



# Calumet College of St. Joseph

## EDUCATION DEPARTMENT

### Procedures for Certification



#### I. Admission to the Education Program

- Successful Completion of the following:
- Good Standing w/ CCSJ
- Transcript Review
- $\frac{3}{4}$  of general education coursework
- EDUC: 300, 311
- Twenty hours of field experience
- Limited Criminal History Clearance completed by Safe Hiring Solutions
- Passing Scores of CASA Exams (Reading, Writing and Math) **OR**
  - ACT (Reading, Math, Science Composite) 24 or higher-Waived from CASA Exams
  - SAT (Reading, Math Composite) 1100 or higher – Waived from CASA Exams

#### II. Continuing Education Student

- Demonstrate professional knowledge, disposition and performance
- Maintain a grade point average (G.P.A.) of 3.0 in Education courses
- Maintain an overall G.P.A. of 2.75
- Attend Education Seminars

#### III. Student Teaching Acceptance

- Successful completion of the following:
- All coursework outlined on checklist
- Student Teaching Application
  - Criminal History Clearance
  - Updated Education Philosophy
  - Current Transcript
  - Updated Resume
- Student Teaching Orientation

#### IV. Applying for License

- Successful completion of the following:
  - Student Teaching with a grade no less than a "B"
  - CORE Licensure Exams
  - Cardio Pulmonary Resuscitation CPR/AED
  - Suicide Prevention Workshop
  - Apply for license online via LVIS <https://license.doe.in.gov/>