

**SAINT MARY-OF-THE-WOODS COLLEGE**  
**Education Department**

**Gateway Process: Alternate Route to Licensure**  
**Transition to Teaching**  
**Special Education: Alternate Route**

(Revised July 2011)

Saint Mary-of-the-Woods College has a program of selective admission and retention that applies to all students. Students who wish to complete the Teacher Education Program in the Education Department must meet the additional requirements of a multi-level assessment system that is based on NCATE standards and Indiana Department of Education regulations. This system is comprised of three major **gateways** that provide opportunities for faculty to formally assess the candidate's capabilities as a prospective teacher and to support the candidate in becoming a competent, caring, professional educator. The following policy and procedures apply to all students seeking an Initial Practitioner License through the Alternate Route to Licensure. Alternate Route programs leading to initial licensure are:

Transition to Teaching

- Grades Kindergarten – Six (K-6)
- Grades Five – Twelve (5-12)

Special Education

- Grades Kindergarten – Six (K-6)
- Grades Five – Twelve (5-12)

Education Department Placement Policy

The Saint Mary-of-the-Woods College Education Department is committed to both the students of the College and the students and teachers of our partnering schools/agencies. It is our responsibility to ensure that field placements, practica, and student teaching experiences are mutually beneficial to SMWC students and the teachers and students of the school/agencies in which they take place. For these reasons, the faculty of the SMWC Education Department reserves the right to deny a field, practicum, and/or student teaching placement; change a field, practicum, and/or student teaching placement; remove or withdraw a student from a field, practicum, and/or student teaching placement; and or cancel a field, practicum, and/or student teaching placement for the reasons of health, safety, and or professional behaviors.

**GATEWAY 1 - ADMISSION TO THE TEACHER EDUCATION PROGRAM**

Teacher candidates in an Alternate Route to Licensure program (Special Education/Alternate Route and Transition to Teaching) have completed the requirements of *Gateway I: Admission to the Teacher Education Program* through more stringent admission standards.

Because of the few number of courses required and therefore shorter period of time in the teacher preparation program, teacher candidates in an Alternate Route program must plan carefully and quickly for Gateway 2.

## **GATEWAY 2 – APPROVAL FOR CAPSTONE CLINICAL EXPERIENCE**

The following criteria must be met for approval to complete the clinical capstone experience.

- Formally **Admitted** to the Education Department
- Cumulative grade point average of 2.75 or higher
- A grade of C or better in all Professional Education courses (These courses are designated by an ED prefix.)
- Completion of all program requirements, including APL, *before* the clinical capstone experience. (Academic advisors may approve certain general studies classes to be taken after student teaching.)

### **NOTE:**

- **APL for field experiences/practica/student teaching will not be accepted after the Clinical Capstone Experience Application is submitted.**
- **As you plan your clinical capstone experience semester, it is important that you make financial and family arrangements. This is a full-time, unpaid experience in the classroom/center.**
- **The Saint Mary-of-the-Woods College Education Department is committed to both the students of the College and the students and teachers of our partnering schools/agencies. It is our responsibility to ensure that field placements, practica and student teaching experiences are mutually beneficial to SMWC students and the teachers and students of the schools/agencies in which they take place. For these reasons, the faculty of the SMWC Education Department reserves the right to deny a field, practicum and/or student teaching placement; change a field, practicum and/or student teaching placement; remove or withdraw a student from a field, practicum and/or student teaching placement; and/or cancel a field, practicum and/or student teaching placement for the reasons of health, safety, and/or professional behaviors.**
- **An additional fee will be charged for seminar and each clinical capstone experience. Contact the Registrar for the current fees.**
- **All placements are subject to the requirements and policies of the school corporation or placement site in which the teacher candidate is placed. This includes any specific background checks or additional testing that the placement site requires. Regardless of any current background checks that you may already have, it is highly likely that you will be required to submit a new one at your own cost.**

### **Gateway 2 Application Procedure:**

1. Meet all criteria for approval to complete the clinical capstone experience.
2. Complete the ***Placement Request Form for Clinical Capstone Experience***. This form will be used as a guide in making your placement. Keep in mind that there is no guarantee that you will be placed in the school/classroom/center that you request. The goal of the Education Department is to provide diverse experiences.



1. Successful submission of a Proficient Portfolio in Electronic Format to an Education Department evaluation team. Proficient Portfolios are presented at the end of the student teaching semester as a requirement for ED 450 – *Seminar in Teaching*.
2. Successful completion of all program requirements.

### **Gateway 3 Application Procedure:**

1. Candidates should notify their advisor when they have completed all Gateway 3 requirements.
2. Education Department advisors verify that candidates have met all program requirements.

## **INDIANA LICENSURE**

The Licensing Advisor is the approved liaison with the Office of Educator Licensing and Development, Indiana Department of Education. The Licensing advisor is responsible for processing all applications for teacher licensure which includes verification that applicants have successfully completed all Teacher Education Program requirements, including field experiences, practica, student teaching, seminar, and Praxis testing requirements.

### **Checklist for Indiana Online License Application**

- Complete a state-approved teacher preparation program.
- Fax (812-535-5144) or email an attachment to Izzy Lindner ([ilindner@smwc.edu](mailto:ilindner@smwc.edu)), Licensing Advisor, the following:
  - Verification for Basic Competency Requirements for Formal Admission to SMWC Education Department (one of the following):
    - Praxis I: Reading (176), Writing (172) Math (175) OR
    - Praxis I (Reading, Writing, Math) Composite Score = 527 OR
    - ACT (Math, Reading, Grammar, Science) Composite Score = 24 OR
    - SAT (Critical Reading + Math) Score = 1100 OR
    - GRE (Verbal + Quantitative) Score = 1100 OR
    - Master's Degree
  - Verification of passing Praxis II score(s)
  - Verification that you have completed CPR/Heimlich/AED Certification: Applicants for their first educator license or permit (substitute permits and educational interpreter permits are exempt) must have valid certification in CPR/Heimlich and use of an AED (Automated External Defibrillator). Most approved CPR/Heimlich classes already include AED training. Information on this certification can be found at:
 

[www.doe.in.gov/educatorlicensing/cpr.html](http://www.doe.in.gov/educatorlicensing/cpr.html)
- Register with Indiana Department of Education's Licensing Verification and Information System (LVIS) (<http://www.doe.in.gov/educatorlicensing>) and complete your online licensing application. You are requesting an "Instructional" license.
- Email Izzy Lindner ([ilindner@smwc.edu](mailto:ilindner@smwc.edu)) and your academic advisor once you have completed your teaching license application online. (By sending an email to both Ms. Lindner and your advisor, your advisor can verify that you have met all program requirements and Ms. Lindner can continue with the licensure process.)

*\* If you are from Illinois, mail a State of Illinois Program Verification Form to Izzy Lindner.*