



ETSU Residency Candidate Newsletter

November 2023

Office of Educator Preparation

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Important Upcoming Dates

November 30

- **Mandatory Residency II Meeting:** Thursday, November 30, 2023 from 3:00 PM - 4:00 PM
- **Zoom Link:** <https://etsu.zoom.us/j/87585926753?pwd=bStpcnNIY3RpRG0wZGJxaEJVZmtTdz09&from=addon>
- **Meeting ID:** 875 8592 6753
- **This meeting is mandatory for all Residency candidates.**

December 8, 2023: Last day of Residency I

- All candidates should continue in their Residency I placement through December 8 even if you have completed your 135 hours.
- Minimum of 135 hours must be completed, entered in Watermark, Student Learning & Licensure and approved by mentor teachers.
- All Watermark, Student Learning & Licensure requirements should be completed (observations and evaluations, Residency Candidate Performance Checklist, Candidate and Mentor Reflective Discussion Summary).
- If additional time is needed to complete Residency I hours and requirements, this must be approved by your university supervisor, program of study, and Office of Educator Preparation.

December 20: Praxis Scores Due

- All required Praxis Subject Assessments should be completed before entering Residency II.
- **If for some reason, candidates attempted but did NOT pass all required exams, a Praxis Waiver should be submitted to the Office**

of Educator Preparation before December 20, 2023.

- **Link to Praxis Waiver:** <https://www.etsu.edu/coe/educator-preparation/residency/documents/praxiswaiverform.pdf>

March 7

- Certification and Graduation Meeting: Thursday, March 7, 2024 from 3:30 PM - 4:30 PM via zoom. More information to come.

Residency I Reminders

- **Mentor teachers should complete a Residency Candidate Performance Checklist and attach in Watermark, Student Learning & Licensure before each university supervisor visit.**
- **Mentor teachers should complete one Candidate and Mentor Reflective Discussion Summary during the months of September, October, and November. These should be attached in Watermark, Student Learning & Licensure.**
- Candidates must submit each lesson plan 2 days prior to an observation to allow the mentor teacher time to review it.
- See the **Observation and Evaluation Schedule** to keep up-to-date with lesson plan and other assessment deadlines.
- Refer to the **Residency Key Roles** to make sure you are keeping up with residency candidate and mentor expectations.

Praxis Subject Assessments

- In order to advance to Residency II, candidates will need to complete all required Praxis Subject Area Assessments. If for some reason, candidates have attempted but did NOT pass all required exams, a Praxis Waiver should be submitted to the Office of Educator Preparation before December 20, 2023.
- Whether testing at home or at a testing center, be sure that both ETSU (**TEST CODE 1198**) and TN Dept. of Education (**TEST CODE 8190**) are listed as recipients, as they will **NOT** automatically send, and **there will be an additional fee to send them to a recipient at a later date.**
- Please make sure to include your social security number as you sign up for your Praxis tests.
- If you are unsure what Praxis test that you need to take for your specific program, please refer to the [ETS website](#).

Praxis Waiver Information

Any candidate who cannot satisfy completion of all Praxis exams for their licensure program(s) prior to entering Residency II may request a Residency II Praxis Waiver after meeting the following requirements. The student:

1. is enrolled in an educator preparation program
2. has attempted to take all Praxis II examinations required for the

- licensure area and a score report has been officially received by ETSU.
3. has successfully progressed through the previous progression points which include:
 - maintaining a minimum overall GPA of 2.75 for undergraduate and 3.0 for graduate students.
 - completion of all coursework required for licensure/degree.
 - submission of the Residency Application by the noted deadline for placement.
 - current background check on file in the Office of Educator Preparation-Residency

Please click [here](#) to access the Residency II Praxis Waiver Request:

1. **Candidates must attach a letter, with this Residency II Praxis Waiver Request that includes their remediation process (e.g., meetings with faculty advisor regarding steps to take to ensure future success on the Praxis tests, plans to attend Praxis workshops, lists of books to read that address deficiencies, etc.) that he/she will assume to prepare to retake the needed Praxis exams including dates of anticipated Praxis registration.**

Students must submit their Praxis Waivers to the Office of Educator Preparation, Warf Pickel Hall, Room 305, or via email to edprep@etsu.edu by December 20th if completing Residency II during the spring semester.

Student Learning & Licensure by Watermark Time Requirements

- **Candidates should remind mentor teachers to upload the completed observation information in Watermark, Student Learning & Licensure.**
- **Candidates should upload the Residency Candidate Performance Checklist, and the Candidate and Mentor Teacher Discussion Summary in Watermark, Student Learning & Licensure after you and your mentor teacher have reviewed and signed the documents.** If you or your mentor teacher have questions about this, please contact the Office of Educator Preparation at 423-439-7597 or edprep@etsu.edu.
- All residency candidates should be logging their clinical hours on a weekly basis. Your mentor teacher should review and approve these hours at the end of each week. You should also follow the school protocol for signing in and out of the school each day. **If you will be absent or tardy, you should, at minimum, send one email copying the appropriate stakeholders (mentor teacher, ETSU supervisor, and principal) as soon as possible.**
- If any candidate or mentor teacher is having difficulty accessing Student Learning & Licensure, please contact the Office of Educator

Substitute Teaching Guidelines

- During Residency I, residency candidates **CAN be hired as a substitute teacher if they have completed the district substitute training and HR payment paperwork.**
- Unless a residency candidate is being paid as a substitute teacher, candidates are **NOT allowed to watch or monitor a classroom without another adult present** (teacher, Instructional Assistant, substitute teacher). This is a liability issue. If the school is trying to utilize you in this capacity, please notify your ETSU Supervisor and the Office of Educator Preparation.
- Residency Candidates that are in the RITE, CAT, or KAT programs will follow their specified guidelines.

If you have any questions regarding substitute teaching guidelines and requirements, please contact the Office of Educator Preparation using the contacts below.

Communication

Office of Educator Preparation
Warf Pickel, Room 305
Open Monday through Friday between 8:00-4:30 p.m.

ETSU Residency Candidate website
<https://www.etsu.edu/coe/educator-preparation/residency/default.php>

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