



STUDENT TEACHING CHECKLIST
Submit Documents to COFPS/CPS as Indicated

Semester: _____ Date: _____

Name: _____ UID#: _____ Major: _____

- ___ Application signed by an advisor and applicant.
- ___ Program Evaluation, (2 copies to COFPS))
- ___ Valid TB Test - Upload to CPS Registration– Complete Around April 30th, (1 copy to COFPS)
- ___ Content Area Exam Results, (1 copy to COFPS)
- ___ Resume' (2 copies)
- ___ \$55.00 application Fee Receipt: (Make payment to cashier (ADM 2nd Floor), Deposit into Account # 310461
- ___ CPS Confirmation E-mail for Submission of Documents for Online Registration, **April 30th – June 30th**, (2 Copies to COFPS)
- ___ CPS Report to Service Approval E-Mail for Successful Completion of Registration, **April 30th – June 30th**, (2 Copies to COFPS)
- ___ Safety Module (2 copies)
- ___ Complete Online Training for Acknowledge of DCFS Mandated Reporter Status. www.dcfstraining.org/manrep/index.jsp Please Sign and Date Form and Print Certificate, (2 Copies to COFPS)
- ___ Copy of "Cleared" Background Check Memo
- ___ APT Exam Results, (1 Copy to COFPS)
- ___ Registered and Validated for Student Teaching

Internship Placement:

COFPS Office: Certification

Audit: _____

Request for Placement Sent To: _____ Date _____

_____ Date _____

Student Teaching Placement (s):

1st 8 Weeks: _____

2nd 8 Weeks: _____

Background Check Approval: Yes No COFPS Staff Initials/Date: _____