

Teacher Education Program Application Checklist

Please use this checklist to ensure that you have completed all requirements for applying to the Teacher Education Program at the University of Tennessee. Descriptions of each requirement and links to forms are available on our website:

<https://cehhsadvising.utk.edu/licensure/initial-licensure-new/>

- Advising:** If you have not already met with an advisor regarding the Teacher Education Program, schedule an appointment with CEHHS advising or your Program Area Advisor. It is not necessary to wait for your advising appointment before proceeding with the additional requirements.
 - CEHHS Academic Advising - <https://cehhsadvising.utk.edu/academic-advising/>
 - Program Area Advisor (Agriculture Education, Music Education, ECE PreK-K, ECE PreK-3, or VolsTeach)

- Verify All Minimum Program Requirements**
 - GPA Requirement: 2.75
 - Standardized Test Requirement for undergraduate applicants only (Core Reading: 156, Core Writing: 162, Core Math: 150; or ENACT: 21; or RSAT: 1020)
 - Additional Requirements: Minimum credit hours, content area GPA, required courses completed -- specifics vary according to program area.
 - Transfer or Returning Students: Admission to UT is required before admission to Teacher Ed is finalized.

- Teacher Education Application**
 - Teacher Education Applicant Information Form - <https://goo.gl/forms/bXw2A7YZwd256SqF2>
 - Teacher Education ProCADs Questionnaire - <https://goo.gl/forms/tMCEPDBSr2XGoM803>
 - Elementary ONLY - print three copies of your essay responses, only (Section 2: ProCADs Essay Questions) and submit to Nina Fox, BEC A331

- Fingerprint Scan and Background Check**
 - Background Check Authorization Form - <https://goo.gl/forms/6THv8JgZwT3k2Ap62>
 - Scheduling your Fingerprinting Appointment - (follow directions on initial licensure website)

- Interview with the Board of Admission**
 - Additional guidance on the interview is available on the initial licensure website

Spring 2019 Application Deadline: Thursday, February 28, 2019

Please make sure requirements on the application checklist are completed by this date so that your application may be evaluated for an Admission Boards interview.

Spring 2019 Boards of Admission: April 1-4, 2019 and April 8-11, 2019

Application tips:

- 1) Check your email often! Make sure gse@utk.edu is on your safe list so that important emails do not end up in your SPAM folder
- 2) Our website has helpful advice for completing your application, writing your essay responses, and preparing for your Admission Board interview. Check it out!:
<https://cehhsadvising.utk.edu/wp-content/uploads/sites/40/2017/12/Boards-of-Admission-Interview-Guidelines.pdf>
- 3) Complete your fingerprinting and background check at least a week before the due date to allow for processing time. This will avoid delays in scheduling your Admission Board interview!
- 4) If you have questions or need help - contact us! (gse@utk.edu or nfox@utk.edu)