PART ONE: Admission to the Department of Teacher of Education:

- Prior to beginning upper level coursework in Teacher Education:
  - _____ UWF Acceptance
  - _____ 2.5 GPA on all previous college work. Current cumulative GPA = _________
  - _____ A.A. degree and/or all lower level courses complete
  - _____ Purchase TK20 computer software package (uwf.tk20.com) can be purchased through the bookstore
  - _____ Submit Application to Teacher Ed through TK20 including the Self-Rating Scale
  - _____ Complete the Department of Teacher Education orientation:
    - _____ Sign degree plan and the advising checklist
    - _____ Sign Principles to Live By
    - _____ Sign the TEEL Handbook
    - _____ Review your personal Course Rotation
  - _____ Maintain a 2.5 GPA or higher on minor coursework

PART TWO: Important Department of Teacher Education Deadlines and Information:

- _____ Secondary Practicum: apply through TK20 by **May 1 for fall and October 1 for spring**
- _____ Recommended Florida Teacher Certification Exams: General Knowledge Test, Professional Education, and Subject Area Exam
- _____ Fingerprinting: complete prior to being placed in the school per your local school district requirements
- _____ Review the Teacher Education Handbook for specific details and policies.

PART THREE: Other Important Information:

- _____ UWF gmail account – activate and regularly check your UWF gmail account through MyUWF
- _____ Degree audit – available through MyUWF
- _____ Send most current college transcripts - after degree is posted - to admissions
- _____ Send high school transcripts for foreign language to admissions
- _____ Register for classes through MyUWF. Guides available at uwf.edu/registration
- _____ Nautilus card
- _____ Parking decal

________________________________________________________________________________

__________________________________

Student Name

__________________________________

Student Number

________________________________________________________________________________

_________________________________

Student Signature

Date

Advisor Signature