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

Last ___________________________ First ___________________________ MI ___________ CWID # ___________

_____ Apply for Admission to Professional Education 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)
_____ “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
   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)
_____ Hold a bachelor’s degree from OSU in Career & Technical Education with an Option in Trade & Industrial
   Education (includes coursework listed below)

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 bkgd 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†
   Technology: EDTC 3123, 4113, or 5103†
   Methods: CTED 4103*†
   *Must be fully admitted to Professional Education prior to enrollment        †Approved for graduate credit

Student Teaching Block, (Full Admission, 60 hours field experience, and passing Subject Area Test 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”)
Occupational Experience: CTED 3000 (24 hours) Successful Completion of the NOCTI Exam or other approved
examination OR the transfer of approved technical work in a teaching area
   CTED Practicum I: CTED 4413 (Must pass Portfolio Sub 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 Issue in Career and Technical Education: CTED 4673†
   Legal Issues: CTED 4683†
   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 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: ____________________________

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