

## Student Teaching Clearance Checklist

*for Multiple Subjects, Single Subject, and Education Specialist Programs*

Student Name: \_\_\_\_\_

ID: \_\_\_\_\_

**Six requirements for Student Teaching; all the following must be met in order to be cleared for student teaching:** (For University Internships, additional requirements apply. See Internship Clearance checklist)

Passage of Basic Skills Requirement (e.g. CBEST or 3 new options, see link below)

For more information, see: <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>

Passing score reports should be sent to **Notre Dame de Namur University, code: 188**. If scores were not sent, please provide the official report to the Education Department so we can make an official copy and return your originals to you.

Verification of Subject Matter Competence (e.g., CSET or Subject Matter Waiver)

Passing score reports should be sent to **Notre Dame de Namur University, code: 518**. If scores were not sent, please provide the official report to the Education Department so we can make an official copy and return your originals to you. For subject matter programs (aka "waivers"), contact Credentials Office.

Verification of fingerprinting clearance with the California Commission on Teacher Credentialing (also called a "Certificate of Clearance")\*

**Note that in order to be eligible for student teaching, your fingerprints and clearance application must have been cleared by the CTC; simply having done fingerprinting is NOT sufficient.** Your clearance appears on the state database, which we will access for confirmation before your placement. You may have done fingerprinting one or more times before. This may have been for the CTC, for a private school, or for an individual school district. **IF AND ONLY IF your clearance appears on the CTC website ([www.ctc.ca.gov](http://www.ctc.ca.gov) .click "look up a credential" to check) have your prints been cleared through the Commission.**

Having merely done LiveScan fingerprints and submitted a follow-up clearance application electronically is not sufficient, as the CTC regularly sends applications to the Division of Professional Practices for review, for any number of reasons which they do not disclose to us. Professional Practices reviews normally take 4-6 weeks. **Therefore, you should be certain to submit both your LiveScan fingerprints and your follow-up electronic application early enough, prior to consideration for student teaching, to insure that your application will be fully cleared before the placement coordinator begins the process of securing or confirming your placement.**

**\*Please note that this is a straightforward legal requirement. No exceptions, waivers, or accommodations of any sort will be considered.**

For more information, see: <http://www.ctc.ca.gov/credentials/leaflets/cl271.pdf>

Copy of negative TB test result from within two years. We need a legible photocopy of the doctor's report.

Signed NDNU Release of Liability Form

Verification of 40 Hours of Pre-Acceptance Field Experience. Provide the original form signed by the site supervisor or official letter of verification from the site.

**Please direct all forms and questions to:**

**Terrance Hanna, Credentials Office (St. Mary's Hall 107)**  
**Phone: (650) 508-3545 Fax: (650) 508-3457**  
**Email: [credentials@ndnu.edu](mailto:credentials@ndnu.edu)**