

TEACHER CERTIFICATION TIMELINE

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TASK	REQUIRED COMPLETION TIMELINE	DATE
Enroll in EDUC 201 Professional Growth and Folio Development I and EDAS WM7 Watermark 7-year license	Must be enrolled in these classes in the second semester of the sophomore year or first semester of enrollment for candidates transferring with junior standing or better. EDUC 201 must be in progress or completed prior to first interview.	
Complete first draft of reflection for 1 of the 9 Missouri Teacher Standards (or 1 of the 7 Missouri Standards for School Librarians). Complete all 5 foundational education documents.	EDUC 201 Professional Growth and Folio Development I	
Complete introduction to School of Education (SOE) Professional Dispositions assessment instrument and review process, including signing Initial Certification Dispositions Usage and Purpose Agreement*	During EDUC 201 Professional Growth and Folio Development.	
Complete EDUC 203 Teaching in A Diverse Society and EDCL 200 Teaching in A Diverse Society Field Experience	Must be enrolled in these classes concurrently with EDUC 201. Courses must be completed prior to first interview. <i>(Candidates transferring with a course in lieu of EDUC 203 that does not include an equivalent field experience must still take EDCL 200 Teaching in A Diverse Society Field Experience at MBU.)</i>	
Complete EDUC 303 Methods of Teaching and Differentiated Instruction, including instructor and self SOE Professional Dispositions assessment*	All candidates except for Music Education majors should be enrolled in this class prior to first interview, completion preferred. As part of this course, candidates will complete their first dispositions self-assessment, have their instructor complete a dispositions assessment, and will have a meeting to review and compare those two results. (Music Education candidates will complete self-assessment in conjunction with MUED 313.)	
Enroll in and complete EDCL 211 Teaching Field Experience I, including Cooperating Teacher SOE Professional Dispositions assessment*	Complete at least two semesters prior to student teaching. <i>(Music Education candidates enroll in EDCL 211 in conjunction with MUED 313.)</i> As part of this course, the candidate's Cooperating Teacher will complete a dispositions assessment on the candidate, submitting it to the University Supervisor as a course assignment.	
Submit Teacher Education Admission Packet*	Complete prior to first interview in conjunction with EDUC 201, EDUC 203, and EDUC 303 (or MUED 313).	
Official copy of ACT or SAT on file in Education Office (or exemption request if eligible) (undergraduate degree-seeking students only)	Undergraduate Degree-Seeking Students Only Complete prior to first interview	
Official MoGEA score report for all sections on file (undergraduate degree-seeking students only) Candidates who have not passed all sections of MoGEA on the first attempt may appeal to be admitted based on an ACT composite score of 20 or higher (or comparable SAT score) taken within the last five years.	Undergraduate Degree-Seeking Students Only Complete prior to first interview during same semester as EDUC 201. <i>[Students who are ineligible to appeal based on ACT composite score of 20 or higher (or comparable SAT score) within the last five years must have passed at least 2 sections of MoGEA prior to the first interview, with evidence indicating they have registered for the next available exam date.]</i>	
FIRST INTERVIEW: Approval for admission <ul style="list-style-type: none"> ● All items listed above must be completed before interview is scheduled ● In addition, a 2.75 overall cumulative GPA as well as a content area GPA of 3.00 and professional education GPA of 3.00 (with no grades below a "C" in professional education or content area requirements) are required for admission. 	In conjunction with enrollment in EDUC 201, 203, and 303 for all candidates: <ul style="list-style-type: none"> ● Candidates with less than a 2.75 overall cumulative GPA or less than a 3.00 in the content area or professional education must have a plan to raise GPA. ● Undergraduate degree-seeking students, who are ineligible to appeal based on ACT composite score of 20 or higher (or comparable SAT score) within the last five years, but have passed at least 2 sections of MoGEA may be accepted for probationary admission only. All sections must be passed to be fully admitted. 	
Faculty Vote and Formal Approval for Admission	Letter will be sent to candidate with notice of formal faculty approval for admission	
Graduation/Certification Check	When enrolled in EDUC 201 or first semester of junior year	
Completed SOE Professional Dispositions assessments to date are reviewed, with follow up as needed with the candidate for any identified areas of question or concern*	Upon completion of EDUC 303 Methods of Teaching and Differentiated Instruction, EDCL 211 Teaching Field Experience I, AND EDUC 201 Professional Growth and Folio Development I. Completed review required before candidate begins EDCL 411/511 Teaching Field Experience II. <i>(Music Education candidates enroll in EDCL 411 in conjunction with MUED 323.)</i> Candidate must be fully admitted to the Teacher Education Program to enroll in EDCL 411/511.	
Complete final draft of reflections for all 9 Missouri Teacher Standards (or all 7 Missouri Standards for School Librarians)	Complete in conjunction with EDUC 401 Professional Growth & Folio Development II See <i>Professional Development Folio Guide for Teachers and Library Media Specialist</i> for courses in which first drafts are to be submitted. Candidate must be fully admitted to the Teacher Education Program to enroll in EDUC 401.	
Complete EDCL 411/ 511 Teaching Field Experience II, including Cooperating Teacher and University Supervisor SOE Professional Dispositions assessments.*	Complete prior to student teaching, generally the semester before. <i>(Music Education majors enroll in EDCL 411 in conjunction with MUED 323.)</i> As part of this course, the candidate's Cooperating Teacher and University Supervisor will each complete a dispositions assessment on the candidate as course assignments. Candidate must be fully admitted to the Teacher Education Program to enroll in EDCL 411.	
Complete EDUC 401 Professional Growth & Folio Development II, including instructor and self SOE Professional Dispositions assessments.*	Complete the semester prior to student teaching in preparation for student teaching interview. As part of this course, the candidate will complete a dispositions self-assessment and the instructor will complete a dispositions assessment, to be used as part of the final Folio Evaluation. Candidate must be fully admitted to the Teacher Education Program to enroll in EDUC 401.	
Final Professional Development Folio Evaluation *	The Folio evaluation must be "passing." If it is not "passing," the Folio must be revised during the student teaching semester and resubmitted to achieve a "passing" evaluation prior to conferral of professional education degrees and completion of certification program requirements. Candidates will receive an Incomplete (IN) grade for EDUC 401 until the Folio has been passed.	

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SECOND INTERVIEW: Approval for student teaching	At least one semester before student teaching: <ul style="list-style-type: none"> For August (fall semester) student teaching, interview must be completed by April 1st. For January (spring semester) student teaching, interview must be completed by November 1st. Candidates must be fully admitted before second (student teaching) interview is scheduled.	
Complete background check(s) and any additional district-specific requirement for student teaching placement	<ul style="list-style-type: none"> Family Care Safety Registry (FSCR) background check is a co-requisite for student teaching and is required for all candidates. See the handout School Districts That Require Additional Information for Student Teaching Placement Complete FBI Fingerprint Background Check before the end of student teaching semester (required by DESE for certification; see handout Help Guide for DESE's Online Certification System) 	
Placement Deadlines for Student Teaching	<ul style="list-style-type: none"> Placement requests will NOT be sent out until second interview has been passed. Any request for Credit for Prior Learning (CPL) must be submitted at the same time candidates apply for student teaching placement. 	
Take Missouri Content Assessment (MoCA) for each area in which certification is being sought.	Complete prior to student teaching (Passing score required for conferral of professional education degrees and completion of certification program requirements.)	
Complete all coursework	Prior to student teaching (Candidates will not be allowed to student teach if all education courses have not been satisfactorily completed with a final grade of C or CR or better. Music Education majors must successfully pass the hearing for their Senior Recital before they can be approved for their student teaching semester and must complete the Senior Recital before beginning the student teaching semester.)	
Complete EDUC 471 Student Teaching Seminar with either Student Teaching or EDCL 4700 CPL Student Teaching Evaluation , including University Supervisor and self SOE Professional Dispositions assessments*	Final Semester	
10-Week Action Research Inquiry-Based Project Candidates will engage in an action research project to demonstrate instructional impact. Candidates will select a focus, identify research questions, collect and analyze data, and report results with informed actions.	EDUC 471 Student Teaching Seminar	
Achieve passing composite score on Missouri Educator Evaluation System (MEES) summative evaluation	Student Teaching or EDCL 4700 CPL Student Teaching Evaluation (required for conferral of professional education degrees and completion of certification program requirements)	
Complete Professional Development Plan (PDP)	During EDUC 471	
<ul style="list-style-type: none"> Create job profile using AppliTrack (district specific websites) Create job profile on Missouri REAP http://www.moreap.net/ 	During EDUC 471	
Application for Certification https://k12apps.dese.mo.gov/webLogin/login.aspx	After successful completion of all coursework, including student teaching, and passing all required exit assessments	
Commissioning Service	Held at the end of the Spring semester prior to Commencement	

****Related to School of Education Professional Dispositions assessment***

The Missouri Baptist University (MBU) School of Education (SOE) identifies specific professional dispositions, defined as categorized descriptions of teacher behavior that affect positive influence in the professional setting and promote gains in P-12 student learning. Initial teacher certification candidates are expected to meet proficiency expectations for each of these defined dispositions as part of program completion in the MBU SOE. Candidates will complete dispositions assessments at specific checkpoints in coursework during their program to measure their progress toward proficiency. In addition, at any time a SOE instructor may require completion of a dispositions assessment if a dispositions concern arises in his / her course, whether in the university setting or in practicum experiences.

If an instructor determines that a disposition is at the "Needs Improvement" level and requires further intervention, the candidate will be referred to the MBU SOE Educator Review Committee, comprised of select SOE administrators and faculty members, for intervention and / or remediation. The committee will recommend specific interventions intended to help the candidate achieve the expected targets and benchmarks. Intervention / remediation activities may include, but are not limited to, reduced course load, retake of same course, and guided study. Intervention / remediation always requires enrollment in a 0-6 credit hour SOE course: EDCL 370-376 Professional Development.