

**Plymouth State University**  
**The Office of Teacher Certification (OTC)**

**[www.plymouth.edu/teachercertification/](http://www.plymouth.edu/teachercertification/)**

Speare 215  
17 High Street, MSC 41A  
Plymouth, NH 03264  
Phone: (603) 535-2224  
Fax: (603) 535-2454

**Dr. Irene M. Cucina**  
Director of Teacher Education  
Phone: (603) 535-2517  
[icucina@plymouth.edu](mailto:icucina@plymouth.edu)

**Kathy A. Vestal**  
Coordinator of Teacher Certification and Clinical Experiences  
Phone: (603) 535-2807  
[kvestal@plymouth.edu](mailto:kvestal@plymouth.edu)

**Patti M. May**  
Assessment Information Assistant  
Phone: (603) 535-2536  
[pmmay@plymouth.edu](mailto:pmmay@plymouth.edu)

**Kelsey R. Donnelly**  
Administrative Assistant  
Phone: (603) 535-2224  
[krdonnelly@plymouth.edu](mailto:krdonnelly@plymouth.edu)

# PURPOSE OF THE TEACHER CERTIFICATION HANDBOOK

The handbook is intended to serve as a comprehensive guide for Plymouth State University teacher candidates, as well as the cooperating teacher, administrators and clinical faculty who work with the teacher candidates during their student teaching experiences. Please feel free to offer any comments or suggestions, and to contact the Office of Teacher Certification with any questions. This handbook is revised each academic year and can be found at our Web site:

[www.plymouth.edu/teachercertification/](http://www.plymouth.edu/teachercertification/)

## TABLE OF CONTENTS

• Vision/Mission Statement.....	1
• Diversity Framework for Teacher Education .....	1
• Affirmative Action Statement.....	1
• Code of Ethics.....	2
• Conceptual Framework For Teacher Education (CHECK).....	4
• INTASC Standards .....	5
• Frequently Asked Questions.....	6
<b>Road to Teacher Certification</b>	
• Student Timeline/Gate Requirements .....	8
<b>Gate 1: Application for Teacher Certification Candidacy (Section 1)</b>	
• Application Guidelines and Requirements .....	9
• Teacher Certification Candidacy Application .....	10
• Praxis I Information .....	11
• Faculty Evaluation One of Teacher Candidate .....	12
• Faculty Evaluation Two of Teacher Candidate .....	13
<b>Gate 2: Application to Student Teaching (Section 2)</b>	
• Application Guidelines and Requirements .....	14
• Application to Student Teaching .....	15
<b>Gate 3: Acceptance into Student Teaching (Section 3)</b>	
• Application Guidelines and Requirements .....	16
• Resumé Sample.....	17
• Faculty Evaluation One of Student Teacher Candidate.....	18
• Faculty Evaluation Two of Student Teacher Candidate .....	19
• Placement Information Sheet.....	20
<b>Session 1: Preparing for Student Teaching (October/February)</b>	
• Policies and Procedures for Student Teaching.....	21
▪ Attendance .....	21

▪ Non-School Related Activities .....	21
▪ Substituting During Student Teaching.....	21
▪ Criminal Record Check.....	22
▪ Protocol for Problem Resolution .....	22
▪ Concerns Regarding Student Teaching Performance .....	22
▪ Withdrawal from Student Teaching.....	22
• Helpful Hints for the School Interview Process .....	23
▪ How is my placement request done? .....	23
▪ How do I check for my placement? .....	23
▪ Now that I have my placement, what do I do? .....	23
▪ How do I schedule the interview?.....	23
▪ How do I prepare for the interview? .....	23
▪ What can I expect at the interview?.....	24
▪ What do I do when the interview is over? .....	24
• Student Teaching Placement Confirmation .....	25
• How do I Register for Student Teaching?.....	26
• Expectations and Responsibilities of the Student Teacher .....	27
• Pre-Student Teaching.....	28
▪ Observation/Orientation.....	28
▪ School Related Expectations for the Student Teacher .....	28
▪ Orienting Yourself to the School .....	29
• Student Teaching .....	30
• Lesson Plans.....	30
• Observation Visits.....	30
• Midterm and Final Evaluation Forms .....	31
• Reflection Questions for Self-Evaluation of Student Teaching.....	32
• Praxis II Information.....	33

#### **Gate 4: Student Teaching and Program Completion (Section 4)**

• Guidelines and Requirements .....	34
-------------------------------------	----

#### **Session 2: Preparing for Employment (October/March)**

• Resume Preparation .....	35
• The Interview/Portfolio Process .....	35
• Employment Opportunities.....	35
▪ Job Fair.....	35
▪ Job Search .....	35

#### **Session 3: Program Assessment, Closure to Student Teaching, and Certification (December/May)**

• Program Assessment.....	36
• Closure to Student Teaching.....	36
▪ Expressing Appreciation.....	36
▪ Praxis II.....	36
▪ Tell Us How We're Doing.....	36
• Degree Statement .....	37
• How to Find Certification Information on the Web.....	38

- Applying for Certification in New Hampshire .....38
- Applying for Certification Outside New Hampshire .....38
- The NASDTEC Interstate Agreement .....39
  - What it is .....39
  - What it is not.....39
- Financial Aid Closure .....40
- Federal Student Aid (FSA) Cancellation/Deferment Options for Teachers .....40
  - Canceling a Perkins Loan .....40
  - Cancellation for Stafford Loans.....40
  - Stafford Loan Deferment/Forbearance Provisions .....40

**Clinical Faculty (Section 5)**

- Criteria, Compensation, and Benefits for Clinical Faculty .....41
  - Criteria for Clinical Faculty .....41
  - Responsibilities .....41
  - Clinical Faculty Checklist.....41
  - Special Education Clinical Faculty .....42
  - Observation Visits.....42
  - Evaluations.....42
  - Reminders Regarding the Submission of All Forms.....43
  - Pay Scale for Clinical Faculty.....44
  - Professional Development Hours .....44
  - How Do I Obtain Mileage Reimbursement? .....44
  - How Do I Obtain My Faculty ID Card? .....45
  - How Do I Obtain Information About PSU Skiing Discounts? ..... 45
  - How Do I Obtain My Parking Permit? ..... 45
  - How Do I Access My PSU Email Account? ..... 45
  - How Do I Obtain Observation and Evaluation Forms? ..... 45

**Cooperating Teacher (Section 6)**

- Expectations and Responsibilities of the Cooperating Teacher.....46
  - Criteria for Cooperating Teacher .....46
  - Responsibilities .....46
  - Cooperating Teacher Checklist.....46
  - Cooperating Teacher Tuition Vouchers.....47
    - Conditions for Use .....47
    - Transferring of Vouchers... .....47
    - Graduate and Non-Credit Courses .....47

**Expectations and Responsibilities of the School Administrator (Section 7).....48**