Checklist to Complete Secondary Education Program

**Step One**

Before admission to Secondary Ed, you need to have

- A GPA of at least **3.00** (and maintain a minimum of 3.00 through graduation).
- Complete and Pass the USOE background check. Go to [https://secure.utah.gov/elr/welcome.html](https://secure.utah.gov/elr/welcome.html) to register with the state.
- Complete admission core course requirements (see STEP application).
- Foreign Language majors/minors-pass OPI prior to admission. See Suzann Winn for information.

**Step Two**

One semester before you begin the program

- SPED 4000, SCED 3210 may be completed before admission to program.
- Print application online: Go to [http://teal.usu.edu](http://teal.usu.edu) then Undergraduate Programs and Secondary Education then STEP Program then STEP Application.
- Take printed application to major, and minor advisors where applicable, for signatures.
- Submit printed application, for admission to the Secondary Education Program, to a Secondary Education advisor, [www.cehs.usu.edu/advising](http://www.cehs.usu.edu/advising), signed by content advisor for both major and minor, where applicable. Distance Education Students – [marilyn.cuch@usu.edu](mailto:marilyn.cuch@usu.edu)
- Deadlines: Fall admission for Spring Classes - Oct.1, Spring admission for Fall classes - Mar.1
  - Attach: (1) attach email stating background check has cleared (2) attach a current unofficial transcript, (3) OPI results if required (4) attach listserv email verification.
- Register for Level 1 – Includes SCED 5100, SCED 3210, SCED 3300 (or department specific 3300), & a methods course for your major or minor. SCED 3300 (or department specific 3300) requires 30 hours per semester in school classrooms. Be certain you register for the section appropriate for your discipline, e.g., SCED, MATH, LING, etc.

**Step Three**

During Level 1

- Bring a copy of registration to EDUC 330 to obtain a voucher for identification badge. Take voucher to USU Taggart Student Center card office for badge.
- Attend a Secondary Education Information Session (SEIS) beginning of the semester.
- Register for Level 2. Includes SCED 5200, SCED 5210, SCED 4300 (or department specific 4300), & a methods course for your major or minor, if applicable. SCED 4300 (or department specific 4300) requires 30 hours per semester in school classrooms. Be certain you register for the section appropriate for your discipline, e.g., SCED, MATH, LING, etc.
- Take Praxis Content Test for your major and minor, if applicable. Information is available in the Education Building 373 or at [http://www.ets.org/praxis/ut/requirements](http://www.ets.org/praxis/ut/requirements).
- Apply for Graduation. Online: [www.usu.edu/registrar](http://www.usu.edu/registrar). Go to Graduation and Apply Online.

**Step Four**

During Level 2

- Apply for Student Teaching.
- Education and Student Teaching Application.
  - Fall Student Teaching Deadline – March 1st, for Spring Student Teaching Deadline – October 1st.
- Obtain a Student Teaching license at [www.utah.gov/teachers](http://www.utah.gov/teachers).
- Apply for Educator license: Download application at [http://www.cehs.usu.edu](http://www.cehs.usu.edu).

**Step Five**

During Student Teaching

- Attend student teaching orientation.
- Successfully complete Student Teaching.
- If you have a teaching minor, Pass Minor Praxis Test if you took it but didn’t pass it earlier.

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