

CESA 7 TEACHER DEVELOPMENT CENTER (TDC) ALTERNATIVE LICENSURE PROGRAM

CANDIDATE FLOW CHART 1.0 to 3.0 Year Flow Chart for Program Completion

<i>STEPS/PROCESS/PROCEDURE</i>	
	Full-time employment with a school district in the area to which licensure is sought.
	Obtain an emergency license or permit.
	Passing Score on Praxis I.
	<p>Complete and submit to the CESA 7 Teacher Development Center (TDC) the Alternative Licensure Program Application along with the <u>non-refundable \$50.00 application fee</u> AND the following required documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proof of school district full-time employment (letter or copy of contract from school district administration). <input type="checkbox"/> Copy of emergency license or permit AND copies of any other licenses held. <input type="checkbox"/> Proof of a Bachelor's Degree in areas such as engineering, music, art, foreign language, computer science, science, education, mathematics, technology, or business from an accredited institute of higher education. <input type="checkbox"/> An official copy of transcripts from degree granting university (sealed or stamped) with at least a 2.75 grade point average overall on a 4.0 scale (Undergraduate GPA of 2.75 may be appealed if you have a GPA of 2.75 or greater in your major, graduate work showing a higher GPA or other more recent evidence of likely success in the program). <input type="checkbox"/> Successful completion of a criminal background check or validation from the school district that a criminal background check has been completed. <input type="checkbox"/> A resume and three letters of reference.
	Obtain written correspondence from CESA 7 regarding acceptance into the TDC Alternative Licensure Program with an Individualized Licensure Program Plan.
	Submit signed payment agreement, sent by the TDC Program Coordinator, to Pam Racine at CESA 7.
	Complete the on-line application form for Silver Lake College and submit the application and separate fee directly to Silver Lake College.
	Assignment of a partner/mentoring teacher by school district.
	Documentation/completion of statutory requirements PI 34.15(4). CESA 7 offers classes/workshops for meeting the Conflict Resolution and Special Education requirements. These classes/workshops are usually scheduled in the summer. For all other statutory requirements, teacher candidates can contact CESA 1's Proficiency Based Licensure Program for self study modules.
	Courses for the semester prepared by TDC Program Coordinator and sent to teacher candidates.
	6 credits of coursework must be taken each year to maintain the emergency license/permit.
	Register and pay CESA 7 for TDC courses. The credits are considered electives for the Masters in Teacher Leadership at Silver Lake College and a graduate transcript is maintained by SLC. Teacher candidates will not be able to enroll in a course without paying for the course(s) in advance or having an approved payment plan through CESA 7. Financial aid is ONLY available through Silver Lake College.
	If needed, contact Pam Racine at CESA 7 at (920)617-5611 or pracine@cesa7.k12.wi.us to discuss and establish a payment plan.
	Submit any additional emergency licenses or permits needed to the TDC Program Coordinator by July 1 st .
	Initiate electronic portfolio and reflection process as described in the Portfolio Guidelines Document on the CESA 7 website www.cesa7.k12.wi.us/content/TCD/Portfolio.asp .
	Complete the self-assessment of the 10 state teaching standards using the booklet <i>Self-Assessment of Wisconsin Teacher Standards: A Tool for Teacher Self-Reflection</i> , or any other self-assessment book assigned. A <u>copy</u> must be submitted to the TDC Program Coordinator prior to the final e-

	folio review. The <u>original</u> should be retained for future reference/use. (Replacement booklets are available for \$8.00.)
	All teacher candidates who are pursuing Bilingual Certification must pass the fluency tests administered by TDC Program Staff or the American Council on the Teaching of Foreign Languages (ACTFL website is www.actfl.org) or provide evidence of passing comparable fluency tests.
	All teacher candidates pursuing certification other than ESL or Bilingual certification are required to complete the course Meeting the Needs of English Language Learners offered and provided by the CESA 7 TDC Alternative Licensure Program.
	Passing of Praxis II for license area sought. (Praxis scores are sent directly to CESA 7 when test takers use code 9043 when registering for the tests.) Teacher candidate to send official test report from ETS to the TDC Program Coordinator prior to request for final e-portfolio review.
	Successful completion of teaching practicum with endorsing school district. (Observations and evaluations completed by TDC Program Coordinator and/or instructors and mentors).
	All disposition forms turned into the TDC Program Coordinator.
	Submission and posting of the E-resources Template Form on the TDC WIKI site- http://www.tdcmessagecenter.pbworks.com . Implement and Complete CBM/RtI Progress Monitoring Template in classrooms, post template on TDC WIKI site and into e-portfolio following template directions, develop plan for integrating technologies into every intervention class and post the plan on the TDC WIKI site. Copies of all the above documents sent to the TDC Program Coordinator.
	Successful completion of all required courses (grade of “B/C” or higher). Any course grade below a “B/C” must be retaken and the course fee paid again. The original grade and the grade for the retake of the course remain on the transcript from Silver Lake College.
	Successful completion of an electronic portfolio (e-portfolio) demonstrating knowledge and skills related to the 10 state teacher standards and any other standards pertinent to the certification being sought. (i.e. ELL, Bilingual, Cross Categorical Special Education, Art, Music, Foreign Language, etc.) See Portfolio Guidelines Booklet for all details and requirements associated with the e-portfolio. Teacher candidates pursuing the Cross Categorical Special Education License are to include the specific artifacts communicated to them at Program Acceptance in their e-portfolios.
	Teacher candidate has all program fees paid. Contact Pam Racine at (920)617-5611 or pracine@cesa7.k12.wi.us .
	Teacher Candidate’s official transcript from Silver Lake College of all completed courses sent to CESA 7 TDC Program Coordinator.
	Teacher candidate sends email requesting final e-portfolio review to the TDC Program Coordinator who then initiates the appropriate e-portfolio review process. See Portfolio Guidelines for more details.
	After the culminating review of the e-portfolio is successfully completed, the teacher candidate is informed of the e-portfolio review results by the TDC Program Coordinator and sent the Initial Educator License Form.
	Submit the Initial Educator License Form and licensure fee to the CESA 7 TDC Program Coordinator, who will then process and send to DPI after all program requirements have been successfully completed. A verification of program completion certificate is sent to the teacher candidate after the Initial Educator License is sent to DPI.
	Attend the graduation, scheduled the second Wednesday in September, from 4:30 to 5:30 pm at the CESA 7 Office.
	Maintain communication on employment and residence with CESA 7 for statewide data base on alternative licensure.
	Additional support as needed.

Revised 01/26/12