OSU Check Sheet for Teacher Certification and Recommendation for Career & Technology Business Education (Grades 6-12)
(Successful Completion of these requirements DOES NOT result in completion of a degree)

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Apply for Admission to Professional Education [http://tinyurl.com/osuprofedapp](http://tinyurl.com/osuprofedapp) (must apply first semester)

Requirements for Full Admission to and Retention in Professional Education (cannot be waived):

- Maintain a 2.50 Overall Cumulative Retention GPA (includes all undergraduate and graduate coursework for grad students)
- Pass the Oklahoma General Education Test (OGET) - sign up at [http://www.ceoc.nesinc.com](http://www.ceoc.nesinc.com)
- "C" or better in a Foundations of Education Course AND a Field Experience (see Prof Ed Courses below for details)
- Demonstrate Competency in a Foreign Language (2 years of high school in the same language with grades of "B" or better, or 3 college hours with a grade of "C" or better.)
- Pass Portfolio Submission 2 (completed in CTED 4413)
- Pass Portfolio Submission 3 (completed in CTED 4470)
- Pass the other Certification Exams for Oklahoma Educators (sign up at [http://www.ceoc.nesinc.com](http://www.ceoc.nesinc.com))
- OSAT-Business Education (Must pass prior to student teaching placement)

Hold a bachelor’s degree from OSU in Career & Technical Education with an Option in Business & Information Technology Education (includes coursework listed below), OR

Hold a bachelor’s degree and complete the following coursework:

### Status

**Professional Education Courses (29 hours needed, 2.50 GPA, and no grade below “C”)**

*Placement in field experiences or clinical practice (student teaching) is not guaranteed. Exhibiting professional dispositions, approval by program faculty, and acceptance by a school are all factors in eligibility for placements.*

- Foundations of Education: CTED 3203*
- Field Experience: CTED 3903* ($17 OSBI name-based background check & must pass Portfolio Sub 1 in this course)
- Human Growth & Development: EPSY 3213 or 5103†
- Social Foundations: SCFD 3223, 5223 or 5883†
- Exceptional Learners: SPED 3202 or 5633†
- Educational Technology: EDTC 3123, 4113, or 5103†
- Methods: CTED 4103†

**Student Teaching Block (Full Admission, 60 hours field experience, and passing OSAT score required prior to placement):**

- Student Teaching: CTED 4470* (9 hrs. & must pass Portfolio Sub 3 in this course) ($59 federal fingerprint background check)
- PROFESSIONAL EDUCATION HOURS NEEDED: 240
- PROFESSIONAL ED GPA: ______

### Status

**Specialization Courses (42 hours needed; 2.50 GPA with no grade below “C”)**

- CTED Practicum I: CTED 4413 (Must pass Portfolio Submission 2 in this course)
- Coordinating Student Organizations and Activities: CTED 4123†
- Safety, Organization and Management of Learning: CTED 4213†
- Occupational Analysis and Curriculum Development: CTED 4343†
- Current Issues in Career and Technical Education: CTED 4673†
- Legal Issues: CTED 4683†
- Financial Accounting: ACCT 2103
- Managerial Accounting: ACCT 2203
- Introduction to Microeconomics: ECON 2103
- Introduction to Macroeconomics: ECON 2203
- Fundamentals of Management: MGMT 3013
- Marketing: MKTG 3213
- Technology Courses (6 hours): Recommended: CS 1003 and MSIS 2103
- SPECIALIZATION HOURS NEEDED: 42
- SPECIALIZATION GPA: ______
- TOTAL HOURS NEEDED: 240
- GRAD RETENTION/CUMULATIVE GPA: ______

*Must be fully admitted to Professional Education prior to enrollment †Approved for graduate credit

Additional OSU/OSRHE/OEQA/PEU policies: Lower division courses may not be substituted for upper division courses. Admission requirements cannot be waived. The student appeal process and other policies are available on the Professional Education website: [http://www.okstate.edu/peu](http://www.okstate.edu/peu)

Office of Professional Education, 325 Willard Hall Stillwater, OK 74078-0431, 405.744.6252, Fax: 405.744.1834

The following signature indicates the student has read and understands this checklist:

Name: __________________________ Date: ____________________

Rev. 5.8.17