ETSU RESIDENCY GUIDELINES

APPLICATION DEADLINE – March 1, 2018

You must follow the directions noted below or your application will not be processed.
Incomplete Applications will not be accepted.

You must have a 2.75 or higher GPA in Major and Minor Teaching Fields, Professional Education and Overall.

1. Student must meet a satisfactory performance assessment of their disposition to teach. In order to complete the Residency Application correctly, please do the following and take to your advising session:

2. Program of Study: Print off the program of study that corresponds to the catalog year that you entered the Teacher Ed program.
   - Undergraduate Students: Print off a blank Program of Study per your catalog year and fill it out using the one you received when starting your file in the Student Services Office as a guide. Programs of Study are available on the College of Education web site. File your Intent to Graduate the semester prior to your graduation. This must be filed electronically. [http://www.etsu.edu/reg/graduation/graduationforms.aspx](http://www.etsu.edu/reg/graduation/graduationforms.aspx)
   - Secondary Education Licensure Students (both undergrad and grad): Must fill out and submit the Program of Study that is used in the College of Education. It is typically three pages and lists General Education courses, Teaching Content courses, and minor/professional education courses. File your Intent to Graduate the semester prior to your graduation. This must be filed electronically. [http://www.etsu.edu/reg/graduation/graduationforms.aspx](http://www.etsu.edu/reg/graduation/graduationforms.aspx)
   - Fill out the Program of Study with the Course #, the Grade, and the semester in which each course was taken. Include any course substitutions. Course substitutions must have a completed substitution form indicating that it is an approved substitution.
   - 3. Advisor Signature Page
      If your major is housed in the College of Education, you will need your faculty advisor’s signature on the advisor signature page. Those pursuing Secondary Education Licensure will need the following signatures on your advisor signature page.
      - Your Faculty Advisor from the department of your major
      - Your assigned College of Education Advisor

4. You must provide a copy of your transcript in the following way:
   - Print off an unofficial transcript from Goldlink and attach it to your Residency Application. You must write the following statement at the end of the transcript: “To the best of my knowledge, this transcript is correct.” Then, sign your name.

5. Copy of Current Semester Class Schedule.

6. Before entering Residency II proof of passing scores on PRAXIS II, State Mandated Tests for Principles of Learning and Teaching AND Specialty Area test(s) specific to licensure area must be submitted. Failure to pass all required Praxis II exams prior to beginning Residency II will result in the cancellation of your Residency Application.

7. Field Experience: Please attach a list of completed field experience with semester and placement indicated.

8. You must have a Criminal Background Check on file in the College of Education.

9. Please check your ETSU e-mail frequently since we will be sending you important information.
**Professional Liability Insurance**

Proof of Insurance – Turn in proof of liability insurance (copy of card or receipt) to the Office of Field Placement and clinical Residency. You must present proof of professional liability insurance coverage on or before July 1, 2018. There are several ways to procure professional liability insurance:


   You may obtain STEA student insurance online. Coverage is from September 1 to August 1. You will need to enroll for two years to cover Pre-Residency, Residency I and II.


IV. Forrest T. Jones - [http://www.ftj.com/index.php](http://www.ftj.com/index.php) - In order to be eligible, you must be a member of a participating organization. Some examples are National Art Education Association (NAEA), National Association for Music Education (NAMC), and National Association for the Education of Young Children (NAEYC). Coverage time may vary by organization.

V. Rider on your homeowner’s insurance – check with the company that provides your homeowner’s insurance to inquire about adding a “Professional Liability Insurance” rider. If you choose this option, verify that the coverage will be good for the entire Residency experience.

**PLACEMENT PROCEDURES**

All placements are made by the Office of Field Experience and Clinical Residency. Teacher Candidates are not placed in a school in which they have formerly attended, have been employed, or where relatives work or where relatives are current students. The Office of Field Placement reserves the right to place you up to an hour away from your residence when other options are not available. Teacher Candidates are expected to provide their own transportation during Residency. Residency Candidates should be prepared to begin Pre-Residency when the assigned school district begins their inservice week which is usually the last week in July or first week in August, and Residency II requires being ready to begin any time after January 1st. Residency candidates will be notified of placements and beginning dates via email the semester prior to Residency I. Pre-Residency, Residency I and Residency II will be with the same mentor teacher.

**SCHOOL WORK & EMPLOYMENT WHILE STUDENT TEACHING**

State regulations prohibit taking additional course work during student teaching. However, these regulations do allow the Dean to give special approval for one course (not in your major or in professional education). You must apply for approval to the Dean of the College of Education to take a course during Residency II. Failure to complete all required course work prior to Residency II could delay your graduation.

Employment during Residency year is discouraged. Any employment that conflicts with Residency II is prohibited. Students may not receive payment for any service rendered during their Residency assignment. Teacher Candidates should not serve as substitute teachers. Any questions about employment or additional course work should be discussed with the Director of Field Placement and Clinical Residency at 439-4200, Room 323C Warf-Pickel.

**IMPORTANT NOTICE TO ETSU STUDENTS SEEKING SCHOOL LICENSURE:** Tennessee Teaching or other School Licensure/Endorsement requires an application made directly to the Certification Officer, Angela Murray, in the Clemmer College of Education. Application should not be made until all relevant coursework, degrees and qualifying test scores are completed. A complete set of official transcripts from all colleges or universities attended will be required for the application. Students must have their test results reported to East Tennessee State University, Recipient Code 1198, by the testing company. Every effort will be made to send students up to date application forms and instruction near the end of their final semester. However, if you do not receive this information by the end of your program, please contact Ms. Murray: Phone: 423/439-7562, Email: murrayp@etsu.edu, Office: Room 323E Warf Pickel Hall.

Updated on 1/16/18
RESIDENCY APPLICATION
(Pre Residency, Residency I and Residency II)

Due: March 1, 2018

Instructions: Please submit this application by the deadline date with the following documents:
1. Up-to-date signed program of study; 2. Current transcript; 4. List of Field Placements; and
5. Signed College of Education advisor sheet.

Failure to submit a complete and accurate application can result in the cancellation of your application.

Name (Last, first, middle)  Banner ID: E#

Address during Residency:  City/State/Zip:

Home Phone:  Cell Phone:

University email address:  Date of Birth

LICENSURE (CHECK APPROPRIATE BOX (ES))

_______ UNDERGRAD  _____GRADUATE

_______ PRE K-3 EARLY CHILDHOOD

_______ MIDDLE GRADES

_______ K-6

_______ 7-12 W/MAJOR IN: ____________________________

_______ K-12 AREA OF: ____________________________

SPED: MOD _____ COMP _____ ECE ______

ADDITIONAL LICENSURE IN THE FOLLOWING AREA(S): ______________________________________________

SELECT 3 PLACEMENT AREAS IN ORDER OF PREFERENCE

*Early Childhood placements are made in Sullivan Co/Kingsport and Johnson City only. Early Childhood candidates indicate 1st and 2nd placement preference in these sites only.

_______ Bristol City  ___________ Carter County

_______ Elizabethton  ___________ Greene County

_______ Greeneville  ___________ Hawkins County

_______ Johnson City  ___________ Sullivan County

_______ Kingsport  ___________ Unicoi County

_______ University School (year round calendar)

_______ Washington County

*Please understand that you are not guaranteed your first choice. Please do not add placements sites to the above choices.

H.S. Graduated From: ________________________________
ADVISOR SIGN OFF SHEET

College of Education Faculty Advisor

I hereby certify that this applicant has/will have completed the courses prerequisite to Pre-Residency. (All methods and content courses must be completed prior to Residency II.)

I certify that I have checked the transcript with the Program of Study and verify all courses required prior to Residency are complete, including submission of all course substitutions.

Signature: ______________________________ Date: ______________________________

College of Education Faculty Advisor (Required of all Students)

Signature: ______________________________ Date: ______________________________

Departmental Advisor (Required of Secondary Education Licensure)

Student Release Statement

I give permission for the release of information from this application to the public school personnel who may be asked to consider accepting me as a Teacher Candidate. To the best of my knowledge, the information contained in this application is true and accurate. If at any time the information given on this application changes, I will notify the Office of Field Placement and Clinical Residency.

Signature: ______________________________ Date: ______________________________

I give permission to the Office of Field Placement and Clinical Residency to release my email address to school systems who may contact the office inquiring about possible candidates for employment.

Signature: ______________________________ Date: ______________________________

Updated on 1/16/18