

**Great Plains IDEA FCS Education**

**Check Sheet for Successful Completion of the Program**

**To Consider this Program:**

1. Where did you earn your Bachelor’s degree?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What was your major?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Do you have a valid teaching certificate?

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| **Yes? →**  **↓** | **No?→**  **↓** |
| a) In what state was it issued? | a) Then if this is going to be your initial teaching certificate then we need to know the following: |
| b) Was it earned via a teacher education program at a 4-year institution—go to box **c**  OR  alternative certification (such as *Teach for America)*—go to box **d** | b) What state do you live in now? |
| c) What subject area is it in?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What endorsement(s) do you have?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | c) Is this the same state in which you want to be certified to teach? **Yes or No?**    WARNING: The online programs do not get universal acceptance within all states.   * *Check with your State’s Certification Officer to find out if a Nebraska teaching certificate through the University of Nebraska-Lincoln would be accepted and if there is anything extra you would need to do in order to be certified within the state in which you want to teach.* * These are some of the states who do not accept student teachers from outside of their local institutions: Rhode Island, New York, are some of those we know of right now. |
| d) Where did you earn your alternative certification?  What subject area is it in?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | d) If your state does not allow you to student teach from this institution, are you willing to move to another state to complete that portion of the requirements? **Yes or No?** |
| **e) Please send us a copy of this document.** |  |

* *If this is initial certification, you are required to complete 100 hrs. of practicum experiences and student teach for 16 weeks.* 
  + *You will qualify for certification via the Nebraska Department of Education and will need to transfer that certificate to the state in which you want to teach.*
  + *Be prepared to meet any deficiencies that are identified by the state to which you are applying. There is more information on this below.*

**Prior to Starting the Application Process:**

* Contact Sheree Moser for completion of a Program Review, then a telephone consultation. Set up a time via email: [smoser2@unl.edu](mailto:smoser2@unl.edu).
* I will complete a transcript/Program Review for you and send it to you via an email attachment. I keep an electronic copy of this document and send you updated versions as you complete the program. This gives you an idea of all of the coursework you will need to complete to obtain the certification, as well as the Master’s degree.
* Call in at that time to my office telephone: (402) 472-7996.

**Prior to Completing the Admission Process:**

* Read the **FCS Education Student Manual** on the Great Plains IDEA Program Website for this program (<http://www.hsidea.org/programs/fcsed/>).
* Complete a criminal background check. This is required before the practicum and student teaching experiences. (<http://cehs.unl.edu/cehs/cehs-criminal-history-background-checks/>).
* Refer to the UNL Graduate Studies website for the requirements for admission, such as…gathering letters of recommendation for your application, contacting all institutions for official transcripts, due dates, etc. (<http://www.unl.edu/gradstudies/>).

**Department Check Here→** Kelsey Sims, Lisa King and Sheree Moser will communicate to make sure you have completed all of these things before you go on.

**Complete the Admission Process via GAMES:**

<http://www.unl.edu/gradstudies/> Become familiar with the Graduate Studies website for information, forms, due dates and contact information you will need during your experience. This process usually takes at least 4-6 weeks to be completed.

* You will receive a letter of acceptance from the University of Nebraska-Lincoln from our department**’**s (Child, Youth & Family Studies)Graduate Chair (Dr. Yan Xia).
* Contact me again for a telephone advising session.

We will communicate regularly and update the **Program of Study** so it is current at the end of each semester. This will tell you how many courses you will need to take to complete the program. There are certification requirements and course requirements and both of these are included on the transcript review.

* Complete the **Student Acknowledgement Form** within the **FCS Education Student Manual** and submit to Lisa King ([lking2@unl.edu](mailto:lking2@unl.edu))
* Complete your **Memorandum of Courses** and submit it to me ([smoser2@unl.edu](mailto:smoser2@unl.edu)). We will sign this and forward it to the graduate college office here at UNL.
* Let us know if you are part time or full time by completing a **Schedule** of when the classes are offered and when you are planning to take them. Use the **Matrix of Courses** from the Great Plains IDEA website. I will keep an electronic copy of this as well and will keep it updated as things change or move.

**For Practicum and Student Teaching Experiences:**

* Complete the Student Teaching application on the UNL website ([www.cehs.edu/home](http://www.cehs.edu/home), Student Resources tab, Student Services Center, Teaching Resources: Practicum and Student Teaching)
* Obtain the contact information of the person within your State’s Department of Education in charge of certification. Keep this handy for when you will be applying for your state certificate.
* Obtain the name of a contact person within the school district in which you want to complete practicum and student teaching experiences. Send me this information: School district name, address, city, state, zip code, telephone number and the name of the contact person, their title, and specific contact information (box number or different address, telephone and email address).
* Obtain the names of teachers within the school district above who would be acting as cooperating teachers for your practicum and student teaching experiences. Send me this information for each teacher: teacher name, name of department, name of school district and website, name of school building and that address, city, state, zip code, telephone number and each teacher’s email address. **NOTE:** Sometimes even if you have made all of these contacts and provided us with this information in regards to these field experiences, it does not mean that we will be able to have you complete your experience at that site.

**As you are completing the program:**

* Updates will be shared electronically.
* You will register for classes via our University of Nebraska-Lincoln Registrar, Lisa King.
* You will need to keep us updated on content courses you take for the certification requirements. Be prepared to submit final official transcripts from each of the institutions you have completed coursework for this program.

**Contact Information for the CYAF UNL people you need to know:**

**Department of Child, Youth and Family Studies**

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| **UNL FCS Education Advisor:**  Sheree M. Moser  Assistant Professor of Practice  136 Mabel Lee Hall  Lincoln, NE 68588-0236  (402) 472-7996  [smoser2@unl.edu](mailto:smoser2@unl.edu) | **UNL Campus Coordinator and Registrar:**  Lisa King  135 Mabel Lee Hall  Lincoln, NE 68588-0236  (402) 472-7787  [lking2@unl.edu](mailto:lking2@unl.edu) | **CYAF Graduate Admissions Contact:**  Kelsey Sims  135 Mabel Lee Hall  Lincoln, NE 68588-0236  (402) 472-8209  [ksims2@unl.edu](mailto:ksims2@unl.edu) |

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