

Oklahoma State University Professional Education Unit Financial Worksheet for Out-of-Area/Out-of-State Placement

See the OSU PEU Policies document

(http://education.okstate.edu/images/peu/documents/pec_policy_statements.pdf) for full policy details.

Cost	OSU-Supervised	Cooperating University-Supervised	Actual Cost
Cooperating Teacher	A Certificate of Professional Development is awarded	This varies from university to university – there may be a specific stipend	\$ _____
University Supervisor	Mileage for a minimum of three visits (http://www.okladot.state.ok.us/hqdiv/p-r-div/howfar/okmile.htm) miles _____ X rate \$ _____ X number of visits _____ = \$ _____	Mileage for the number of visits made by the assigned Supervisor using State-approved list miles _____ X rate \$ _____ X number of visits _____ = \$ _____	\$ _____
University Supervisor		Other remuneration the Cooperating University offers Supervisors	\$ _____
OSU Administrative Fee	A non-refundable administrative fee to cover time and extra work related to securing an out-of-area placement (\$100)	A non-refundable administrative fee to cover time and extra work related to securing an out-of-area placement (\$100)	\$ 100.00
Additional Fees		Some Cooperating Universities require the student teacher to register in a course or specific training seminars	\$ _____
Total Amount Owed by Candidate:			\$ _____

These fees are payable to the Office of Professional Education, 325 Willard, Stillwater, OK 74078, at the beginning of the semester in which the placement is sought. If the candidate's performance requires Supervisor observations beyond the minimum required, an additional payment will be assessed at the end of the semester.

Candidate's Signature

Date

Program Coordinator's Signature

Date

Field Experiences & Clinical Practice Coordinator's Signature

Date