CHECKLIST FOR M.S. IN TEACHING, LEARNING, AND LEADERSHIP
OPTION: READING/LITERACY
EMPHASIS: READING SPECIALIST CERTIFICATION
Program Web Site: [http://education.okstate.edu/read](http://education.okstate.edu/read)

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<th>Date Completed</th>
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<td><strong>Application and Admission:</strong></td>
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<td>Apply for admission to the OSU Graduate College online at <a href="https://www.applyweb.com/apply/oksugrad/">https://www.applyweb.com/apply/oksugrad/</a></td>
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<td>Meet School of Teaching and Curriculum Leadership graduate admission criteria: <a href="http://education.okstate.edu/graduatestudies/ms">http://education.okstate.edu/graduatestudies/ms</a></td>
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<td><strong>Read Important Documents:</strong></td>
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<td>Read the STCL Graduate Student Handbook: <a href="http://education.okstate.edu/stcl">http://education.okstate.edu/stcl</a></td>
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<td>Read the International Reading Association (IRA) Position Statement on the roles of reading specialists: <a href="http://www.reading.org/general/AboutIRA/PositionStatements/ReadingSpecialistPosition.aspx">http://www.reading.org/general/AboutIRA/PositionStatements/ReadingSpecialistPosition.aspx</a></td>
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<td><strong>Application for Admission to Professional Education:</strong></td>
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<td>Since this program leads to advanced teacher certification as a Reading Specialist, you need to fill out the Application for Admission to Professional Education at <a href="https://coeforms.okstate.edu/peu/PEU_App.php">https://coeforms.okstate.edu/peu/PEU_App.php</a>. Please follow the directions given on the application to submit a copy of your current teaching certificate. This application must be completed during your first semester of the program.</td>
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<td><strong>Teaching Requirement:</strong></td>
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<td>To meet IRA Standards, you must have at least two years of prior classroom experience before being certified as a reading specialist. Record here the number of years you have taught: __________________. We cannot recommend you to the state for certification until you have met the experience requirement. Information about OK Professional Standards Teacher Certification can be found at <a href="http://ok.gov/sde/teacher-certification">http://ok.gov/sde/teacher-certification</a></td>
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<td>Advisor Meeting:</td>
<td>Upon admission to the program, you will be assigned a program specific advisor. Meet with your advisor as soon as possible to get guidance as you begin your program. Please list here the name of your advisor and your advisor’s contact information:</td>
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<td>Reading Specialist Portfolio – LiveText Subscription:</td>
<td>The Reading/Literacy Portfolio is a requirement for certification as a reading specialist and is a program requirement in lieu of the thesis/“Creative Component” completed in other master’s programs. The portfolio is a collection of artifacts from your coursework that demonstrates your understanding of literacy processes and practices developed throughout your program. You may begin collecting artifacts that demonstrate your mastery of the IRA 2010 Standards for Reading Professionals after your first semester in the program. Please see the Portfolio Guidelines on the reading/literacy website for further information: <a href="https://education.okstate.edu/sites/default/files/reading/portguide.pdf">https://education.okstate.edu/sites/default/files/reading/portguide.pdf</a></td>
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<td>The required portfolio platform in the College of Education is the Standard Edition of LiveText found online at <a href="http://www.livetext.com">www.livetext.com</a>. This one-time software subscription purchase is $98.00 and is active for the length of your program plus one year (for a maximum of 5 years). Students are encouraged to purchase this subscription during their first semester in the program and begin reading the Portfolio Guidelines and template provided in LiveText.</td>
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<td>Responsible Conduct of Research training module:</td>
<td>Take the Responsible Conduct of Research training module by the end of your second semester at <a href="http://compliance.vpr.okstate.edu/Ethical/training.aspx">http://compliance.vpr.okstate.edu/Ethical/training.aspx</a>. Print and retain a copy of the certificate certifying completion; send another copy to your advisor and the COE Graduate Records Office: <a href="mailto:coe.grad.studies@okstate.edu">coe.grad.studies@okstate.edu</a></td>
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<td>Plan of Study:</td>
<td>An approved Plan of Study must be submitted to the Graduate College prior to completion of your second semester of enrollment. Work with your advisor to complete and submit a Plan of Study Form online: <a href="http://gradcollege.okstate.edu/planofstudy">http://gradcollege.okstate.edu/planofstudy</a>. You must attach your Responsible Conduct of Research completion form to the POS as you submit it.</td>
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<td>Diploma Application:</td>
<td>As you prepare to enter your final semester, you must complete and submit a diploma application, a graduation clearance form, and a final revision of your plan of study. It is your responsibility, working with your advisor, to ensure that these documents are completed as directed and on time. Specific information on deadlines and process can be found at <a href="http://www.registrar.okstate.edu/index.php?option=com_content&amp;view=article&amp;id=23&amp;Itemid=18">http://www.registrar.okstate.edu/index.php?option=com_content&amp;view=article&amp;id=23&amp;Itemid=18</a> and through the COE Graduate Studies Office: <a href="http://education.okstate.edu/grad">http://education.okstate.edu/grad</a></td>
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<td>Submit this checklist, signed and dated, to your advisor along with the graduation clearance form.</td>
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|                | **Reading Specialist Portfolio Presentation:**  
|                | In your fifth semester (or the semester prior to graduation), you must complete and present a professional portfolio documenting your depth of understanding and application of the IRA Standards for Reading Professionals: [http://www.reading.org/General/CurrentResearch/Standards/ProfessionalStandards.aspx](http://www.reading.org/General/CurrentResearch/Standards/ProfessionalStandards.aspx). Check with your advisor (and on the program web site) for specific dates and times. |
|                | **Comprehensive Exam:**  
|                | In your final semester, you must take and successfully pass a comprehensive examination. Sign up for comprehensive examinations at least five weeks before the semester exam date by contacting: coe.grad.studies@okstate.edu. Meet with your advisor for guidance and look for related postings on the program website. Specific guidelines, including a study guide, will be distributed one month prior to the exam unless other arrangements have been made. Exams are given in Tulsa. |
|                | **Reading Specialist Certification Exam:**  
|                | Once you have met all the requirements (including teaching experience), you can sign up for and take the OSAT Reading Specialist Certification exam: [http://www.ok.gov/octp/Certification_Testing/index.html](http://www.ok.gov/octp/Certification_Testing/index.html)  
|                | You need to have your Certification Exam scores reported to OSU.  
|                | *Note:* The certification exam is not a M.S. degree graduation requirement. |

Completed checklist to advisor on (date)__________________________________________

Student Signature______________________________________________________________

Advisor Signature______________________________________________________________