

Radford University Teacher Education Program (TEP)

General Checklist of TEP Admission Requirements for Students in All Endorsement Areas

- ❑ **Attendance at a Mandatory TEP Informational Meeting one year before you plan to begin field experience.** Contact the Office of Field Experience (OFEX) at the beginning of the appropriate semester and ask for meeting dates, times, and locations.
- ❑ **Official passing score reports for the following tests:**
 - Virginia Communication and Literacy Assessment (VCLA)
 - Praxis Subject Assessment for your endorsement area
*Your **endorsement area** is the subject/grade level that you are preparing to teach.*
Note: The following program areas do not require a Praxis subject assessment for TEP admission: Special Education K-12 (General/Adapted Curriculum); Deaf and Hard of Hearing Education preK-12; Early Childhood Special Education Birth-age 5.
- ❑ **Documentation of at least 50 hours of experience working with children or youth in a structured, supervised, instructional setting.** Contact the Office of Field Experience (OFEX) to determine whether an experience will fill this requirement. NOTE: To complete hours in a public school, you must request assistance from OFEX; you should not contact schools yourself. **Transfer students:** You may request assistance from OFEX *after you begin coursework at Radford University.*)
- ❑ **References from two faculty members, one in your major and one outside your major** You will receive a link to a Teacher Education Program Reference Request Form at your Mandatory Meeting and submit the form before you apply to the TEP.
- ❑ **Official transcripts for all college-level courses completed at a college/university other than Radford University (includes dual enrollment courses taken during high school)** Have official, paper transcripts mailed directly to you and submit with your TEP application.
- ❑ **Unofficial Radford University transcript** Go to OneCampus and search for *Unofficial Transcript*. Select “All Levels.”
- ❑ **Certificate of Completion of the online training module** [“Child Abuse and Neglect: Recognizing, Reporting and Responding for Educators”](#)

- **Results of a basic speech/language/hearing screening** If you are a student *enrolled in classes at Radford University*, you may be eligible for a free screening at the Radford University Speech-Language-Hearing Clinic; contact the Office of Field Experience for information. You may also have this screening done by an off-campus audiologist.
- **Documentation of a negative TB risk assessment** less than one year before you begin field experience
- **Documentation of TDaP booster** (Tetanus, Diphtheria, and Adult Pertussis) less than 10 years before you begin field experience

We also require a resume, an essay, and several signed statements, which you will learn about at the Mandatory Meeting.