

Old Dominion University
Darden College of Education
Teacher Education Services and Advising

Undergraduate Teacher Education Application Form

This form must be completed by all Students planning to complete the approved teacher preparation programs in an undergraduate secondary area, IDS Special Education, Primary/Elementary, and all K-12 areas (physical education, foreign language, art, music, theatre, etc.).

1. Section 1: Complete and sign Section 1 of the “Undergraduate Teacher Education Application Form.”
 - a. **Complete and sign Page 3, *Authorization for Release of Disciplinary Records***
 - b. **Complete Item b. by indicating your selection.**
 - c. **Complete the Professional Disposition Survey on Blackboard by following the instructions at: <http://education.odu.edu/tes/pages/professionaldisposition.shtml>**
Sign your name as requested.
3. Section 2: Meet with your faculty/TTN site director to complete the Faculty Comment Form, Page 2 and sign this section.
4. Section 3: Meet with your **major academic advisor** to complete and sign Section 3. **If you are a distance learning student, ask your TTN Site Director** to send the Undergraduate Teacher Education Application to the major academic advisor on-campus to complete and sign Section 3.
5. Section 4: Submit to Teacher Education Services, 152 ED, the completed and signed Undergraduate Teacher Education Application form, the Faculty Comment Form on Page 2, and the Authorization for Release of Disciplinary Record, with Praxis scores or equivalent scores approved by the Virginia Board of Education.
6. When the admission process is completed, the Teacher Education Services Office will notify you and your major academic department of your status, by mail.
7. If you did not pass Praxis I, the student will be notified to submit the passing praxis scores as soon as they are completed. This must be achieved prior to completing the admission process. The student must be admitted in an Undergraduate Teacher Education program prior to enrolling for a practicum course as outlined in the major curriculum.

Submit the application to Teacher Education Services Office in the Education Building, Room 152. When the admission process is completed, the Teacher Education Services Office will notify you and your major academic department of your status, by mail.

Old Dominion University
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Undergraduate Teacher Education Application Form

Section 1. To be completed by student.

Name _____
Last First MI

Phone: Home _____ Work _____ UIN: _____ SSN: _____

Address _____
Number and Street City State Zip

Military Member: ☐ Active ☐ Veteran ☐ Dependent

TELETECHNET Student ☐ Yes ☐ No TELETECHNET Site _____ e-mail _____

Academic/Major Dept. _____ Area Seeking Endorsement _____

a. All applicants are required to provide a signed authorization form for the release of any disciplinary actions contained in the Old Dominion University student's record. We request that you complete the form on page 3 and submit it with this application.

b. Have you been found in violation of the Student Code of Conduct or Disciplinary Code at ODU? ☐ Yes ☐ No If Yes, attach explanation.

c. Have you completed the Professional Dispositions Survey? ☐ Yes ☐ No If No, complete the [Professional Dispositions Survey](#) prior to submitting this form.

I am applying for entry into the Old Dominion University Undergraduate Teacher Preparation Program and understand I must continue to meet the continuance and exit requirements to complete the program. I agree to abide by and support the rules, regulations, and honor code of the University as set forth in the University Catalog. I certify I have never been convicted of a felony, nor have I ever had a teaching license revoked or suspended by another state. If you have, attach explanation.

Student's Signature _____ Date _____

Section 2. To be signed by the Old Dominion University Faculty/TTN Site Director. Complete and sign the attached Faculty Comment form on page 2.

Faculty/TTN Site Director's Signature _____ Date _____

Section 3. To be completed by Academic Major Department Advisor. A minimum GPA of 2.75 in the major, content and overall with all grades C- or better are needed for admittance, excluding IDS minimum 2.8 and grades of C. As the academic major department faculty/advisor, I am certifying the information listed below is correct:

Old Dominion University GPA in Major _____ Old Dominion University Overall GPA _____ Transfer hours earned: _____
Recommendation for acceptance: ☐ Yes ☐ No. Explain (use attachment if necessary) Catalog Year: _____

Signature _____
Major Academic Department/Faculty Advisor/TTN Site Director Date

Section 4. Bring this form with a copy of your passing Praxis I scores or equivalent scores to Teacher Education Services, Education Building, Room 152. (This section is to be filled out by Teacher Education Services.)

Old Dominion University Overall GPA _____ Professional Core GPA _____ (min. 2.75/2.8 with all grades C-/C or better)

Praxis I scores: Math _____ P/F Reading _____ P/F Writing _____ P/F Composite score _____ P / F

Praxis II scores: Specialty Area _____ Score _____ P / F

Comments: _____ Approved ☐ Denied ☐

TES Advisor Signature _____ Date _____

Old Dominion University
Darden College of Education

Faculty/TTN Site Director Comment Form

Faculty Comments

If there are elements of professional development or instructional development competencies that need more attention, please provide specific examples of how the teacher candidate may strengthen this area.

Print Name of Faculty/Site Director

Signature

Date

In the space below, the **teacher candidate** will briefly outline plans to strengthen or improve areas noted by the clinical faculty.

Print Name of Student

Signature of Student

Date



AUTHORIZATION FOR RELEASE OF DISCIPLINARY RECORDS

Section I. To be completed by the Student.

Name (print): _____ UIN: _____
Last First MI

I hereby authorize the Vice President for Student Affairs, or designee, to release to the Director of Teacher Education Services, or designee, any information contained in my student records (including copies of the records themselves) which is necessary to respond to Section II below. I understand that the information contained therein is confidential and will not be released to a third party.

Signature _____ Date _____

◆ ◆ ◆ ◆ ◆ ◆ ◆

TO: Vice President for Student Affairs

FROM: Director, Teacher Education Services

The above named student is applying to the College of Education to perform his/her student teaching requirement. If the student was ever subject to disciplinary action while enrolled as a student, please describe briefly, attach pertinent supporting information, and return this form to the Office of Teacher Education Services and Advising, Room 152, Education Building. Thank you.

Section II. To be completed by the Vice President for Student Affairs or Designee

Summary of Disciplinary Action: _____

Signature _____ Date _____
(person completing form)

Name _____ Title _____
(print)

Darden College of Education Scholarship Opportunity

This information is being gathered to identify qualified candidates for possible competitive scholarships in the Darden College of Education. Providing this information is voluntary. If you wish to be considered for this opportunity, please complete the information below. Thank you.

Print UIN, GPA, and Name of Teacher Candidate: UIN: _____ GPA: _____

Last *First* *Middle Initial*

Are your parents/guardians graduates of the Darden College of Education?

☐ Yes ☐ No

If YES, what year did your parent/guardian graduate from the Darden College of Education?

Year of graduation: _____

If YES, print the name of your parent/guardian below.

Print Name of Parent/Guardian:

Last *First* *Middle Initial*

Was this the name used by the parent/guardian at the time of graduation? ☐ Yes ☐ No

If NO, please the name used at the time of graduation from the Darden College of Education:

Last *First* *Middle Initial*

If YES, please indicate if they completed a program in the Darden College of Education leading to licensure in one of the areas listed below:

- ☐ Administration & Supervision
- ☐ Elementary Education PreK-6 (previously 4-8)
- ☐ Early Childhood Education PreK-3 (previously NK-4)
- ☐ Health and Physical Education
- ☐ Marketing Education
- ☐ Reading Specialist
- ☐ School Counselor
- ☐ Speech Pathologist
- ☐ Technology Education