

Student Teaching Application Checklist

Submit the following to CTE by March 15th for fall-semester start or October 15th for spring-semester start

- ☐ **Completed [Student Teaching Application](#)**
- ☐ **Resume** - This should be a one-page document and include the following:
 - Personal Data: name, address, email, phone#
 - Field Experiences (include your 200 and 300 level observations), work experiences, background information (who, where, when, what) and/or teaching-type jobs, volunteering, etc.
- ☐ **One-page Letter of Interest – approximately 4 paragraphs**
 - Address your letter to: School Administrator/Mentor
 - Sign your letter—you *may use an electronic, cursive-font signature*
 - Why you want to become a teacher and your experiences working with youth.
 - Your vision of an ideal school, mentor teacher, and classroom.
 - Professional learning goals & how your strengths and skills will benefit the students and school.
- ☐ **Copy of [Graduation Planning Sheet](#) OR DegreeWorks Report or Plan (*advisor signatures NOT required*)**
 - All coursework must be completed prior to internship. CTE Department Head must approve exceptions.
 - Teacher candidates must have a **minimum GPA of 2.80** overall and in academic major and education coursework. A “B” or better is required in all education classes.
- ☐ **Music Majors ONLY: Field Hours Log** – all music majors must submit a log of field hours with the application.
 - This may be a copy, or an emailed image, and you may submit the original, completed log at the end of the term.
- ☐ **CPR Certification - adult and child**
 - TCs are required to provide proof of CPR certification **prior to the start of internship**.
 - [CPR Certification](#) must be valid through the end of student teaching. Interns must submit proof of certification via email or hardcopy by August 1st for fall start; January 1st for spring start.
- ☐ **[Verify your CDE Fingerprinting & Background Check](#)**
- ☐ **[Praxis Licensure Exam Testing](#) Date**
 - Teacher Candidates are required to **take** their Praxis licensure exams prior to the start of **pre-internship**.
 - Teacher Candidates are required to **pass** their Praxis licensure exams prior to the start of **internship**.



**Center for
Teacher Education**
COLORADO MESA UNIVERSITY