

**Student name and ID#** (Please print) \_\_\_\_\_

**Checklist for First Submission - Admission**

Each of the items listed below is required for admission to professional education programs. The program reader will verify inclusion and sign in the designated places.

<b>Required Item</b>	<b>Instructions</b>	<b>Reader's initials</b>
Standard 2" binder	Name and Program displayed in cover sleeve and on binder edge	
Title page	Typed, include name and program	
Table of Contents	Place behind the Title page	
Academic Honesty Form	Sign and date	
Permission to Review Portfolio form	Sign and date	
First Personal Philosophy Statement	Typed. See rubric.	
Application for Admission to OSU's Professional Education Program	Obtain copy from advisor.	
Field Placement Record Form	Typed. List locations and variety of experiences to date.	
Reflection essay for each of the Core Concepts	Define and explain your understanding of the core concept. Include reasons for your artifact selection.	
Initial selection of artifacts indicating progress toward the 4 OSU Core Concepts and the fifteen Oklahoma General Competencies	Each artifact is explained with a caption page.	
Letters of recommendation	If program requires	
Portfolio Score Report	Type name and ID number. Place in front pocket.	
Artifact List	Type name and ID number at top. Type titles of artifacts and mark competencies that fit each artifact. Place in front pocket.	
This checklist	Type name and ID # at top. Sign and date at bottom. Place in front pocket.	
Evidence of successful interview	Interview is conducted when a plan of study is completed. Include in portfolio after the interview.	

Pre-professional candidate signature \_\_\_\_\_ Date \_\_\_\_\_

Program Reader signature \_\_\_\_\_ Date \_\_\_\_\_