Gate 3 Application Checklist for Student Teaching (Initial Licensure - Undergraduate)

Gate 3 Application Checklist for Spring 2022 Student Teaching
This checklist is intended for those applying by the August 15, 2021 deadline for Fall 2021 Student Teaching.
Planning in advance? You can use this as a guide for future semesters of student teaching, but please come back for an updated checklist.

Questions about your Gate 3 Application? **Undergraduate Gate 3:** uteach@liberty.edu	**Saving Files:** **When saving files to attach to your Gate 3 application, use this format:** LastName_File Ex: Smith_DCPA

Gate 3 Deadlines
Gate 3 Application requirements are now being processed through a 0-credit Blackboard Course. Please note that all of the Gate 3 requirements must be submitted in this course by the weekly deadlines outlined in the Course Schedule/Syllabus. All Gate 3 requirements, including passing test scores, should be prepared and completed prior to enrollment in the Gate 3 course to allow the candidate to meet weekly assignment deadlines. Testing should be completed early to allow time for retesting, if necessary. Note: Testing organizations typically require about a month waiting period between testing attempts.

**The Gate 3 course is ONLY offered in the spring and fall semesters as a 16-week course. It is NOT offered during summer semesters.

Fall Student Teaching	**January 15** If you plan to complete Student Teaching in a Fall semester, you must successfully complete the Gate 3 Course during the preceding Spring semester. All Gate 3 *application* requirements, including passing licensure exam score reports, must be completed and submitted *prior to the start of the Gate 3 course*, **approximately mid-January**, to allow candidates to meet the weekly submission deadlines for these items in the Gate 3 course. The Gate 3 Course is *not* available during the Summer semester.
Spring Student Teaching	**August 15** If you plan to complete Student Teaching in a Spring semester, you must successfully complete the Gate 3 Course during the preceding Fall semester. All Gate 3 *application* requirements, including passing licensure exam score reports, must be completed and submitted *prior to the start of the Gate 3 course*, **approximately mid-August**, to allow candidates to meet the weekly submission deadlines for these items in the Gate 3 course. The Gate 3 Course is *not* available during the Summer semester.

Gate Application Submission and Course Requirements
As a supplement and guide to the Gate 3 application, you will be responsible for completing a 0-credit Blackboard/Canvas course. Both the application and the Gate 3 course must be completed in its entirety by the established deadlines to be approved for student teaching.
NOTE: The *Gate 3 undergraduate course* will only be completed by those on 2020-2021 DCPs and future DCPs.

Instructions & Submission	Review & Approval
Undergraduate *Gate 3 Course*: EDUC 375	**Undergraduate Gate 3 Review and Rubric:** • **Review Timeline:**

- The Undergraduate Gate 3 course will only be completed by those on 2020-2021 DCPs and future DCPs.
- To register:
  - Log in to the [Course Registration Tool](#).
  - Click on "Course Search".
  - Search for EDUC 375 (or EDGT 375).
  - Click on the course number.
  - Click on "Course Restrictions".
  - Click on "Request Approval."
  - Complete the form.
  - Click "Submit Override."
- Each assignment must be submitted by the due dates outlined in your Gate 3 course.
  - You may work ahead, but *ALL steps and assignments must be submitted and approved prior to Week 8* to pass the course and be eligible for student teaching.
  - Even if you work ahead, you must *remain active* in the course to avoid being dropped for inactivity.

Undergraduate *Gate 3 Application* (submitted via LiveText):

- Log into LiveText with your LiveText username/password
- Click the "LiveText Docs" tab.
- Click the "New" button.
- Select "Gate Applications" from the "Folder" dropbox.
- Select "Undergraduate Gate 3 Application Template" from the Template dropbox.
  - It is *critical* that you select the *undergraduate template*.
- Title your application in this format:
  - Last Name, First Name Gate 3 Application
- Complete your Gate 3 application by editing each section and attaching all necessary documents.
- Click "Send for Review" (at the top of the application).
- Type "uteach" as the username.
- Select "uteach" in the shadow box that appears.
- Click the "Submit for Review" button.

- Initial submissions:
  - Fall deadline: August 15 – September 1
  - Spring deadline: January 15 – February 1
- Initial application reviews:
  - Fall deadline: September 1 – September 15
  - Spring deadline: February 1 – February 15
- Resubmission window:
  - Fall deadline: September 15 – October 1
  - Spring deadline: February 15 – March 1
- Final application review:
  - Fall deadline: October 1 – October 15
  - Spring deadline: March 1 – March 15
- **How to locate your rubric:**
  - You will receive an email from the [Undergraduate Gate 3 Office](#) once your application has been reviewed. The email will contain similar instructions for reviewing the Gate 3 rubric attached to your application.
  - Log into LiveText with your LiveText username/password.
  - Click the "Reviews" tab.
  - Click on your Gate 3 application in the list of reviews.
  - Click the "View Assessment" button.
    - Expand/maximize the rubric to view all items (similar to expanding the view in a Word document). Comments will be provided in a green shadow box with instructions to fix denied areas.
  - Check the ratings for *each* requirement on the rubric.
    - Any ratings of "Denied" require additional information or updates before the application can be resubmitted for a new review.

Questions about Undergraduate Gate 3? Email [uteach@liberty.edu](#).

Gate 3 Requirements Checklist

Part 1 – General Information

	Program Updates and Licensure Regulations	The Gate 3 checklist you are using is intended to serve as a guide in preparation of the Gate 3 application and course. It is critical to note that changes in requirements may occur at any time during your program (even after accessing this checklist), and you will be responsible for such updated requirements, even if they are not identified on this checklist. You should always review the most up-to-date requirements: • [Current Gate Requirements](#) • [Program Announcements](#)

	Grade Point Average (GPA)	Submit *one* PDF of ALL pages of your Degree Completion Plan Audit (DCPA). A 3.0 minimum GPA is required.
		
		• Go to [Course Registration](#)
		• Click on "Degree Completion"
		• Save as PDF through the print feature
		  o PC users: CTRL + P
		  o MAC users: Command + P

	Course Completion	Submit *one* PDF of ALL pages of your Degree Completion Plan Audit (DCPA). All coursework must be completed prior to student teaching^.

		For any courses showing as incomplete or un-registered on your DCPA, you are responsible for submitting registration documentation, showing the course will be completed *prior to student teaching*. • CLEP/ICE Exams: If you are planning to use a CLEP/ICE exam for any course, you are responsible for successfully taking and passing the exam prior to Gate 3 submission. ^If you are on the B.Ed. 2019-2020 DCP, you should reserve one non-education course from your DCP to take alongside your student teaching courses (EDUC 475/476/477).

Part 2 – Testing Information
Licensure assessments are required of all candidates, both in-state candidates and out-of-state candidates. Plan ahead and schedule your tests early to allow sufficient time for official score reports to be returned prior to the Gate 3 deadline. You should also plan to take the test early to allow sufficient time for retakes, if the initial attempt did not produce passing scores. **Testing Accommodations:** If you feel you are eligible for testing accommodations, you will need to process individual requests through the testing organization(s): Educational Testing Services (Praxis, RVE) and Pearson Education (VCLA). This can be a lengthy process, so it is necessary to process this *early*.

	Praxis Subject Assessment Score Report
	    Every licensure endorsement area has a designated subject area test. Complete only the content assessment applicable to your endorsement area.
		Submit *one* PDF of ALL pages for *each* Praxis Subject Assessment official score report as applicable to your licensure endorsement. See test codes and passing score requirements.
		
		    Example: If you are in an elementary education degree program, you must complete the elementary education assessment.

	Virginia Communication and Literacy Assessment (VCLA) Score Report Test must include both the reading and writing subtest.	Submit *one* PDF of ALL pages of the VCLA official score report. See test code and passing score requirements.
	Reading for Virginia Educators (RVE) Score Report *Required for Elementary Education and Special Education candidates **only.***	Submit *one* PDF of ALL pages of the RVE official score report. See test code and passing score requirements.

Part 3 – Placement Information

	Background Clearances Clearances are valid for five years, unless otherwise indicated by the placement site(s). Also note, additional clearances may be required by the placement site(s).	Submit a PDF of each CastleBranch report showing full clearance for each report: • Criminal clearance, • Fingerprint clearance, and • Virginia Child Abuse clearance (VA Child Abuse clearance required for all residential students as well as online students living in VA or completing placement in VA) Questions about how to locate your clearances or process updated clearances? Contact the SOE Background Office at edbackground@liberty.edu.
	Tuberculosis (TB) Test Result	Submit *one* PDF of your TB test results. A negative TB test result is required. The negative TB test result must have been read by the health official no more than 12 months prior to the *start of the student teaching semester*. The 12 months is measured by the "Test Read" date.

		NOTE: The expiration date listed on the TB test result is the expiration date for the immunization, *not* the expiration date of your test result.
	Christian Educator's Association International (CEAI) – Professional Liability Insurance	Submit a PDF of your professional liability coverage through CEAI. Coverage dates must be valid through the *end of your student teaching semester*. • Must indicate the current policy dates (start/end dates) • Must be valid dates of coverage for the entire student teaching semester • Select "Members with Coverage Student" option

	Placement Request Form
	   Placement request forms may reflect placement preferences, but keep in mind that preferred placements are not guaranteed.
		Submit one Placement Request Form. Read about Field Placement Groups.
		• **Local Request Form:** Placements in Central VA (Amherst County, Appomattox County, Bedford County, Botetourt County, Campbell County, Danville City, Lynchburg City, Nelson County, Pittsylvania County, Roanoke City, Roanoke County, Salem City, and all private schools in those areas)
		   o Do not contact these schools to discuss placement arrangements.
		• **External Request Form:** All schools outside of the local area described above.
		   o **External – No Contact:** Email the External Field Team for contact details to put on the request form. Do not contact these schools to discuss placement arrangements.
		   o **External – Other:** Contact the school system to request the general contact details to put on the request form. You are not responsible for making or confirming the placement arrangements; instead, you are only responsible for obtaining the contact details.

Part 4 – Licensure Training Information
ALL trainings are required, even if you are choosing not to apply for a Virginia teaching license.

	Child Abuse Recognition and Intervention Certificate	Submit a PDF of the certificate verifying that you have completed the Child Abuse Recognition and Intervention Certificate under Child Protective Services.
	Virginia State & Local Civic Education Training Certificate *Required for Elementary Education and Social Sciences candidates **only.***	Submit a PDF of the certificate verifying you have completed the Civics Module.
	Dyslexia Training	Submit a PDF of the certificate verifying you have completed the VDOE Dyslexia Awareness Module training.
	Behavioral Guidelines: The Use of Seclusion and Restraint Training	Submit a PDF of the certificate verifying you have completed the Behavioral Guidelines: The Use of Seclusion and Restraint training.

	First Aid/CPR/AED Training	Submit a PDF of the certificate(s) verifying you have completed all trainings.
		
		The Virginia Department of Education requires certification or training in
		   (1) emergency first aid,
		   (2) cardiopulmonary resuscitation (CPR) including hands-on practice, ***and***
		   (3) the use of automated external defibrillators (AED).

		"The certification or training program shall (i) be based on the current national evidence-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross, and (iii) include hands-on practice of the skills necessary to perform cardiopulmonary resuscitation."
	Industry Certification Credential *Required for Business Education and FACS candidates **only.***	Submit a PDF of the certificate verifying you have completed the VDOE Industry Verification Credential for your endorsement area.

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In order to register and complete a VA-state approved program, some states have identified test restrictions. A few items are included below, but you are responsible for reviewing the Licensure/Certification requirements for critical information regarding your state through LU's State Approvals. If you are planning to complete placement and/or seek licensure in these states, you are required to align with their expectations pertaining to the items below and shared through LU's State Approvals.</td></tr>
<tr><td></td><td>Georgia</td><td>A Pre-service Certificate ID through the state of Georgia is required before Student Teaching. Email GAPSCeducators@liberty.edu.</td></tr>
<tr><td></td><td>Kentucky</td><td>Test restrictions:

Math Assessment: Praxis Core or GRE options only (no ACT/SAT/GRE).
Reading Assessment: Praxis Core or GRE options only (no ACT/SAT/GRE).
Writing Assessment: Praxis Core or GRE options only (no ACT/SAT/GRE).

Field Experience:

Use the Kentucky Field Experience Summary (FES).

Content Competencies:

Middle School English for Kentucky residents
Middle School Mathematics for Kentucky residents
All other endorsement areas follow the general content competency requirements as outlined here.

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Quick Links for Hyperlinks Included Above	
Field Experiences (Requesting procedures, handbooks)	https://www.liberty.edu/education/field-experience/requests/
Licensure Assessment Requirements	https://www.liberty.edu/education/teacher-licensure/initial-licensure/
Child Abuse Recognition and Intervention Certificate	http://www.dss.virginia.gov/abuse/mr.cgi
Virginia State & Local Civic Education Training Certificate	http://www.civiceducationva.org
First Aid/CPR/AED Training	http://www.redcross.org/take-a-class/cpr
Dyslexia Training	http://doe.virginia.gov/teaching/licensure/dyslexia-module/story_html5.html
Behavioral Guidelines: The Use of Seclusion and Restraint Training	https://www.odu.edu/eps/programs/ciees/initiatives/restraint-and-seclusion.html
Industry Certification Credential	http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/
Liberty University State Approvals	https://www.liberty.edu/student-financial-services/consumer-information/state-approval-disclosures/
Undergraduate Gates	https://www.liberty.edu/education/epp-undergrad-gates/
Other questions? Email the Gate Office for your degree program!	