

Request Process for Educational Aide Exemption from Practicum in Teaching

1. Schedule meeting with Dr. Diane Taylor to complete application for exemption, class planning form and discuss program requirements and timelines during PDI semester.
2. During PDI semester, apply to Teacher Education Program (if eligible), indicating your exemption status on application.
3. By October 15 or February 15 of PDII semester, meet with Debby Hopkins-Higham regarding practicum in teaching paperwork and complete Field Experience Verification Form attached.
4. By October 15 or February 15 of PDII semester, meet with Sue Owens, Testing Coordinator, to determine schedule of certification testing and complete Verification of Testing form attached.
5. Submit the following paperwork to Dr. Taylor by the *end of the PDII* semester:

_____ Application and letter requesting exemption; include in your letter a description of your experience as an educational aide.

_____ Letter of Recommendation from principal

_____ Service Record (must include at least 180 days within past 5 years)

_____ Verification of Tuition Exemption (you must qualify for the tuition exemption from the state in order to be considered for this exemption)

_____ Copy of Tarleton Teacher Education Admission Letter

_____ Field Experience Verification Form (with Ms. Higham's signature)

_____ Verification of Testing Form (with Ms. Owens' signature)

6. Follow the course planning form found in this packet for your block and PDIV semesters. Check with Dr. Taylor for appropriate sections.
7. During all semesters of enrollment, maintain all requirements for retention in Teacher Education Program.
8. Exemption will not be granted until PDIII, PDIV and the requirements stated above are successfully satisfied.

Application for Educational Aide Exemption from Practicum in Teaching

Date:	ID#:
Name:	SSN:
Email:	
Mailing Address:	
City, State, Zip:	
Phone:	Alternate Phone:
School District where employed:	
School Campus where employed:	
Current assignment:	

Please check certification area:

- | | |
|--------------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> All Level Special Ed w/EC-6 & ESL | <input type="checkbox"/> 4-8 Math with ESL |
| <input type="checkbox"/> EC-6 Generalist with ESL | <input type="checkbox"/> 4-8 Math / Science |
| <input type="checkbox"/> EC-6 Generalist Bilingual | <input type="checkbox"/> 4-8 Science with ESL |
| <input type="checkbox"/> 4-8 Generalist with ESL | |
| <input type="checkbox"/> 4-8 Eng LA & Rdg/ Social Studies with ESL | |

- | | |
|---------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> 6-12 Agriculture Science & Tech | <input type="checkbox"/> All-Level Music |
| <input type="checkbox"/> All-Level Art | <input type="checkbox"/> All-Level Physical Education |
| <input type="checkbox"/> 6-12 Business Education | <input type="checkbox"/> 8-12 Physical Science (Chemistry*) |
| <input type="checkbox"/> 8-12 Chemistry | <input type="checkbox"/> 8-12 Physical Science (Physics*) |
| <input type="checkbox"/> 8-12 English Language Arts & Reading | <input type="checkbox"/> 8-12 Science (Biology*) |
| <input type="checkbox"/> 6-12 Family and Consumer Sciences | <input type="checkbox"/> 8-12 Science (Geosciences*) |
| <input type="checkbox"/> 8-12 History | <input type="checkbox"/> 8-12 Social Studies |
| <input type="checkbox"/> 8-12 Life Science | <input type="checkbox"/> All-Level Spanish |
| <input type="checkbox"/> 8-12 Mathematics | <input type="checkbox"/> 7-12 Speech |
| <input type="checkbox"/> 8-12 Math/Physics | <input type="checkbox"/> 6-12 Technology Education |

other _____

second teaching field _____

**Teacher's Aide Exempt
Class Planning Form
Spring Final Semester**

FALL	SPRING		
PD I	PD II		
FALL			
<p>Block/PD III</p> <p>*take content test</p>	IF YOU GET A TEACHING JOB:		
	SPRING	FALL	
	EDU 486-3	<p>EDU 435-3 EDU 486-3</p>	
	<p>-Must be able to graduate in December and have a teaching contract issued</p> <p>-Will be put on a probationary certificate</p> <p>-Must have passing score on content exam</p> <p>*take PPR</p>		
			IF YOU DO NOT GET A TEACHING JOB:
	SPRING		
<p>EDU 486-6 EDU 435-3</p> <p>-----</p> <p>EDU 200-3 OR EDSP 462-3</p> <p>*take PPR</p>			

**Teacher's Aide Exempt
Class Planning Form
Fall Final Semester**

FALL	SPRING
PD I (take either Fall or Spring)	PD I (take either Fall or Spring)
FALL	Spring
PD II	Block/PD III *take content test
IF YOU GET A TEACHING JOB:	
FALL	SPRING
EDU 486-3 -Must be able to graduate in August and have a teaching contract issued -Must have passing score on content exam -Will be put on a probationary certificate *take PPR	EDU 435-3 EDU 486-3
IF YOU DO NOT GET A TEACHING JOB:	
FALL	
EDU 486-6 EDU 435-3 ----- EDU 200-3 OR EDSP 464-3 or EDSP 463-3 *take PPR	

Field Experience Verification Form

Name: _____

Tarleton ID#: _____ Date: _____

Certification area: _____

The above named student is applying for an exemption from student teaching due to ongoing/previous employment as an educational aide in the following position/s:

PDIII requirements for field experience:

PDIV (EDU 435) requirements:

- First meeting is at the student teacher orientation before Tarleton's semester begins
- Student is responsible for finding out date, time and place of orientation during the prior semester

Debby Hopkins-Higham, Director of Field Experiences

**Verification Form for Teacher Aide Exempt
TExES/ExCET Testing**

Please PRINT clearly:

Name _____ Date _____

SSN _____ and/or Tarleton ID _____

Address _____

City/Zip _____ Phone _____

Email _____

Have you been admitted to the Tarleton Teacher Education Program? ___ Yes ___ No

What certificate are you seeking? _____

What semester will you be completing courses toward this certificate? _____



To be completed by Testing Coordinator for Certification:

Tests required for certificate being sought	Projected date for taking exams

Notes: _____
