



The following must be submitted to the Music Education Department Office one month prior to the Teacher Certification interview in February (See Appendix A):

- _____ Documentation of 60 hours of work experience
- _____ Two recommendations from existing and previous faculty
- _____ Criminal Background Check mycb.castlebranch.com
- _____ Blood Borne Pathogens on-line Training module

To be Completed upon Admission to Teacher Certification Program

- _____ Meet with an academic advisor at the School of Education (To schedule this meeting please go to <https://meetme.so/soeadvisors>)

To be Completed One Semester Prior to Student Teaching (See Appendix B):

- _____ Student Teaching Application Form
- _____ Copy of Resume and Cover Letter
- _____ Criminal Background Affidavit form
- _____ Secondary Undergraduate Student Teaching Application (turn in to School of Education)

To be Completed Prior to Student Teaching

- _____ Completion of all required MUSED coursework, all required EDUC courses, and all required Theory, Musicology, Conducting, Ensemble and Piano courses.
- _____ Obtain a passing grade on the MTTC Music Education (099) Tests.

To be Completed upon Successful Completion of Student Teaching (See Appendix D):

- _____ Final Certification Audit Form (turn in to School of Education)
- _____ Final Criminal Background Affidavit (turn in to School of Education)
- _____ Obtain a valid certification in First Aid and Child / Adult CPR (turn in to School of Education)
- _____ Apply for your Certificate through MOECS (Michigan Online Educator Certification System http://www.michigan.gov/mde/0,4615,7-140-5683_57223---,00.html)