

Advising Checklist for Professional Education Students

Student's Name: _____

Student's ID: _____

Major: _____ Minor/Endorsement: _____

Step 1 – Before Admission to Education:

- ☐ The teacher candidate has completed a minimum of 30 credits, **or** they are on target to complete 30 credits by the end of the semester before beginning ED courses. *Preferably, all of their Liberal Education Goal Areas are complete.*
- ☐ The teacher candidate has an established Cumulative BSU GPA or a Cumulative Transfer GPA average ≥ 2.5 . *Must maintain an Education GPA of 2.5 throughout their program and for graduation.*
- ☐ Obtain one (1) letter of recommendation (aligned to the admission rubric) for the admission application.
- ☐ Address the four (4) writing prompts (aligned to the admission rubric) for the admission application.

Step 2 – After One Semester of Education Courses:

- ☐ The teacher candidate has completed all 11 Liberal Education Goal Areas.
- ☐ The teacher candidate has at least 42 Liberal Education Credits. A course may be used to meet more than one requirement, but the credits will only count once.
- ☐ Of the 42 Liberal Education Credits, at least 40 credits are from Goal Areas 1-10.
- ☐ The teacher candidate will have earned 120 credits by graduation. A course may be used to meet more than one requirement, but the credits will only count once. If the candidate is completing two degrees (B.S. and B.A.) they need 150 credits.
- ☐ The teacher candidate has maintained a C- or above in all major coursework.
- ☐ Candidates have a plan of study form on file documenting how all coursework will be met.

Step 3 – After Two Semesters of Education Courses:

- ☐ The teacher candidate has documented Field Experience in each of the Content Areas and Grade Levels of licensure – or they will by the time they complete student teaching. Grade Levels are Elementary (K-6), Middle School (6-8), and High School (9-12).
- ☐ The teacher candidate has maintained a C- or above in all major coursework.
- ☐ The teacher candidate has completed (or plans to take) the MTLE Pedagogy Subtests 1 and 2.*
**After successful completion of ED 3350 Pedagogy.*
See Testing Requirements on the back for additional information.

Step 4 – Two Semesters Before Student Teaching:

- ☐ The teacher candidate submitted Grad Plans **AT LEAST 2 semesters before student teaching.**
This allows one semester before student teaching to make up any missing coursework.
- ☐ The teacher candidate has maintained a C- or above in all major coursework.
- ☐ The teacher candidate has met with the Advising Coordinator, Dr. Aspen Easterling, at least once to make sure they have met all requirements for licensure.

Step 5 – Prior to Student Teaching:

- ☐ The teacher candidate has completed (or plans to complete) the MTLE Content tests required for licensure **prior** to Student Teaching. The candidate cannot take time off from student teaching to complete the tests. Failure to complete licensing exams prior to student teaching may result in a delay in receiving their teaching license.
- ☐ The teacher candidate has maintained a C- or above in all major coursework.
- ☐ Transfer/Equivalency Forms are on file for all approved course substitutions.
- ☐ Official transcripts are on file for all external coursework accepted for Education or Content requirements.
- ☐ The teacher candidate has approved Grad Plans on file with BSU. Confirmation of approved Grad Plans will be required in ED 4799 The Professional Teacher (taken the semester before student teaching).

Testing Requirements for Licensure: Pedagogy and Content (for initial license)

- K-12 candidates may choose either Elementary Pedagogy or Secondary Pedagogy.
- Elementary candidates should take MTLE Elementary Pedagogy Subtests 1 and 2.
- Secondary (5-12) candidates should take MTLE Secondary Pedagogy Subtests 1 and 2.
- No one should take the “Early Childhood” Pedagogy tests.
- 5-12 Science programs result in both General Science (5-8) AND Science Specialty (9-12).
 - Campus Science candidates should take MTLE Content tests for both Middle Level Science and their 9-12 Science Specialty.
 - FasTrack students who are only completing a 9-12 Science Specialty do not need to take the Middle Level Science Content Tests.

Note: Minnesota requires passing scores on the MTLE Basic Skills (or equivalent) exams before issuing a Tier 4 license. These tests are not required for admission to the Professional Education program or for initial licenses (Tier 2 and Tier 3). However, candidates must have passing scores on the basic skills tests to receive a Tier 4 license.

A complete list of testing requirements is available on the BSU Professional Education Advising website.

<https://www.bemidjistate.edu/academics/departments/professional-education/advising/>

Also, please remember MTLE score reports are only released once a month.

https://www.mtle.nesinc.com/PopUp.aspx?f=HTML_FRAG/MNCBTRB_ScoreReportDates.html

Other Advising Notes:

- Secondary (5-12) and K-12 candidates are not able to add “Endorsements” to their DARS reports. They may, however, complete the coursework, testing, and field experience requirements and receive the license. It just doesn’t show up on their DARS or transcript.
- Please direct all licensure questions to: Teaching.License@bemidjistate.edu