EDUCATOR

STUDENT PRE-CLINICAL GUIDE

Table of Contents

Congratulations on being accepted to your program! The Pre-clinical tab opens once you have 1) completed all requirements in the Admissions tab, and 2) been accepted into your chosen program by the program coordinator.

Admissions > History Teaching Requirements

History Teaching
Admissions Requirements

Use this checklist to keep track of what you have done and what you still need to do in order to apply. You can complete the steps in any order, but all of the steps must be completed before you can submit your application. Some steps, such as the fingerprinting, take longer to complete, so plan accordingly.

Congratulations! Your teaching application has been reviewed, and you have been accepted into the History Teaching program! Your pre-clinical checklist is available by clicking the "Pre-Clinical" link near the top of the screen.

The Pre-Clinical tab contains two different sections. The first section is tasks required by the state of Utah for your major. These include practicum experiences, PRAXIS content exam(s), and more.

Major Tasks: History Teaching   ↻ Refresh

✓	Verify Personal Information	Completed	>
○	PRAXIS Content Knowledge		>
○	Career Development		>
○	Practicum 1 Experience		>
○	Practicum 2 Experience	HIST 478		>

The second section is your application for the final clinical experience (ie. student teaching or an internship). Both of these sections are important to your success in obtaining your teacher's license.

Final Clinical Experience Application   ↻ Refresh

○	Basic Information		>
○	Autobiography		>
✓	Preferences	Completed	>
✓	Educator License Agreement	Completed	>
○	Course Deficiency Appeal Form		>
○	Application Review	History Teaching	Due: 3/18/2023	>

PROGRAM TASKS

VERIFY PERSONAL INFORMATION

To complete this task, click on the drop-down arrow on the requirement, then click "Start Verify Personal Information".

Once here, confirm that your personal information is correct. If necessary, edit items that have changed, then check "I confirm that this information is correct". You will also verify here that you have a valid fingerprint and background check that will not expire until after graduation.

PRAXIS CONTENT KNOWLEDGE

Before graduation, the state of Utah requires that you demonstrate a knowledge of the contents of your major. This requirement is fulfilled by the Praxis Content exam. To begin this requirement, click on the drop-down arrow, then click "Start Praxis Content Knowledge".

Under the pre-clinical tab, in PRAXIS content knowledge, your screen prior to registration will appear as depicted in the photo. Select the blue "Register" button to begin. If the links do not work, look up ETS Praxis test in your web browser and it will pull up. Please be aware that, when registering, the ETS online registration system only supports the latest versions of the Internet Explorer®, Firefox®, and SafariTM browsers. Please use one of these browsers to access the registration and reporting site.

Test Information

When to take the test:
Computer tests can be taken any time. To view scheduled dates for paper tests, click below.

[REGISTER]

My Test(s)

No items found

Registration

How do I register?
Register and pay your Praxis II exam fee online at www.ets.org/praxis
Be prepared for the following technicalities:
- Include your social security number as an identifier for licensing. (Do not use your BYU ID#)
- Identify both Brigham Young University-Provo and the Utah State Office of Education (USOE) as recipients of your test re

If you do not already have one, you will need to create an account with ETS. At the beginning of registration fill in all necessary personal and background information.

(ETS) PRAXIS

Sign In to Your *Praxis®* Account

Returning User

Username:

☐ Remember Username   Forgot Username

Password:

Forgot Password

Sign In

Access to this system is intended for registered users only.
Unauthorized access is strictly prohibited.

New User

Creating an account allows you to:
- Purchase test preparation
- Register online for Praxis tests
- Access admission tickets
- Cancel or change a test registration
- View current test scores online
- Order score reports
- Update contact information

Create Account

Next, you will select the PRAXIS test you are required to take. Click "EPP Test Requirements", then the specific test you need to take. If you are unsure, the EAC can provide you with the test code upon inquiry.

(ETS) PRAXIS
For Test Takers

Schedule Tests   Score Recipients   Review   Payment   Order Complete

Search and Select Tests

- Search Tests

State / Agency Required Tests:
Select a state or agency to see which tests are required for teacher licensure. If you are not sure which tests are required for your specific license or certificate, check the State Requirements.

Certifying State or National Agency
Utah

State Agency:
UTAH STATE BOARD OF EDUCATION

Search

College / University Required Tests
If your Educational Preparation Program (EPP) requires taking a Praxis test that your State Department of Education does not use for teacher licensure, please click on "EPP Test Requirements" below to search for the Praxis test you need.

EPP Test Requirements

Select the Tests You Want to Take
Select up to four tests, then click "Continue".

- Most computer-delivered tests are offered during testing windows; some are offered year round by appointment.
- Reduced test fees are available when you select the Core Academic Skills for Educators (Core): Combined Test (5752). The Core: Combined test is $150.
- Inclusion here does not guarantee seat availability at your chosen test center.
- Registrations must be received by ETS by the deadlines listed here. Online registration deadlines are effective until 11:59 p.m. ET on the specified date. There is an extended registration fee of $45 if you do not register by the deadline.

Next you will schedule how and when you will take your test. You can choose to take the test in person or online. Please be aware that there is a history of frequent technical issues when taking this test online. If you choose to take it in person, locate and select a nearby testing center.

When selecting a date to take the test, understand that you must show up to the testing center before the scheduled time. Arriving late may result in an incomplete test result and you may have to schedule and take it again.

Next, you will complete a score recipients section. You will need to list BYU as a score recipient. You can either type in "Brigham Young University" to find BYU or use our school code with ETS, which can be found on Educator in the Praxis section. If you do not list BYU as one of the recipients, then your score will not be received. If BYU does not have your Praxis score, you will be held back from graduation.

Finally, you will review your registration items and check out. Elementary Education majors have access to vouchers through the EAC that help with payment of their assessments because they have more required tests than other majors. All other teaching majors will be expected to pay for the assessment on their own. Expect it to cost over $100 per test.

After registering, your Educator account will reflect the change on the Praxis tab as depicted in the photo. If you have already completed the test and BYU received your scores, your test scores will also show up here.

Test Information

When to take the test:
Computer tests can be taken any time. To view scheduled dates for paper tests, click below.

REGISTER

My Test(s)

Test Name: Elem Ed: MS Reading & Language Arts Subtest	Test Codes: 5002	Score:
Test Name: Elem Ed: MS Mathematics Subtest	Test Codes: 5003	Score:
Test Name: Elem Ed: MS Social Studies Subtest	Test Codes: 5004	Score:
Test Name: Elem Ed: MS Science Subtest	Test Codes: 5005	Score:

Registration

How do I register?
Register and pay your Praxis II exam fee online at www.ets.org/praxis

Resources to Prepare for the Praxis Tests

Having the right resources to prepare for your Praxis test can help you achieve your professional goals and help you feel more confident on test day.

Prepare for the test

Search for Prep Materials by Test
— -
See available test prep for the test you're taking.

Khan Academy® Official Praxis Core Prep
— -
Build the reading, writing and mathematics skills you need with this free online resource.

Praxis Learning Paths™ Program
— -
Strengthen your skills with these online courses. Available for select Praxis Elementary Education tests.

Learn More   Learn More   Learn More

 Please be aware there are several Praxis test preparation options available to you after you have created an account with ETS.
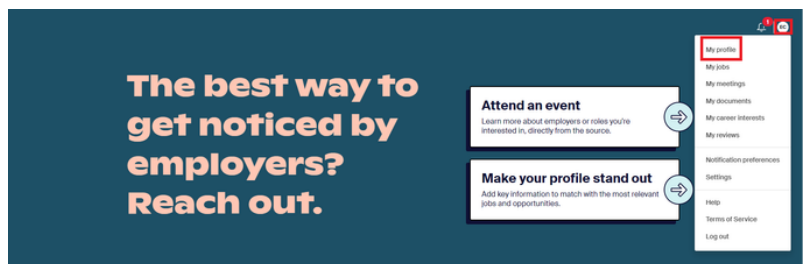
To complete this requirement, click on the drop-down arrow, then select "Start Career Development".
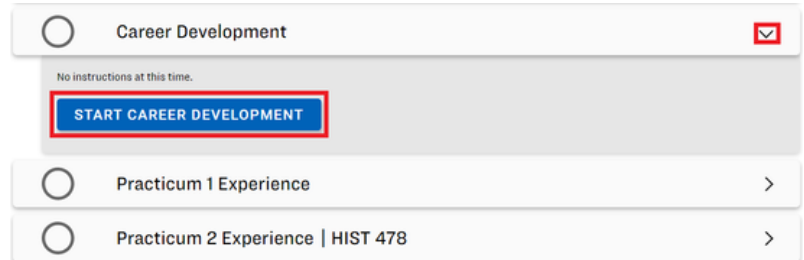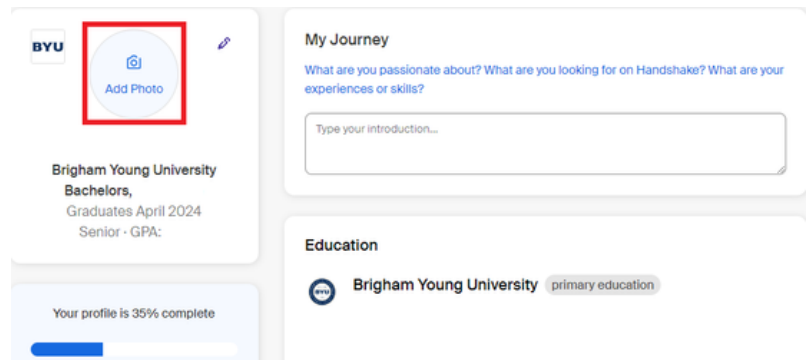

Once here, select "Login to Handshake". Create an account using your BYU information if you do not already have a Handshake account.
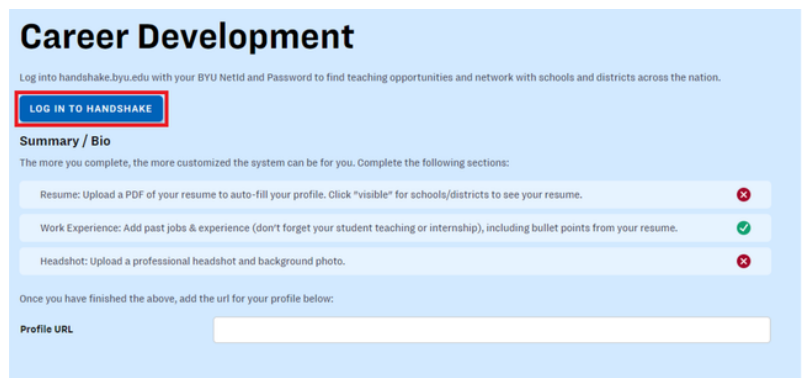

Once you have logged into Handshake, click on the profile button in the top right corner of the screen. Once there, select "My Profile".

First, upload your headshot. Click on "Add photo", then upload an appropriate, professional photo.

Second, add your work experience. Scroll down to the section that states "Volunteer & Work Experience", and then click "Add Work Experience". You must add at least one thing, but you don't need to add every job you've ever had.
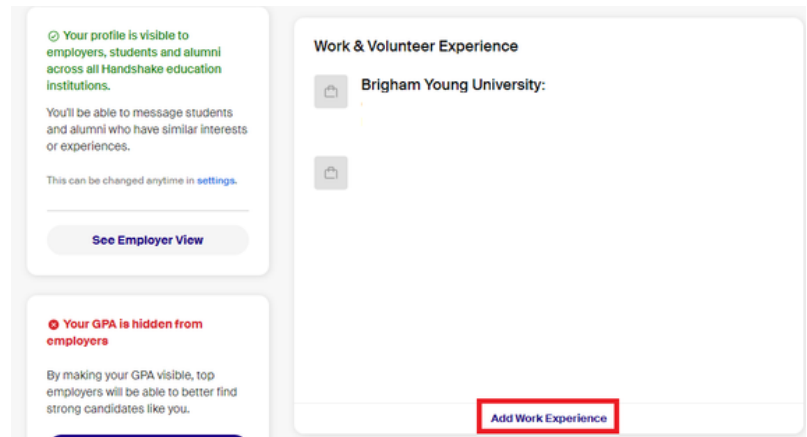
Finally, upload your resume. Click on your profile emblem again, and click on "My Documents".
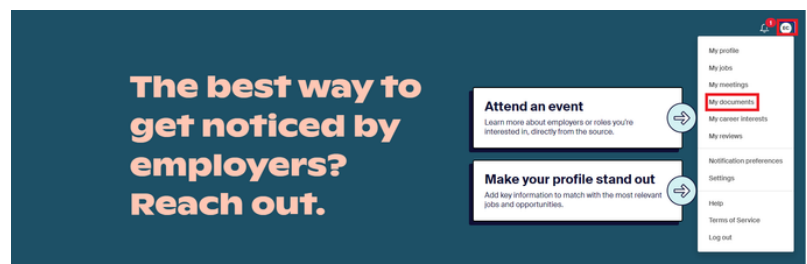
Once there, click on "Add Document".
Put in the document name, then select
"Resume" as the document type. Once
you have finished that, make sure you
click on "Visible".

Once you have finished this, go back to
your main profile, copy and paste the
URL, and insert it into the "Profile URL"
box on Educator.   If the requirement
doesn't mark as complete immediately,
click the refresh button next to "Major
tasks" back on the Pre-Clinical tab.

PRACTICUM 1 &2 EXPERIENCES

Practicum 1 shows up on every student's
account, but only three programs
actually require a practicum one
experience. These programs are Dual
Immersion, Elementary Education, and
Early Childhood Education. Practicum 2
is required by every program.

Practicum courses give you a short experience in a school, preparatory to you doing your student teaching. Associated with your practicum courses are a PAES and EDA evaluation that your instructor will fill out for you. To complete this requirement, you will need to take your major's practicum course(s), then sign the PAES evaluation that your instructor will complete in your behalf.

SIGNING THE PAES EVALUATION

To sign your PAES evaluation after it has been completed on your behalf, go to the homepage or "Accounts" tab on your account, then click on the blue hyperlink "Complete/Sign Evaluations" in your current tasks box.
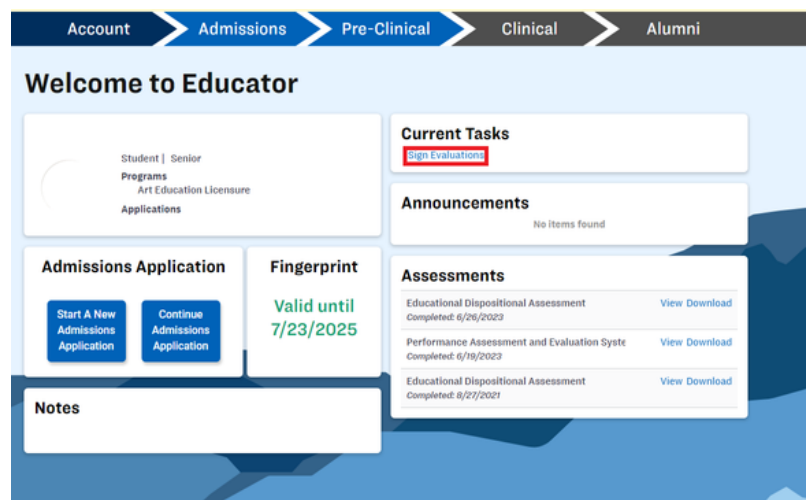
Double click on the desired evaluation, or click on the row once and click "Complete/Sign Evaluation".
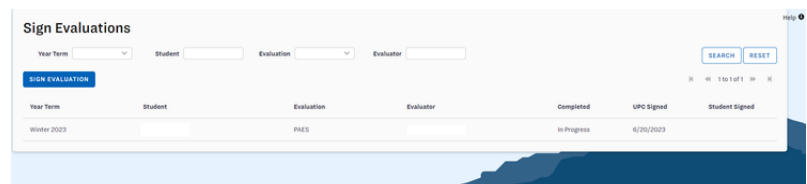
First you will need to complete a Clinical Evaluator Feedback Survey (CEFS). You will answer four short questions about the evaluator who completed your survey in your behalf, as well as submit any comments you have for them. Then, click "Submit Answers".

Clinical Educator Feedback Survey - Evaluator

Assessment prepared by the Educator Preparation Program (EPP), to be completed before PAES.

Evaluator:

Evaluatee:

Candidate's feedback for the Evaluator

	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
Effectively supported you during your field experience (e.g., collaboration, modelling, coaching, feedback, encouragement, teaching resources, responsiveness).	○	○	○	○
Helped you learn about planning, assessment, and/or instruction.	○	○	○	○
Supported you in establishing a classroom environment conducive to learning.	○	○	○	○
Used BYU'S PAES instrument to provide formative and summative feedback.	○	○	○	○

Other comments/suggestions, or strengths of the evaluator that you have not mentioned:

SUBMIT ANSWERS

Finally, review the PAES evaluation. Be sure to read your feedback so that you can improve for your final student teaching experience. Then scroll to the bottom and click where it asks for the student signature and enter your name. Then click "Save".

Reviewer Signature

Candidate Signature

SAVE

FINAL CLINICAL EXPERIENCE APPLICATION

BASIC INFORMATION

In this section, you will agree to two terms for your student teaching. After this, you will fill out information concerning an emergency contact of your choice. Once you're done, click on the "Submit" button.

AUTOBIOGRAPHY

First, you will upload a professional headshot photo. Do this by clicking on "Change Image".

Below the headshot, you will write a 750 word maximum biography. For further information, please read the instructions. Remember that you are writing to a potential, future employer; remain professional and concise. Once you're done with this part, click on the "Submit" button.

In the space below, please type an autobiography, which may include family/background, education, work, travel, interests, and talents. Highlight skills that could be utilized in your teaching, and state your reasons for choosing the teaching profession.
(Max 750 words. Keep in mind that you are writing to a potential, future employer. You want to remain professional and concise)
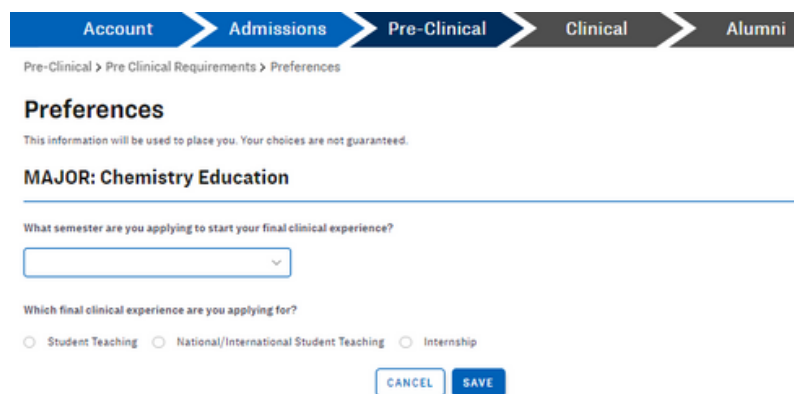
Word Count: 0

RETURN TO APPLICATION   SUBMIT

PREFERENCES

Here you will choose the semester you will do your student teaching. Second, you will choose the type of final clinical experience you are applying for (eg. student teaching, internship, NISTP). Finally, you will fill out school preferences. Please note you may not get the school of your choice. Finally, click "Save".

Account   Admissions   Pre-Clinical   Clinical   Alumni

Pre-Clinical > Pre Clinical Requirements > Preferences

Preferences

This information will be used to place you. Your choices are not guaranteed.

MAJOR: Chemistry Education

What semester are you applying to start your final clinical experience?

Which final clinical experience are you applying for?

○ Student Teaching   ○ National/International Student Teaching   ○ Internship

CANCEL   SAVE

Some important things to note here are that your final clinical application due dates are determined entirely by what semester you put into your preferences. Once you have past the due date, you cannot change anything on your application, including things on your preferences. Be absolutely sure you know what semester you will be doing your student teaching before filling out this section.

EDUCATOR LICENSE AGREEMENT

In this section, you will read each agreement and check each box. Once you finish reading and checking each statement, this part will be completed.

COURSE DEFICIENCY APPEAL FORM

IA course deficiency is when you need to take a course or courses at the same time as your student teaching or internship. If you do not need to take a class during your student teaching, please select "I have no deficiencies".

If you do have deficiencies, click on "New", then fill out the course information and click "Save". Once you have finished this, please check the box indicating that you know this course cannot interfere with student teaching. Finally, click "I have deficiencies", and you are finished.

APPLICATION REVIEW

To complete this section, schedule an appointment with your academic advisor. You will both go over your application together. If your application is approved, it will be submitted automatically. Following your appointment, your application will go to your program coordinator for further approval. Once your application has been approved the second time, you are finished with the Pre-Clinical tab and ready to start your student teaching!

ORAL PROFICIENCY INTERVIEW

This section is only required by the language teaching majors and minors. Much like the Praxis exam, this section is an oral proficiency test that categorizes your language ability.

To register for this interview, click on the drop-down arrow and select the first link. Fill out all the information, then click "Submit"Once you have registered for the interview, click on the drop-down arrow and follow the marked link. This will take you to an information page with resources to study for your exam.

You will need to pass the test with advanced to mid proficiency. After you have taken the test and the results have come back, your OPI requirement will mark off automatically.

QUESTION

I put in something in my preferences (ie. mode, semester) but it has since changed. Educator won't let me change it on my own, what should I do?

ANSWER

Reach out to our office at 801-422-1190 and we can manually change your preferences for you!

QUESTION

I took the Praxis but it isn't checking off?

ANSWER

Try clicking the refresh button on the Pre-Clinical tab. If that doesn't work, contact our office. If you were recently married and put your new last name on the test but BYU only has your maiden name, that can create some test recognition issues.

QUESTION

My program doesn't require practicum
1. Can I remove it or check it off on my application?

ANSWER

Of course! Contact our office and we can delete the requirement from your application.