

Community Outreach & Field  
Placement Services  
Education Building 322  
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FALL 2023 Information Packet

e) In order for a recognized Illinois teacher education institution to award credit for student teaching, the following requirements must be met.

- 1) The student teacher must be enrolled in a student teaching course at the institution.
- 2) The school district or nonpublic school and the institution of higher education shall jointly agree to the student teaching placement and the responsibilities of each person to be involved.
- 3) The school district or nonpublic school shall ensure the requirements of Section 2-3.25o, 10-21.9 or 34-18.5, as applicable to the school district or nonpublic school, have been met.

f) An individual may receive credit for student teaching or pre-student teaching clinical experiences that are completed during the time for which the individual is paid as a teacher only when the individual:

- 1) holds no educator license issued pursuant to Article 21B of the School Code [105 ILCS 5/Art. 21B] and performs the student teaching or pre-student teaching clinical experiences in a charter school established under Article 27A of the School Code or a nonpublic school recognized or seeking recognition pursuant to 23 Ill. Adm. Code 425; or
- 2) is subject to the authorization for payment stated in Section 25(g) of the Grow Your Own Teacher Education Act [110 ILCS 48/25(g)]; or
- 3) has at least one year of experience in a school or community-based early childhood setting and the student teaching is conducted with his or her current employer and meets the requirements of his or her preparation program; or
- 4) holds an educator license with stipulations endorsed for transitional bilingual educator, career and technical educator, or provisional career and technical educator and works in a school district; or
- 5) holds only a substitute teaching license and, as an employee of a school district operating under Article 34 of the School Code [105 ILCS 5/Art. 34], is not subject to the limitations of Section 21B-20(3) of the School Code regarding the number of days a substitute teacher may be employed.

(Source: Amended at 40 Ill. Reg. 4940, effective March 2, 2016)

### **Chicago State University Requirements for Student Teaching:**

#### **PART I-Chicago Public Schools (CPS) Student Teaching Registration Process**

**Step 1. Register for Student Teaching the site for student teaching in CPS will open in April 2023 and will close in May (dates to be determined) . This is the deadline for all CPS School registration.**

Prospective student teachers must complete the CPS Student Teaching Registration Form. The registration form requires general information. **If students will not teach in a CPS School, this registration is not required. However, requests for NON CPS placements must be requested as soon as possible and applications must be completed as other districts also have backd g0 G[g(Pros)7**

**PART II-Chicago State University Paperwork-Deadline for all paperwork, **May 1st, 2023.****

**In addition to CPS requirements, you must submit the following documents to the Office of Community Outreach and Field Placement Services (COFPS) in the Education Building Room 322:**

1. Application (next page) signed by the applicant, his/her advisor, and department chairperson. **(Complete and turn in Application Only and resume to the Office of Field Placement - May1st, 2023.)**
2. Program Evaluation, (COFPS will secure)
3. Content Area Exam Results, (Provide a copy of results.)
4. Resume sent electronically.
5. \$60.00 application Fee Receipt: Make payment to cashier (ADM 2<sup>nd</sup> Floor), Deposit into **Account # 1520DH-310461-0513-3B0 (Pay by June 1, 2023.)**
6. rd/F2 14 Tf1 011 0 0 5.7962 re0go3(p)6(pe)9(t)-3(e 6(h)13(e )92tT82ETTm280 g3q4Ty11.0292 770912 0 612 792 reWB



Major: \_\_\_\_\_  
 Content Area Test Date: \_\_\_\_\_  
 Cleared Background Check Memo: \_\_\_\_\_

## FALL 2023 STUDENT TEACHING APPLICATION

Undergraduate [ ]    MAT [ ]    MSED [ ]    Certification [ ]    Options [ ]

Article 21 of the Illinois School Code states that no one may be certified to teach or supervise in the public schools of Illinois who is not of good character, good health, a citizen of the United States (or legally present and authorized for employment by the Immigration and Naturalization Service), and at least 19 years of age.

Have you ever been convicted of a sex, narcotics, or drug offense in Illinois or any other state? x

Have you been convicted of a felony in Illinois or any other state?

Do you suffer from any illness that would prevent you from carrying out the normal duties of a teacher in the public schools of Illinois?

I understand that withholding or giving false information requested for Article 21 of the Illinois School Code may make me ineligible for certification. I certify that the statements I have made on this form are correct. I certify that I have read, and I understand the requirements for student teaching completion.

I understand that I am not allowed to student teach at a school where I have attended, where I have family members who attend or are employed unless I have qualified for the Options Program. In addition, I understand that the Community Outreach and Field Placement Services (COFPS) is responsible for my placement, and I am not to contact the school to make any arrangements until I have official clearance from COFPS to do so.

### COFPS staff

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**Application and all related Documents:**    **Initial/Date:** \_\_\_\_\_ **CPS Application Process**  
**Completed:**    **Initial/ Date:** \_\_\_\_\_