

Submission I: Admission to Professional Education Program Checklist

Applicant's name (Please print) _____ **ID Number** _____

Each of the items listed below is required for admission to professional education programs. The program reader will verify inclusion and initial to the right. **Insert this checklist in the front pocket of your portfolio.**

Required Item	Instructions	Reader's initials
Standard 2" binder	Name and Program displayed in cover sleeve and on binder edge	
Title page	Typed, include name and program. Title page may be the same as the cover.	
Table of Contents	Place behind the Title Page. Place your dividers for each submission behind the Table of Contents	
Academic Honesty Statement	Type name, ID number, date, and sign	
Permission to Review Portfolio form	Check the boxes, type name, ID number, date, and sign	
Field Placement Record Form	Type name and ID number at top. Form will download into Microsoft Word. Type information and save the form. List locations and variety of experiences to date.	
Field Placement Evaluations	From observation classes, field work, and course work.	
First Teaching Philosophy Essay	Type title, your name and date at top. Follow guidelines in handbook.	
Professional Goals Essay	Type title, your name and date at top. Follow guidelines in handbook.	
Up-to-date resume	Typed. Includes education, relevant teaching experiences, volunteer experiences, work experience, honors and activities.	
Application for Admission to OSU's Professional Education Program	Obtain copy of completed form from your advisor.	
Up-to-date transcript showing successful completion of one course of Professional Education Foundations with a C or better and one field experience course with a Pass.	The transcript may be printed from SIS or an official transcript may be obtained from the Student Union. Check with your program coordinator for specifics.	
Basic Skills Requirement: Proof of passing score on OGET	Insert a copy of your passing scores	
Letters of recommendation	If program requires – check with program coordinator	
Evaluation Rubric for Admission	Type name and ID number at top. Place in front pocket.	