

OFFICE OF EDUCATOR SUPPORT

Officers of the Professional Education Council

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The Office of Educator Support (OES) coordinates all Professional Education programs offered at Oklahoma State University. All programs are operated in collaboration with the College of Education and Human Sciences, the Ferguson College of Agriculture, the College of Arts and Sciences, and the Graduate College. The Senior Director of Teacher Education is the head of the office. The Professional Education Council has been established as the governance and oversight structure for the Office of Educator Support and all professional education programs. The OES has a mission statement, goals, and a strategic plan that guide the operation of its programs. Oklahoma State University prepares educator candidates with the knowledge, skills, and dispositions for a wide range of certification and teaching areas. Further, there is currently an immense demand for educators in Oklahoma, nationally, and internationally; our graduates are comprehensively prepared to serve as educators and equity advocates wherever they put their professional preparation to work.

Office of Educator Support Mission

Mission - The Office of Educator Support (OES) prepares and develops professional educators who facilitate lifelong learning and enrich the quality of life for people in public schools and other educational settings.

The Work of the Office of Educator Support

All Professional Education programs are administered by the Senior Director of Teacher Education and are coordinated through the Office of Educator Support. Upon the completion of an approved program or degree, passing the appropriate Certification Examinations for Oklahoma Educators (CEOE), and the recommendation of the University, the candidate will be eligible for certification to serve in Oklahoma schools. All candidates completing an approved program or applying for an initial or advanced certificate are subject to all rules and regulations specified by the OSU Office of Educator Support, the Oklahoma State Board of Education, and the Office of Educational Quality and Accountability (OEQA). State-mandated changes in teacher certification may result in additional requirements for certification at any time.

Certification programs are offered at various levels in the College of Education and Human Sciences as well as in the Ferguson College of Agriculture and the College of Arts and Sciences, but all require earning at least a bachelor's degree for a recommendation for a standard certificate. Each candidate (regardless of level or college) seeking a recommendation for certification from OSU through a Professional Education program must make a formal application to do so using the "Application for Admission to Professional Education (<https://tinyurl.com/osuprofedapp/>)" and must meet the admission standards specified. Graduate programs leading to the master's degree, the education specialist degree, and both the Doctor of Education and the Doctor of Philosophy degrees are offered in several areas. In addition, we offer pathways for non-traditional routes to certification in some

certification areas. Professional Education at Oklahoma State University is fully accredited by the state and Council for the Accreditation of Educator Preparation (CAEP - the accrediting body that replaced NCATE).

Information regarding all Professional Education policies and practices may be obtained from the Office of Educator Support or its website. Inquiries concerning any aspect of Professional Education programs at Oklahoma State University should be addressed to the head of the School or Department offering the program or the Office of Educator Support, 325 Willard.

Undergraduate Initial Teaching Certification Programs

Elementary Level (PK-8) Programs

- Early Childhood Education (PK-3)
- Elementary Education (1-8)

Elementary/Secondary Level (PK-12) Programs

- Art Education
- Foreign Language (French, German, Spanish) Education
- Music (Instrumental, Vocal) Education

Secondary Level Programs

- Agriculture Education
- Family and Consumer Sciences Education
- Secondary English Education
- Secondary Mathematics Education
- Secondary Science Education
- Secondary Social Studies Education

Graduate Initial Teaching Certification Programs

Advanced Level Certification Programs

- Elementary Math Specialist
- Principal (Elementary/Middle/Secondary) - Standard
- Reading Specialist
- School Counselor
- School Library Media Specialist
- School Psychologist
- Speech/Language Pathologist
- Superintendent

Non-Traditional Certification Paths

- Principal (Elementary/Middle/Secondary) - Alternative

Professional Education Dispositions

Professional Dispositions are formally assessed a minimum of twice during your academic program, once early during the program and once later in the program (see program coordinator for info on which courses they've identified for this). However, dispositions affect your professional life in and out of school, and we want to be certain you're well-prepared to have a successful tenure as an educator.

With that in mind, dispositions may be addressed and recorded at any point in your program, whether a formal or informal interaction and whether interacting with a peer, staff member, or faculty member. We

believe it's vital to celebrate your successes as well as speak with you about areas that could raise challenges for you as a professional, and this is why we have this guiding document as a starting place to be able to work with you on your professional dispositions.

Dispositional concerns are often a reason candidates are not successful. Please know that if faculty or staff members speak with you about your dispositions, they are doing so because they want you to be successful. As someone in a professional program, however, it is also important to be aware that dispositional challenges may affect your ability to be placed for field experiences or clinical practice; placements are not guaranteed.

Candidates who are not successful will be provided guidance tailored to them, and except in egregious cases or when problems persist over time, candidates who encounter dispositional challenges generally go on to be successful educators. Do not be alarmed at constructive feedback over the course of your program, as this is a learning environment. This assessment offers an opportunity to learn more about your own dispositions and grow in that aspect of your preparation as an education professional. To view the assessment rubric, visit our website: https://education.okstate.edu/sites/default/files/peu/peu_dispositions_assessment.pdf.

Admission to Professional Education

The criteria for admission to Professional Education programs are based on university-wide and Oklahoma State Regents for Higher Education (OSRHE) policies approved by the Professional Education Council and overseen by the Director of Professional Education. Requirements are applicable to all Professional Education administrative units of the colleges preparing educators. Students should submit an Application for Admission to Professional Education form to the Office of Educator Support during their first semester in their respective programs. The candidate is not considered a fully-eligible participant in a Professional Education program until formally admitted by the Office of Educator Support. Full admission is required to enroll in the restricted courses in teaching methods and the clinical practice internship.

Criteria for Admission to Undergraduate Professional Education Programs

The student must meet all of the following criteria to be fully admitted to Professional Education:

1. Requirements for full admission include one of the following:
 - The passing score for the ACT® shall be a composite score of 22 with the writing section included. The passing score for the SAT® shall be a total score of 1120 including the following scores on the essay section: five (5) on Reading, four (4) on Analysis, and five (5) on Writing. The ACT/SAT equivalency approved by PEC vote 07.12.2019 following an OEQA policy change allowing this substitution **or**
 - a minimum GPA of 3.0 or higher on a 4.0 scale in all general education courses (a minimum of 30 hours) as defined in the State Regents' Undergraduate Degree Requirements policy and the Office of Educational Quality and Accountability Administrative Code, Title 218 Chapter 10 **or**
 - a score at or above the level designated by the State Regents for math, reading, and writing on the PRAXIS Core Academic Skills for Educators Test (PRAXIS). Students who score below the Oklahoma State Regents for Higher Education 199 designated level on any section(s) of the PRAXIS test will be permitted to

retest. The PRAXIS test is an acceptable performance measure for students who have completed at least 30 credit hours **or**

- possess a Baccalaureate degree from an institution accredited by an organization recognized by the U.S. Department of Education for the purpose of accrediting institutions of higher education and approved by the Oklahoma State Regents for Higher Education. Baccalaureate degree graduates from universities accredited by an organization recognized by the U.S. Department of Education for the purpose of accrediting institutions of higher education in the United States are assumed to have the basic skill competencies tested by the OGET and PRAXIS. These graduates may be exempt from these testing requirements **or**
 - Successful completion of the Oklahoma General Education Test (OGET)
2. Pass a Professional Education Foundations course with a minimum grade of "C."
 3. Pass a laboratory and clinical experience (observation) course with a minimum grade of "P" or "C."
 4. Earn and retain at least 2.50 (varies by program) grade point average

Criteria for Admission to Graduate (Post-Baccalaureate) Professional Education Programs

Graduate (post-baccalaureate) students must complete the Application for Admission to Professional Education form. Post-baccalaureate candidates must meet one of the following criteria for full admission to Professional Education:

1. The student must have completed an approved Professional Education program and hold a valid Oklahoma certificate or Provisional, Standard, or Professional Certificate; or a valid certificate from a state with which the Oklahoma State Department of Education has an interstate contract. The certificate or Provisional, Standard, or Professional Certificate must have included successful completion of (a) one semester credit hour of early field experiences with a grade of "C" or better or a grade of "P" and (b) an orientation to professional education course with a grade of "C" or better or a grade of "P". If the graduate student does not hold a valid credential and did not successfully complete the criteria listed above, he or she must meet 2 or 3.
2. Students in a Master's program must satisfy the departmental requirements for unqualified admission to the Master's degree program:
 - a. have a minimum cumulative overall GPA of at least 2.50 or higher as specified by the individual program;
 - b. complete one semester credit hour of early field experiences with a grade of "C" or better or a grade of "P"; and
 - c. complete an orientation to Professional Education course with a grade of "C" or better or a grade of "P"; and
 - d. receive a passing score on the OGET *or* an ACT composite score of 22 with the writing section included, *or* an SAT total score of 1120 including the following scores on the essay section: five (5) on Reading, four (4) on Analysis, and five (5) on Writing.
3. Students classified by the Graduate College as "special" or "provisionally admitted" must:
 - a. have a minimum cumulative overall GPA of at least 2.50 or higher as specified by the individual program; and

- b. complete one semester credit hour of early field experiences and an orientation to Professional Education course with a grade of "C" or better or a grade of "F" and
- c. receive a passing score on the OGET or an ACT composite score of 22 with the writing section included, or an SAT total score of 1120 including the following scores on the essay section: five (5) on Reading, four (4) on Analysis, and five (5) on Writing.

Professional Portfolio

Candidates in Professional Education are required to submit a professional portfolio for review and approval at designated checkpoints prior to certification. Details of the portfolio are available in the Professional Education Student Handbook (<https://education.okstate.edu/departments-programs/office-of-educator-support/student-handbook/>).

Transfer Students

Transfer students must work toward meeting the criteria for full admission to Professional Education established by Oklahoma State University as soon as possible during the first semester at OSU. It may be possible to transfer admission from another Oklahoma institution. For more information, see the Office of Educator Support website (<https://education.okstate.edu/departments-programs/office-of-educator-support/student-handbook/>).

Retention in Professional Education

For participation in all courses requiring full admission to and for continued acceptability in Professional Education, an undergraduate candidate must maintain a grade-point average required for graduation of at least 2.50 or 2.75 depending on the program. If this GPA falls below 2.50/2.75, the candidate is placed on probation. When the required graduation GPA is raised above 2.50/2.75, the candidate is removed from probation. If the candidate fails to meet the graduation GPA requirement in that probationary semester or fails to have at least a 2.50/2.75 GPA for that semester, the candidate will be suspended from the Office of Educator Support. A candidate not satisfying the probation requirements at the end of the semester following the initial probationary semester will be administratively withdrawn from the Office of Educator Support and all courses having full admission as a prerequisite. Readmission to the Office of Educator Support will require a new application. Advisors are available to assist the candidate in regularly reviewing continuing retention or reinstatement in Professional Education programs. A retention review prior to enrollment and again prior to the beginning of classes each semester is encouraged when continuing retention is in question.

Graduate students, including those classified as graduate special students, admitted to the Office of Educator Support must meet and maintain the requirements of the Graduate College to remain in good academic standing. This will require that graduate candidates earn and maintain a 3.00 GPA at Oklahoma State University following admission to OES.

Remediation Opportunities

It is important for candidates to recognize the importance of milestones (admission requirements, testing, portfolio, etc.), professionalism, and dispositions as non-negotiable requirements in Oklahoma State Statutes and national accreditation requirements. Program area faculty, advisors,

and OES staff are available to assist candidates through remediation opportunities as needed.

Foreign Language Proficiency

Candidates who matriculate Fall 2023 or later must pass CIED 4133 Introduction to K12 ELL Education with a "C" or better. This will be required across all initial certification programs. At this point, the below options will no longer be accepted.

Prior to Fall 2023, according to OSHRE 3.21.4, (2021) teacher preparation programs at the preservice level shall require students to meet one of two criteria addressing foreign language or Emergent Bilingual / English Learning in P-12 schools:

1. Teacher candidates demonstrate listening and speaking skills at the novice-high level, as defined by the American Council on the Teaching of Foreign Languages, for a language other than English, including American Sign Language. The assessment for such competency may occur at any point in the teacher candidate's program and does not require specified course work or credit hours except as may be required by the institution.
2. Teacher candidates demonstrate the knowledge and skills necessary to address the needs of Emergent Bilingual (English Learner) students in the P-12 classroom and are proficient in the strategies required for the successful delivery of P-12 instruction in that area. The assessment for such competency may occur at any point in the teacher candidate's program through specified course work, approved by the Office of Educational Quality and Accountability (OEQA), and as may be required by the institution.

Program Completers

In Oklahoma, a program completer is defined as a person who has met all the requirements of an accredited educator preparation program. Program completers include all those who are documented as having met such requirements. OSU requirements include a degree, program credentials as documented on a transcript and written proof of having met the program's requirements which include successful completion of all certification examinations/assessments and a professional portfolio. State or national certification or accreditation requirements may necessitate changes in certification requirements at any time. The certification check sheets are available at <https://education.okstate.edu/departments-programs/stles/peu/certification.html> and detail requirements for each certification area.

Background Check for Field Placements

In alignment with Oklahoma state statutes and administrative code (OS §70-6-190, OS §70-3-104, OAC 210:20-9-98), the Oklahoma State University (OSU) Office of Educator Support (OES) requires a state-level background check (name check) on ALL non-certified candidates prior to placement in any field experience or clinical practice. The candidate is responsible for associated fees, which may vary depending on in-state or out-of-state student status. The OES may request an updated background check as needed. While we make every effort to place candidates in the best possible field experience or clinical practice situation, school districts do review background checks and past criminal history in terms of their own policies and may decline hosting a particular candidate for field experiences or clinical practice. (In most cases this would be an Oklahoma check, however, in the case of an out-of-state transfer student it could be a check from their originating state.) This process is facilitated by the Office of Educator Support (325 Willard).

Field Experiences/Clinical Practice Placement in Diverse Setting

As part of a land-grant institution, we are particularly proud of partnering with Oklahoma public schools. Candidates will experience diverse placements in a variety of settings (rural, urban, and suburban), in varied school community socio-economics, and in racially and ethnically diverse school communities. Previous clinical/field experiences will be considered when determining the internship placement.

Data on all field experience and clinical practice placements is maintained by the Office of Educator Support and Assistant Director of Assessment. Initial and Advanced certification programs work directly with the Coordinator of Field Experiences and Clinical Practice to best serve candidates and our partnering school districts with research-based experiences. Placements are based on the following criteria:

1. OSU must have a contractual agreement with the participating school district,
2. the principal and the mentor teacher/educator must be in agreement about the placement,
3. the mentor teacher/educator must meet established criteria to work with a candidate,
4. a qualified OSU supervisor must be available for travel to that site, and
5. a program faculty recommendation for clinical practice is required (based on academics, field experiences, and dispositions).

Clinical Practice Requirements

In order to participate in clinical practice, all teacher candidates must complete the Clinical Practice Internship Application during the prior semester. Clinical practice information including the Clinical Practice Application link is available in the OES Student Handbook. Details and the deadline for the clinical practice application will be provided at the mandatory Intent to Student Teach meeting held each semester. Typically, these are the first Wednesday of September at 5pm (for Spring interns) and the first Wednesday of February at 5pm (for Fall interns); location and any schedule changes will be provided by email.

Candidates must successfully complete submissions 1 and 2 of the portfolio, pass the OGET and have received a score on the OSAT, and complete all required coursework with the specified GPAs before a placement will be sought. Candidates will be notified by e-mail of their placements after the Professional Education staff has received confirmation from the cooperating schools.

Candidates should not meet with teachers or principals or otherwise attempt to establish their own placement. The following guidelines should be considered when listing your placement preferences in the space provided on the application:

- **Public Schools:** All internships occur in public schools.
- **Placement Settings:** Candidates are placed in a variety of settings (rural, urban, and suburban), in a variety of school community socio-economics, and in racially and ethnically diverse school communities. Previous clinical/field experiences will be considered when determining the internship placement.
- **Professional Experiences:** Candidates will be placed in a location where professional experiences can develop. You will not be placed in a school where your children attend, a relative is employed, or you

have developed personal relationships. In addition, candidates will likely not be placed in a school system they attended.

- **Finances:** Finances cannot be considered when determining the internship placement.
- **Out of Area/State Placements:** Out-of-area/out-of-state placements are rare and only granted in extenuating circumstances. To request an out-of-area/out-of-state placement, refer to the policy on the OSU Professional Education website. Note that the intern must appeal to the Field Experiences Committee for consideration, and, if granted, the intern bears all financial responsibility associated with placement, travel to on-campus meetings, and supervision and fees charged by a cooperating institution. Some programs facilitate international student teaching; check with your program for details.

NOTE: Check with your program area for information about any additional placement requirements for your certification area prior to completing your application.

Criteria for clinical practice placement for all Professional Education candidates:

1. Continued full admission to a program in the Professional Education unit (see "Retention in Professional Education" on the previous page);
2. A current overall grade-point average of at least 2.50 or higher as specified by the program;
3. A grade-point average of at least 2.50 or higher as specified by the program in courses listed on the current approved program for certification in the areas of professional core, major and college/departmental requirements. No grade lower than a "C" or a "P" in either of these areas;
4. Completion of all professional education course work that includes at least one course in social foundations, all early field experiences (60 clock hours minimum in diverse settings), exceptional learners, and human growth and development, with no grade lower than "C" or "P" in any of these courses. It is recommended that all professional sequence coursework be completed.
5. Successful completion of submission I and II requirements for the Professional Education Program portfolio. The exact submission dates for portfolio are set by the Office of Educator Support in collaboration with programs. Portfolios should contain the materials listed in the Portfolio Handbook (<https://education.okstate.edu/departments-programs/stles/peu/portfolio.html>) for the pre-internship submission and any additional items required by a specific program.
6. Must have taken and received a score on the appropriate subject area test (OSAT) for certification.
7. Must be recommended for clinical practice by program faculty.

Required Grades in Clinical Practice

A candidate must receive grades of "P" in all sections of clinical practice in order to be recommended for a teaching certificate. A candidate assigned a grade of "F" in any section of clinical practice will not qualify for a recommendation for any level of certification.

Placements in clinical practice are made based on program faculty recommendation, availability of a qualified cooperating teacher, school district and site preferences, availability of a university supervisor, and candidate request. Candidates do not contact schools to secure their own placements. Candidates will not be placed in a school where a relative(s) attends or is employed or where the candidate has developed personal relationships with teachers or administration. In addition,

ways to navigate these life/work demands *and* have a highly successful internship experience.

Appeals

By enrolling in Professional Education programs at Oklahoma State University, students accept the responsibility for complying with all applicable Professional Education Council policies and procedures that allow them to maintain good academic standing. If the student believes that the established policies of the Professional Education Council have not been fairly or consistently followed, he/she has the right to pursue an appeal.

Certification Examinations/Assessments for Oklahoma Educators

All candidates who graduate or are seeking recommendation for certification from a Professional Education program are required to complete the Certification Examinations for Oklahoma Educators before a license or area of certification can be issued. The examinations, which include a general education test, subject area tests, and a professional teaching exam (OGET, OSAT), are administered by the Evaluation Systems, Pearson for the Office of Educational Quality and Accountability. Registration materials are available online at www.ceoe.nesinc.com (<http://www.ceoe.nesinc.com>). Information on the Praxis Performance Assessment for Teachers (PPAT) is available here <https://www.ets.org/ppat.html>; candidates should take care that they do *not* register for the PPAT prior to their final internship semester, however.

Copies of the test competencies and study guides for the Oklahoma Teacher Certification Testing Program are available on the Pearson Education, Inc., website at www.ceoe.nesinc.com (<http://www.ceoe.nesinc.com>) and for the PPAT at <https://www.ets.org/ppa/test-takers/teachers/prepare> (<https://www.ets.org/ppa/test-takers/teachers/prepare/>).

Teacher candidates must successfully complete the OGET [*or* an ACT composite score of 22 with the writing section included, *or* an SAT total score of 1120 including the following scores on the essay section: five (5) on Reading, four (4) on Analysis, and five (5) on Writing] prior to admission to Professional Education; receive a score on the OSAT prior to student teaching placement, and pass the PPAT (during the final internship semester) prior to a certification. Note: If the OSAT was not passed prior to internship, it must also be passed prior to certification.

Recommendations for Certificate, or Additional Certification Areas

Application information for an Oklahoma certificate can be obtained in the Office of Professional Education, 325 Willard. Candidates seeking advisement concerning teacher certificates can be assisted by a Coordinator in the Office of Professional Education.

Effective May 31, 2001, Title 68 O.S. 238.1 requires all certificate holders be in compliance with Oklahoma state income tax laws before a teaching certificate can be obtained or renewed.

Effective November 1, 2001, Oklahoma Statute 70 O.S. 6-190 requires applicants for initial Oklahoma teacher certification to have a full federal fingerprint-based background clearance.

To receive Oklahoma State University's in-state or out-of-state certification "Recommendation" or "Verification" of program completion, the applicant must:

- be admitted and maintain admission to OSU's Office of Educator Support;
- complete the appropriate level of degree;
- meet the Foreign Language Proficiency Requirement;
- meet the Computer Proficiency Requirement;
- complete the required courses with the required grades and grade-point averages;
- have confirmation of the final clearance of all three portfolio submissions;
- pass the required Certification Examinations for Oklahoma Educators for Oklahoma certification and Praxis Performance Assessment for Teachers; and
- successfully complete all other required assessments such as the legal issues quiz and the trauma-informed pedagogy quiz, and
- complete the state's application for certification.

Unless the applicant has successfully completed all of the above, Oklahoma State University will not make a recommendation or verify program completion for an in-state or out-of-state certificate.

A candidate assigned the grade of "F" in any section of clinical practice will not qualify for a recommendation for a license or any level of certification. Requirements for certification and degrees are not necessarily the same thing. Candidates must meet all other certification requirements, including portfolio and foreign language proficiency if appropriate.