

First Stage Review—Formal admission to educator licensure program (completion of 45 – 60 credits)

 Second Stage Review—Formal approval to enter practicum/student teaching (semester prior to student teaching/practicum)

Candidate: _____ Banner I.D.: _____

Educator Licensure Program (Required): _____ Level: _____

Number of credits the candidate has completed: _____ Transfer Credits: _____

Local Address
Permanent Address

Street: _____

Street: _____

Town: _____ State _____ Zip Code _____

Town: _____ State: _____ Zip Code: _____

Telephone Number: _____

Telephone Number: _____

Advisor Instructions

- Step 1 Review candidate records and respond to statements below regarding requirements.
- Step 2 Make recommendations and invite candidate response.
- Step 3 Make a copy of this form for the candidate's advising folder.
- Step 4 Forward the original review form along with Candidate Dispositions Assessment(s) and other supporting documents to the Licensure Office within **one week** of completion of the Review.

For the items below, please provide the appropriate answer. If "No," please note the next action step under "Comments."
 Check the appropriate box under Advisor's Recommendations on the back of this form.

Requirement	Yes	No	N/A	Comments
1. Candidate Dispositions Assessment Forms have been completed with acceptable ratings. Stage One—minimum of 2 positive Candidate Dispositions Assessments required Stage Two—minimum of 2 additional positive Candidate Dispositions Assessments required (at least one from a supervising practitioner of a prepracticum)				
2. The candidate has completed the education coursework requirement for the major. Stage One—core education courses Stage Two—all professional coursework required for practicum				
3. The candidate meets cumulative GPA requirements. Stage One—cumulative GPA of at least a 2.5 Stage Two—cumulative GPA of at least 2.75 and 3.0 in major				
4. The candidate has made up any failed courses.				
5. The candidate has satisfied the Fitchburg State mathematics readiness and reading readiness requirements.				
6. The candidate has successfully completed the required Massachusetts Tests for Educator Licensure. Stage One—Communication and Literacy Stage Two—Content Test(s) specific for license				
7. The candidate is aware that a misdemeanor or felony could prevent him/her from obtaining a license and that he/she should contact the Dean of Education or the Massachusetts Department of Elementary and Secondary Education for advisement.				
8. Stage Two Only—A current degree evaluation has been reviewed with the candidate and, if applicable, Student Petitions have been submitted.				
9. The candidate has completed the required field experiences for this stage and has received positive evaluations by course instructors and supervising practitioners. The candidate is aware that the appropriate documentation must be filed with the Licensure Office.				
10. If the candidate has undergone a departmental review, all outcome conditions have been met.				

Advisor's Recommendations (check all that apply)

Meets all Stage Review requirements

- Formally admit to Educator Preparation Program (Stage One) or
- Formally admit to Practicum/Student Teaching (Stage Two).

Does not meet all Stage Review requirements: (check all that apply)

- Contact faculty member or field supervisor to obtain Candidate Disposition
Note: A candidate earning a "1" in two or more Disposition areas requires a Departmental Review
- Take specific courses (provide course number and title): _____
- Satisfy the Fitchburg State mathematics readiness and reading readiness requirements by
 - a. passing the mathematics and reading placement tests
 - b. taking the required courses
- Satisfactorily complete the required MTEL subtests for this stage
- Talk with the Licensure Office regarding CORI status
- Stage One only—Not allowed to take Stage II courses in Education major but may continue taking courses in the second major and Liberal Arts and Sciences
- Meet the requirements of the previously conducted Departmental review
- Drop education as a major (specify reason): _____

General Advising Recommendations

- Change track within major to: _____
- Withdraw from a class (provide course number and title): _____
- Refer to the Academic Success Center (specify skills): _____
- Other (specify): _____

Candidate's Decision

I, _____, certify that I have reviewed this form with my advisor.
Candidate's printed name

My signature below indicates that (under appropriate Stage Review, check one)

Stage One

- I wish to make a formal application to the Educator Preparation Program in (major): _____
- I acknowledge that I have not met requirements for formal admission to the Educator Preparation Program but wish to address the concerns noted and complete an additional Stage Review when appropriate.
- I wish to withdraw from the Education major. Reason: MTEL GPA Transfer Credits Other: _____

Candidate's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Stage Two

- I understand that I must satisfy all of the requirements outlined on this form to be approved for admission to the practicum/student teaching. By signing this statement, I am indicating my wish to make formal application to the practicum in (major): _____
- I wish to withdraw from the Education major. Reason: MTEL GPA Transfer Credits Other: _____

Candidate's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Is the candidate's decision approved by the Office of the Dean of Education?

- Yes Retain in Major and: _____
- No—reason for non-approval: _____

Approved by

Printed name of the Dean of Education/Licensure Officer: _____

Signature: _____ Date Approved: _____