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.cec.nesinc.com](http://www.cec.nesinc.com)
  - “C” or better in a Foundations of Education course AND a field experience (see Prof Ed Courses below for details)
- Begin professional portfolio with submission 1 (in CTED 3903) Purchase LiveText at OSU bookstore or at [http://livetext.com](http://livetext.com) $115
- 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.cec.nesinc.com](http://www.cec.nesinc.com))
- OSAT-Business Education *(must pass prior to student teaching placement)* OPTE
- 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: 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** SPECIALIZATION GPA: **TOTAL HOURS NEEDED** 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: [https://education.okstate.edu/peu](https://education.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