st Semester Enrollment

• Newly admitted students for Fall 2016 are able to begin enrolling at the end of May. Once admitted to NAU, you’ll begin receiving emails regarding university enrollment. However, you will not be able to enroll in your TEP courses until you’ve also been admitted to the Teacher Education Program.

• We anticipate sending your fall cohort schedule to your NAU email address around this same time. Even if you’re not able to enroll, this allows you to plan for your fall semester.
More Questions?

Contact your Academic Advisor (assigned by campus site) via email or call 1-800-426-8315.