

## **Requirements for Full Admission to School of Education & Eligibility for Practicum Placements (Licensure Programs)**

- **Confidentiality Statement**
- **Good Moral Character Statement**
- **Professional Conduct Rules and Statement**
- **Background Release Form**
- **Students need a CURRENT background check:** A current background check must be completed and submitted directly from the Attorney General's office, to Jennie Cunningham, Mount St. Joseph University, School of Education prior to field placements as indicated below. Background checks are active for a 12-month period/365 days from the date the check was completed.
  - UG Admission and Service Learning: BCI (required); FBI (required only if you have lived outside of Ohio within the past 5 years).
  - Practicum and Co-op Placements: BCI (required); FBI (required only if you have lived outside of Ohio within the past 5 years). Some schools will require BOTH. The School of Education will handle that situation with students as needed.
  - Student Teaching: BCI and FBI (both are required).
  - VIRTUS trained (if placement is a Catholic school).
- **Complete Blackboard Orientation** (if a transfer student).
- **EDU 190 or Equivalent:** Introduction to Education (earning a "C" or higher)
- **Letter of Intent/Goal Statement:** Submit an application letter that explains your professional interests and goals. Include information about your experiences and dispositions as they relate to becoming a caring and effective educator.
- **Faculty Recommendation Forms:** ECE, SED, and Ed Studies majors need one form from education faculty and one from liberal arts faculty; AYA and Multi-Age candidates need one from faculty in area of concentration and one from education faculty; MCE candidates need one from education faculty and two from liberal arts faculty—one from each content area.
- **Signed and dated School of Education Technical Standards**
- **Signed OAE Testing schedule**
- **A minimum cumulative GPA of 2.8 or better:** This includes a "C" or better in all required courses.
  - **Successful completion of at least 18 hours** in introductory courses in major and LAS pre-requisites. This includes **COM 100, ENG 101, PSY 103, SOC 103, and MTH 170 or higher** requirement.
  - **Successful completion of SED 215 & SED 215L:** Human Exceptionalities and Service Learning
  - **Educational Studies requires a minimum cumulative GPA of 2.0 or better.**

## **Requirements for Student Teaching Placements**

- **Fully** admitted to the School of Education
- Minimum of 2.8 current GPA
- Student Teaching: BCI and FBI (both are required).
- VIRTUS Trained (if placement is a Catholic school)
- Successfully passed all practica
- Successfully passed all methods courses (earning a "B" or better)
- A "C" or better in all education coursework (except methods courses, which require a B or better).
- Current CPR/First Aid (less than 2 years old)
- Professional Organization Membership

*For use with candidates who were admitted as Traditional Freshmen & candidates who are Transfer Students  
(version 2020-11-02)*

- Pass all OAE general and content tests as dictated by the student's licensure program OAE Testing Schedule provided by advisor.
- Before the end of the student teaching period: attend one Professional Conference

For more information about these documents, or access to the Blackboard page, please contact your Education Advisor or Jennie Cunningham at [jennie.cunningham@msj.edu](mailto:jennie.cunningham@msj.edu).