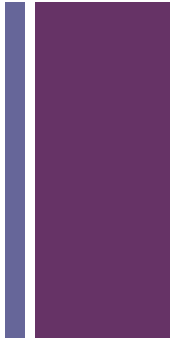




*Utah State University
Alternative Teacher Preparation
Special Education Licensure Program*

+ The Utah State University ATP Program Partnership



- Utah State University
- Participating School Districts
- Utah State Office of Education

+ Mild/Moderate Endorsement

- This license qualifies individuals to work with students with mild to moderate disabilities including learning disabilities, emotional/behavioral disorders, or other disabilities requiring special education.
- Specifically the coursework for this endorsement addresses:
 - Understanding the requirements of providing special education to identified students
 - Effective instruction cycle for teaching English/Language Arts and math in alignment with the Utah common core curriculum standards
 - Appropriately managing classroom routines and student behaviors both in the special education setting and in the general education setting
 - Addressing specific student learning needs through academic interventions and accommodations
 - Collecting data and ongoing monitoring of student progress, both academically and behaviorally

+ Severe Endorsement



For the 2014-15 school year, Utah State University will not be admitting a new cohort of students for the Severe-Alternative Teacher Preparation program.

+ Overview:

USU ATP Program Admission

Step 1

Must have a posted bachelor's degree on official transcripts

Step 2

Pass required Writing and Math Competency Tests

Step 3

Submit Prospective Candidate Sheet and be hired by a participating district

Step 4

Pass USOE-required background check

Step 5

Complete USU Admission Process

Step 6

Commit to full participation in USU ATP Coursework

M/M Program: 1-1/2 years

Step 7

Pass Praxis Series tests

+ Step 1:

Required Bachelor's Degree

- You must have a posted bachelor's degree.
- You will need to present unofficial transcripts to the school districts when you submit your Prospective Candidate Sheet.
- You will need to submit **official** transcripts to the USU ATP program **if you are hired by a school district.**

+ Step 2: Pass USU's Required Writing and Math Competency Exams



<p>Weber School District Special Education Department 5320 S. Adams Ave. Parkway Ogden, UT 84405</p>	<p>Any business day between 8:00 a.m. and 3:00 p.m.</p>
<p>Davis School District 70 East 100 North Box 588 Farmington, UT 84025</p>	<p>Contact Dolores Heyne at 801-402-5151 between the hours of 8:30 a.m. and 3:30 p.m. Assessments will be scheduled individually anytime after April 30, 2011.</p>



- Approximate time for both tests:
1-1/2 hours to 2 hours
- You will receive a letter stating whether you passed or need to re-take either or both tests. You need to keep this letter. It may be shown to any of the participating school districts as verification that you passed. You may also need to show it to USU, upon request.
- Tests may be attempted three times, but **MUST PASS BOTH TESTS before submitting your Prospective Candidate Information Sheet to districts.**



Utah State University
Alternative Teacher Preparation Program
(Mild-Moderate and Severe-Profound Special Education Licensures)
A Cooperative Program between
Utah State University – Local Utah School Districts – The SIGNAL Project

Date: _____

To: _____

We appreciate your interest in the Utah State University Alternative Teacher Preparation program for a special education licensure. As you know, this is a cooperative program between Utah State University, school districts across the Wasatch front, and the SIGNAL Project through the Utah State Office of Education.

As part of Utah State University's application process for any education program in the College of Education, basic literacy and numeracy screening assessments are required. You took these screening assessments at the following location: _____

Your scores are listed below:

Math Test (a minimum of 90% is required for a passing score):

Math Test taken: FORM A FORM B FORM C
1st ATTEMPT 2ND ATTEMPT 3RD ATTEMPT

Your Math Score: _____

College of Education Writing Proficiency Report (a "Fail" in any category indicates writing problems):

Areas Evaluated:

Logical Organization
Development and Elaboration of Ideas
Fluency
Accuracy (Spelling, Punctuation, Usage)
Clarity (Powerful and Convincing)

1st ATTEMPT 2ND ATTEMPT 3RD ATTEMPT

Your Writing Score: PASS FAIL

If you did not receive a passing score in either the math or writing evaluation, you may re-take the assessment two additional times to receive a passing score. For additional assistance and tutorial instruction, please contact the USU Extension office (5220 South Commerce Dr., Murray, Utah) at 269-9422, for information. In addition, a practice test is also available at <http://sped.usu.edu/mild/infostudents>

Please keep this letter as your evidence that you have successfully completed the writing and math assessments. It may be presented as evidence of your basic literacy and numeracy skills at your screening interview with any of the school districts that participate in the USU Alternative Teacher Preparation Program.

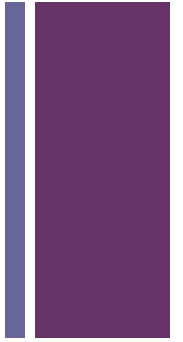
Good luck in your search for employment.

Sincerely,

District Representative: _____

+ **Step 3:**
Submit *Prospective Candidate Information Sheet* to Participating School Districts

- After passing the Literacy and Math Competency tests, complete the *Prospective Candidate Information Sheet* and **mail or fax** to districts to which you would like to apply.



**USU Alternative Teacher Preparation Program
Prospective Candidate Information Sheet**

(Mail/Fax a completed copy of this sheet to EACH participating school district to which you are interested in applying for a special education position)

Contact Information

Name: _____
Address: _____
Email: _____
Home Phone: _____ Cell Phone: _____ Other: _____

- Circle the phone number that is your first preference to contact you.
- If any of the above changes, please contact each district so that we have current information.

Education

University: _____ Bachelor's degree Master's degree
Major: _____ Minor: _____
Teaching Licensure(s): None Elementary Secondary Other: _____
Years teaching experience: _____

Screening Information

Results of required basic literacy and math assessments:
Math Score: _____ Basic Literacy results: _____
Date you passed both assessments: _____ Location where you took tests: _____
Transcripts reviewed. College math courses passed (C or higher): _____
Which Alternative Teacher Preparation Program are you interested in?
 Mild/Moderate Severe
What grade level(s) do you prefer to teach? (Check all that apply)
 Elementary Middle School/Jr. High High School No Preference
What is your preferred employment option?
 Full Time only Part-time only Would consider Part-time No Preference
What languages other than English do you speak? _____

Additional Information

Please respond to the following questions in a well-written response (no longer than 2 type-written pages):

1. Why do you want to teach students with disabilities?
2. What are your expectations of the USU Alternative Teacher Preparation Program?
3. How did you learn about the USU Alternative Teacher Preparation Program?

*Thank you for your interest in becoming a special education teacher.
Districts will contact you based on their individual hiring procedures.*


DISTRICT/CHARTER USE ONLY:

Scheduled Screening Interview: YES NO
Hired by District/Charter: YES NO

+ **Step #4: Pass Background Check required by Utah State Office of Education**



- State statute requires that all persons working with students pass a required background check.
- The cost of the background check is the responsibility of the individual.
- If you are hired by a school district, you will need to complete a mandated background check.

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- + ■ You must go to the USOE website <https://secure.utah.gov/elr/ebc/welcome.html>) and complete the process for the background check. **This involves a required fee.**
 - Once you complete the application process at the above website, you must go to one of the provided locations for the fingerprinting process. Your fingerprints are submitted to the USOE.
 - The Utah State Office of Education will inform you once your background check is completed (can be up to 4 weeks before you receive notification)



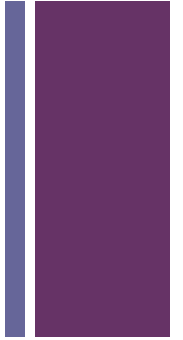
***Passing this
background check
is a requirement for
continued
employment in your
school district and
continued
enrollment in the
ATP program.***

+ Step #5: Complete the Utah State University Admission Process

1. When a district's recommendation for hire is approved, you will then apply to the USU Department of Special Education for admission to the ATP Program.
 - You must complete and send the required application including a resume and **official** college transcripts to the USU Dept. of Special Education.
 - You will receive this information from the school district/charter **after** you are hired.



2. If you are hired by a school district, you will receive a signed notification of a PIN number from the hiring district's Special Education Department to make application to to the ATP Program through the USU's Dept. of Special Education.





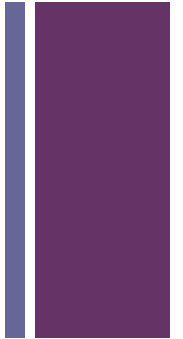
3. You also must apply for admission to Utah State University as a matriculated student.

✓ This is a separate application from the admission to the ATP program submitted to USU's Dept. of Special Education.

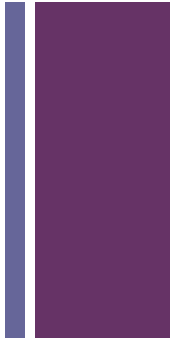
✓ You can access this application for admission as a matriculated student online (www.usu.edu)

✓ Contact Marilyn Likins, Director of ATP Program, prior to applying to admission to USU

4. Both applications **MUST BE** completed prior to the beginning of Fall semester.



+ Step #6: Commit to Full Participation



Mild/Moderate Program: 1-1/2 Years coursework

- *The first class is Running Start Orientation Class.*
 - *Late July-Early August with the (2 semester hours).*
 - **ATTENDANCE IS MANDATORY.**
 - For those hired after July 30: In September with your hiring school district paying for a substitute for days of attendance

+ Additional Coursework

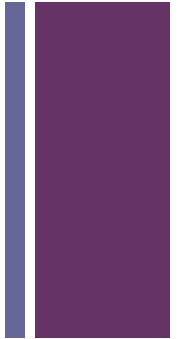
Expectations upon Admission: Student Technology Requirements

- All USU classes are both face-to-face and are internet based
- **ALL** students must have **daily** access to high-speed internet
- Computers **must have** the following applications installed:
 - ✓ Adobe Acrobat
 - ✓ Microsoft Word
 - ✓ Microsoft Excel

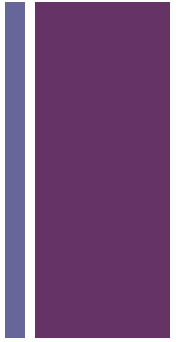
+Step #7:

Pass PRAXIS Series Tests

- *1st Required PRAXIS Test:* To receive your initial teaching license referred to as Level 1 license. This is taken at the end of your USU coursework.
- *2nd Required PRAXIS Test:* To meet “Highly Qualified” Requirements to teach content courses. Note: For secondary special education teachers who teach math, you will be required to get a Secondary Mathematics for Special Educators math endorsement, which requires additional coursework and passing a math *PRAXIS* test. This new requirement becomes effective September 1, 2014.
- *3rd Required PRAXIS Test:* To receive your Level 2 teaching license: This must be done by end of your third year of successful teaching.



Program Costs and Student Responsibility Information



- Tuition costs and books are **the responsibility of the student**
 - ✓ You may apply for financial aid
 - ✓ This is done through Utah State University and **NOT** through the school districts
- Tuition fees are set annually by Utah State University
 - ✓ For '14-' 15: Not yet set; past ATP program costs have been approximately \$8,100
- Books are the responsibility of the student
 - ✓ Books approximately \$250-\$350

+ District Information and Expectations

- When admitted to the ATP program, you are both a USU student **AND** an employee of the hiring school district.
- These roles have different expectations but both expectations must be met to remain in the USU ATP Program
 - ✓ You must pass USU coursework each semester with a grade of C or better
 - ✓ You must be recommended for continued employment by your hiring school district


+ District Support and Responsibilities

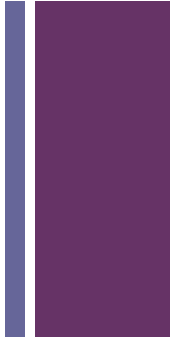
- The school district will assign an Instructional Coach who will work with you to:
 - ✓ Meet USU requirements (assignments, observations, and support); and
 - ✓ Help you understand your district's expectations.
- You will also be evaluated by your school administrator (principal or assistant principal) using district procedures to:
 - ✓ Provide you regular feedback regarding your performance based on district criteria; and
 - ✓ Recommend continued employment.

+ District Hiring Procedures

- Each school district has different timelines and procedures that must be followed for the application process, interviewing, and positions.
 - ✓ Ask about and follow each district's hiring procedures.
 - ✓ Timelines for hiring vary based on many factors:
 - The number of openings
 - The number of certified applicants for openings
 - When positions become a vacancy
 - When school interview teams are available



- 
- + ■ Common expectations for ATP Candidates by all participating districts are:
 - ✓ **Do not** continually call the district contact person regarding positions; and
 - ✓ **Do not** try to circumvent the system by directly contacting a school.
 - You will be contacted by the school when your name has be forwarded to the principal for an interview with the school team.



It is important to realize that this is a busy time of year for school districts, even when schools are not in session during the summer months. When an appropriate position becomes available for which you may be considered, you will be called by the school district for an interview.



Important Ethical Responsibility

*If you accept a
position in a district,
DO NOT continue to
interview with other
districts.*

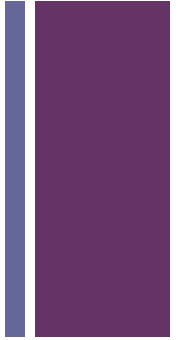
+ Summary and Review

- Take and pass USU required math and literacy assessments. Submit scores with candidate information sheet **only** after you have passed the assessments.
- Submit *USU Alternative Teacher Preparation Program Prospective Candidate Information Sheet* to school districts of your choice by **fax or mail**.
- Submit a district application to each district's human resource department as well as supporting requested documentation. This, too, will vary by district.





- Each district has different hiring procedures:
 - ✓ When openings occur that can be filled by ATP candidates, you will be contacted by the school district.
 - ✓ When called, bring all requested documents to the interview.
 - ✓ This will vary by district.
- **Do not** contact districts for interviews. They will contact you.
- Adhere to district hiring procedures.
DO NOT TRY TO CIRCUMVENT THE SYSTEM!



- Be prepared when called for an interview.
- If hired, complete:
 - ✓ State required background check process;
 - ✓ Complete USU applications—ATP application and USU matriculated student application; and
 - ✓ Do not continue to interview for positions once you have accepted a position with a district.



***Most
importantly...***

***Be
Patient***