

EDUCATOR

STUDENT PRE-CLINICAL GUIDE

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PRE-CLINICAL INTRODUCTION

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.

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.

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.

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.

Major Tasks: History Teaching

[Refresh](#)

<input checked="" type="checkbox"/>	Verify Personal Information	Completed	>
<input type="checkbox"/>	PRAXIS Content Knowledge		>
<input type="checkbox"/>	Career Development		>
<input type="checkbox"/>	Practicum 1 Experience		>
<input type="checkbox"/>	Practicum 2 Experience HIST 478		>

Final Clinical Experience Application

[Refresh](#)

<input type="checkbox"/>	Basic Information		>
<input type="checkbox"/>	Autobiography		>
<input checked="" type="checkbox"/>	Preferences	Completed	>
<input checked="" type="checkbox"/>	Educator License Agreement	Completed	>
<input type="checkbox"/>	Course Deficiency Appeal Form		>
<input type="checkbox"/>	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.

Major Tasks: Chemistry Education

[Refresh](#)

Verify Personal Information



No instructions at this time.

START VERIFY PERSONAL INFORMATION



PRAXIS Content Knowledge



Career Development



Verify Personal Information

Please verify that you have a valid fingerprint and background check. You must have a valid status to receive your teaching license after graduation. If your fingerprints expire within 6 months, consider getting re-fingerprinted.

Please Confirm your information

[Edit](#)

First Name

Jane

Last Name

Doe

Mailing Address

123 Drury Lane
Provo, UT 84604

Phone Number

801-123-4567

Email Address

I confirm that this information is correct*

SUBMIT

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".

[Account](#)[Admissions](#)[Pre-Clinical](#)[Clinical](#)[Alumni](#)

Pre-Clinical Requirements

Use this checklist to keep track of what you have done and what you still need to do in order to complete the Pre-Clinical transition. You can complete the steps in any order, but all of the steps must be completed before you can submit your application.

Major Tasks: Early Childhood Education

[Refresh](#)

Verify Personal Information



PRAXIS Content Knowledge



No instructions at this time.

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 Safari™ browsers. Please use one of these browsers to access the registration and reporting site.

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.

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.

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 fee



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](#)



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 (\$75). 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.

Schedule Tests Score Recipients Review Payment Order Complete

Schedule Social Studies: Content Knowledge (5081) Test

Test	Code	Duration	Test Center	Test Date and Reporting Time	Price
Social Studies: Content Knowledge	5081	150 minutes			

Find a Test Center

Search Test Centers

Test at Home

[Praxis tests at home info](#)

☐ I agree to the Praxis tests at home terms and conditions.

[Schedule](#)

Enter the U.S. ZIP code where you would like to take the above test(s) on your selected date, or select a country (and state) to find test centers by location.

Find Test Centers Nearest to this U.S. ZIP Code

ZIP Code:

[Search](#)

Find Test Centers by Location

Country:

State/Territory:

[Search](#)

Schedule Tests Score Recipients Review Payment Order Complete

Schedule Social Studies: Content Knowledge (5081) Test

Test	Code	Duration	Test Center	Test Date and Reporting Time	Price
Social Studies: Content Knowledge	5081	150 minutes	1815 South State Street OREM, UT 84059		\$130.00

Choose a date to see available report times for (STN11017A).

July 2023

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31		
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Wednesday, July 26, 2023

Select your desired reporting time for this test.

Available Times:

☐ 10:00 AM

[Change Center](#) [Continue](#)

Schedule Tests Score Recipients Review Payment Order Complete

Identify Your Attending Institution

Tell Us Where You Received Your Relevant Training

Please identify the college or university where you took the classes that most closely relate to the tests you are taking. This is for data analysis purposes only. Your individual score report will not be sent to your attending institution unless you also list them as one of your four free score recipients.

Note: if you cannot find your institution from the list provided, then you can skip this option by selecting the "Institution Not Found" button located at the bottom of the page after you have attempted your search.

Search Institution

Find Your Attending Institution by Name or Code

Enter full or partial name or institution code:

[Search](#)

Find Your Attending Institution by Location

Country/Location:

State/Territory:

[Search](#)

Select Your Attending Institution

Select your attending institution by clicking its corresponding "Select" link below. Or modify your search above. Candidates who take the Speech-Language Pathology or Audiology test should select the code with (SLPAUD) following the institution's name.

Search Results for "brigham young" 4 Result(s)

Institution Name	Location	Code
<input type="radio"/> BRIGHAM YOUNG UNIV UT SLPAUD	133 JOHN TAYLOR BUILDING, BYU PROVO, UT 846028641	0307
<input type="radio"/> BRIGHAM YOUNG UNIVERSITY HI	55-220 KULANUI STREET LAIE, Hawaii 967621294	4106
<input type="radio"/> BRIGHAM YOUNG UNIVERSITY IDAHO	525 S CENTER ST, 210 KIM REXBURG, IDAHO 834601940	4657
<input checked="" type="radio"/> BRIGHAM YOUNG UNIVERSITY UT	301 MCKAY BLDG PROVO, Utah 84602	4019

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

Please be aware there are several Praxis test preparation options available to you after you have created an account with ETS.

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.

[Learn More](#)

Khan Academy® Official Praxis Core Prep

Build the reading, writing and mathematics skills you need with this free online resource.

[Learn More](#)

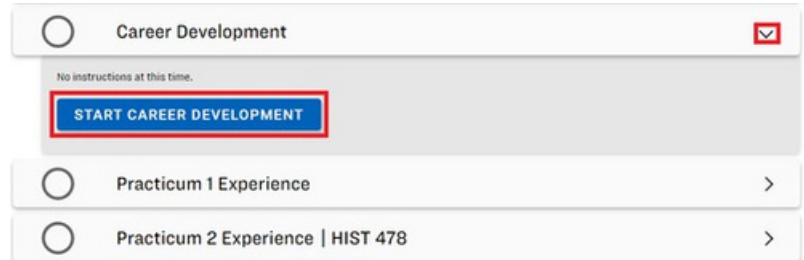
Praxis Learning Paths™ Program

Strengthen your skills with these online courses. Available for select Praxis Elementary Education tests.

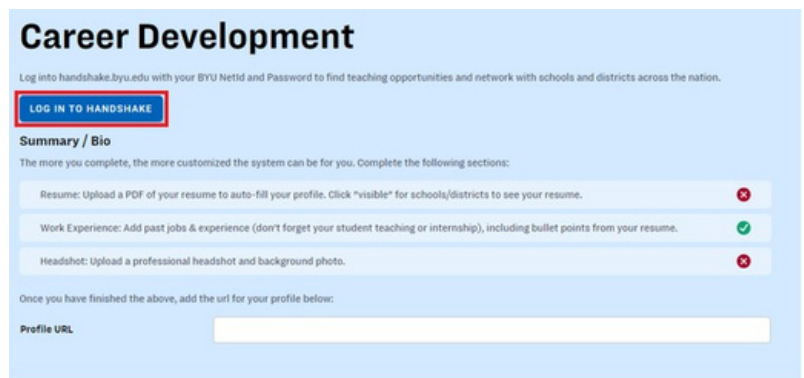
[Learn More](#)

CAREER DEVELOPMENT

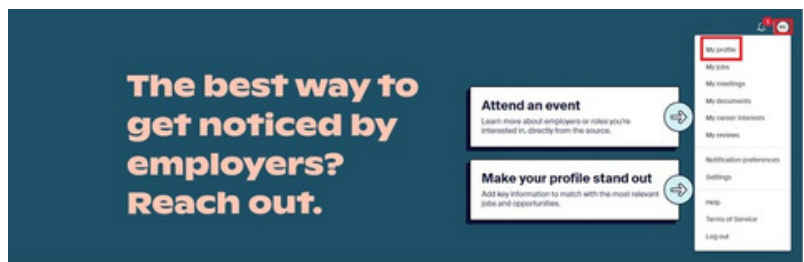
To complete this requirement, click on the drop-down arrow, then select "Start Career Development".



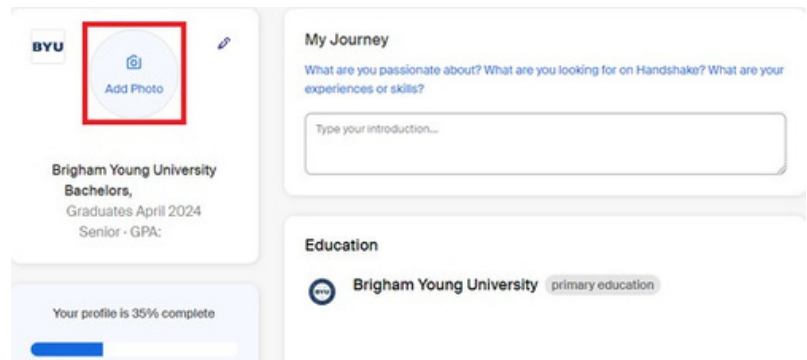
Once here, select "Login to Handshake". Create an account using your BYU information if you do not already have a Handshake account.



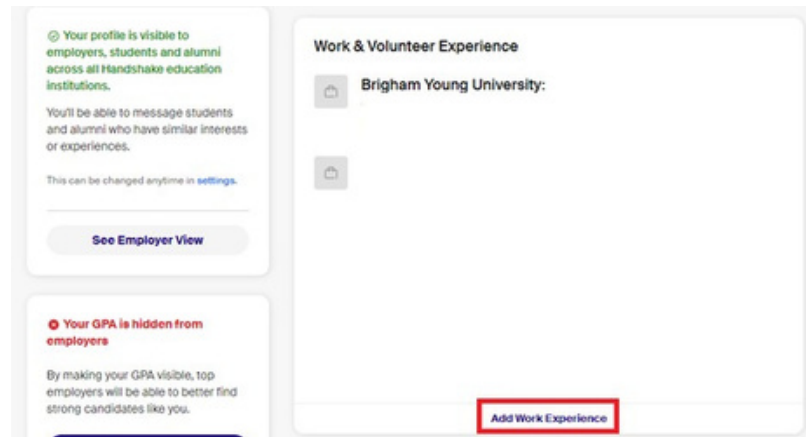
Once you have logged into Handshake, click on the profile button in the top right corner of the screen. Once there, select "My Profile".



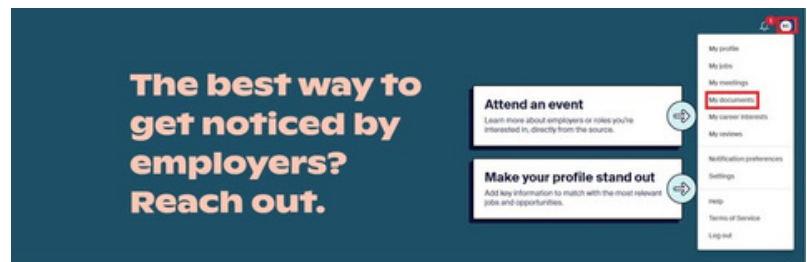
First, upload your headshot. Click on "Add photo", then upload an appropriate, professional photo.



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.

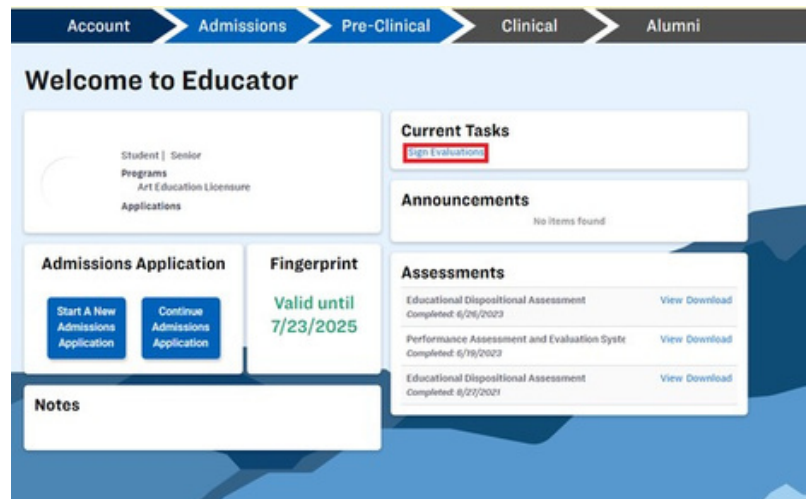
PRACTICUM 1 & 2 EXPERIENCES

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 TCA EVALUATION

To sign your TCA 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:

Evaluated:

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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Helped you learn about planning, assessment, and/or instruction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supported you in establishing a classroom environment conducive to learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Used BYU'S PAES instrument to provide formative and summative feedback.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

SUBMIT ANSWERS

Finally, review the TCA 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.

The screenshot shows the 'Basic Information' section of the application. At the top is a navigation bar with links: Account, Admissions, Pre-Clinical (active), Clinical, and Alumni. Below the navigation bar is a breadcrumb trail: Pre-Clinical > Pre Clinical Requirements > Basic Information. The section title is 'Basic Information'. There are two agreement checkboxes, both labeled 'I agree'. The first agreement is about transportation: 'I am aware that I am responsible to find transportation to and from my clinical experience location.' The second agreement is about course completion: 'I verify that all my general education and major/minor program requirements will be completed before I begin my student teaching or internship. Otherwise I will submit a course deficiency appeal form identifying my incomplete course(s).' Below these is a text area for 'Are there any special requests or extenuating circumstances that may affect your assignments?'. The 'Emergency Contact Information' section includes fields for 'First and Last Name', 'Relationship', 'Address Line 1', 'Address Line 2', 'City', 'State' (a dropdown menu), 'Zip Code', and 'Phone Number' (with a placeholder '(801) 555-5555'). At the bottom are two buttons: 'RETURN TO APPLICATION' and 'SUBMIT'.

AUTOBIOGRAPHY

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

Pre-Clinical > Pre Clinical Requirements > Autobiography

Autobiography

Make sure that your information is current. Please upload a professional headshot. Headshot requirements: please select an individual photo of yourself no more than the shoulders and up. No group pictures or overly edited pictures.

The screenshot shows the 'Autobiography' section. It has two main panels. The 'Personal Information' panel on the left contains fields for 'Name' (Jane Doe), 'Email' (cde_charlton@byu.edu), 'Mailing Address' (123 Drury Lane, Provo, UT 84604), and 'Phone Number' (801-123-4567). The 'Headshot' panel on the right contains a 'CHANGE IMAGE' button and a 'GENERATE PDF' button.

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

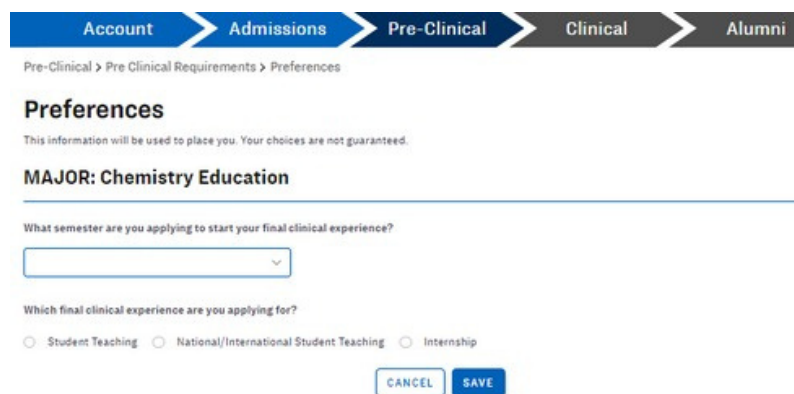
[RETURN TO APPLICATION](#) [SUBMIT](#)

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".

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.

The screenshot shows a navigation bar with tabs: Account, Admissions, Pre-Clinical (selected), Clinical, and Alumni. Below the bar is a breadcrumb trail: Pre-Clinical > Pre Clinical Requirements > Educator License Agreement. The title is "Educator License Agreement". The form contains several statements, each with a checkbox and the text "I Agree":

- I will obtain prior approval from Education Advisement Center (EAC) in 350 MCKB before making changes in my major or minor program.
- I will contact my University Supervisor and EAC if extenuating circumstances require the cancellation of my student teaching or internship experience.
- I agree to pay additional cost (including tuition) in the event that I need an extended experience or need to repeat or reschedule my student teaching or internship experience.
- I authorize EAC to send any documentation requested by the Utah State Office of Education for licensing. After graduating and as soon as reasonably possible, the EAC will notify me by email using my email address listed on Educator, that I have been recommended for a license with the state of Utah and that I may go online to complete the licensing process. I will keep my Educator mailing address and email current.
- I understand that upon completion of my student teaching/internship program, EAC will provide me with a copy of my student teaching/internship evaluations.
- I have or will submit an online graduation application before beginning my student teaching program. Begin your online graduation here: <https://enrollment.byu.edu/registrar/graduation>

At the bottom right is a button labeled "RETURN TO APPLICATION".

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".

The screenshot shows a navigation bar with tabs: Account, Admissions, Pre-Clinical (selected), Clinical, and Alumni. Below the bar is a breadcrumb trail: Pre-Clinical > Pre Clinical Requirements > Course Deficiency Appeal Form. The title is "Course Deficiency". Below the title is a note: "This is a request to take the following courses either concurrently or subsequent to student teaching/internship." There are three buttons: "NEW" (green), "EDIT" (blue), and "DELETE" (red). Below these is a table with columns: Enrollment type, Semester, Course name, Course title, and Course type. The table is currently empty. Below the table is a checkbox with the text: "I understand that this course may not interfere with my daily attendance and my student teaching/internship experience." At the bottom are three buttons: "I DO NOT HAVE ANY DEFICIENCIES" (blue), "I HAVE DEFICIENCIES" (blue), and "CANCEL" (white with blue border).

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.

Select required courses...

Enrollment Type

Semester

Course Type

Explanation

SELECT COURSE

1 to 20 of 7884

Department Name	Course Number	Course Suffix	Course Description
ACC	200		Principles of Accounting
ACC	201		Principles of Fin Accounting
ACC	202		Prin of Managerial Accounting
ACC	241		Business Law
ACC	242		Business Law II

SAVE

CANCEL

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!

<input checked="" type="checkbox"/>	Educator License Agreement	Completed >
<input checked="" type="checkbox"/>	Course Deficiency Appeal Form	Completed >
<input type="checkbox"/>	Application Review Chemistry Educat...	Due: 3/18/2023 v
<p>Make an appointment to meet with your academic advisor. Once the advisor review is complete, your application(s) will be reviewed & approved by your major (and minor) program coordinator(s). One of the following outcomes will happen: 1) If your application is approved (without conditions), it will be automatically submitted. 2) If your application is conditionally approved, you will have to verify the conditions before you can submit it. 3) If your application is denied, you will need to meet with your major (or minor) program coordinator.</p>		
<input type="checkbox"/>	Completed all other requirements	
<input type="checkbox"/>	Advisor has approved your application	
<input type="checkbox"/>	The Program has approved your application	
<input type="checkbox"/>	Application has been submitted	

EXCLUSIVE SECTION

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.

Oral Proficiency Interview | Spanish Teaching

Oral Proficiency Interview | Dual-Language I...

The Oral Proficiency Interview (OPI) is a measure of spoken proficiency in a foreign language. The interview consists of a telephoned 20-30 minute conversation with a proctor who measures oral ability in the target language.

To register for this interview, visit <https://byuopi.com/>

For more information, visit [Oral Proficiency Interview \(OPI\) \(byu.edu\)](#)

Language	▲	Test type	Minimum rating
Chinese-Mandarin		OPI-ACTFL-OFFCL	Advanced-Mid
French		OPI-ACTFL-OFFCL	Advanced-Mid
German		OPI-ACTFL-OFFCL	Advanced-Mid

Phone Number

Ex: 123-456-7890

Phone Number

Verification

Please verify that the above information is correct. Once you have double checked, please type "VERIFIED" in the box below.

Submit

FAQ's

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.