

# Undergraduate Gate 1 Application Checklist

This checklist is intended to serve as a guide in your planning, but you should always check back for updates.

## Questions about your Gate 1 Application?

Undergraduate Gate 1: [uapply@liberty.edu](mailto:uapply@liberty.edu)

## Saving Files:

When saving files to attach to your Gate 1 application, use this format:

LastName\_File

Ex: Smith\_DCPA

## Gate 1 Deadlines

Gate 1 Application requirements are now being processed through a 0-credit Blackboard/Canvas Course for 2020-2021 DCPs and future semesters. Please note that all of the Gate 1 requirements must be submitted in this course by the weekly deadlines outlined in the Course Schedule/Syllabus.

## Licensure Programs

- B.Ed. programs, and
- Older *residential* licensure programs

Your Gate 1 application/course must be fully completed and approved prior to registration for EDUC 221 or EDUC 225.

This timeline will vary per student, so it is important for you to know the course sequence for your specific course schedule.

Follow the Gate requirements for the licensure track.

## Non-licensure Programs

- B.S. in Early Childhood Education Interdisciplinary Studies
- B.S. in Elementary Education Interdisciplinary Studies
- B.S. in Special Education Interdisciplinary Studies

Your non-licensure Gate 1 application/course must be fully completed to demonstrate your acknowledgment that your program does *not* lead to licensure.

If you are interested in licensure, contact your Advising Team ([LUOadvising@liberty.edu](mailto:LUOadvising@liberty.edu)) to discuss the B.Ed. licensure program options.

## Gate Application Submission and Course Requirements

You will be responsible for completing a 0-credit Blackboard/Canvas course or a Gate 1 application through Qualtrics, depending on your DCP year. NOTE: The *Gate 1 undergraduate course* will only be completed by those on 2020-2021 DCPs and future DCPs. All other students will complete the Gate 1 application through Qualtrics.

### Undergraduate Gate 1 - Licensure

#### Undergraduate Gate 1 Course: EDUC 175

- The Undergraduate Gate 1 course will only be completed by those on 2020-2021 DCPs and future DCPs.

#### Undergraduate Gate 1 Application (submitted via Qualtrics):

- The Undergraduate Gate 1 application through Qualtrics will only be completed by those on 2019-2020 DCPs and previous DCPs.
- Access the [Undergraduate Gate 1 Application for licensure programs](#).
- Complete each section with your information.
- Answer each question honestly about the progress of your Gate 1 requirements.
- Once you respond to every question, you will receive confirmation on a screen that reads "We thank you for your time spent taking this survey. Your response has been recorded."

#### Undergraduate Gate 1 Review and Approval:

- You will receive an email from the [Undergraduate Gate 1 Office](#) once your application has been reviewed.

### Undergraduate Gate 1 – Non-licensure

#### Undergraduate Gate 1 Course:

- No course option at this time. All students in non-licensure programs will complete the non-licensure Gate 1 application through Qualtrics (see below).

#### Undergraduate Gate 1 Application (submitted via Qualtrics):

- Access the [Undergraduate Gate 1 Application for non-licensure programs](#).
- Complete each section with your information.
- Answer each question. NOTE: All questions reinforce that you are enrolled in a *non-licensure program*, which means that you will not be eligible for licensure at the end of your program.
- Once you respond to every question, you will receive confirmation on a screen that reads "We thank you for your time spent taking this survey. Your response has been recorded."

#### Undergraduate Gate 1 Review and Approval:

- You will receive an email from the [Undergraduate Gate 1 Office](#) once your application has been reviewed.

**NOTE:** This checklist of requirements included below is applicable to licensure programs ONLY. Non-licensure degree programs will only complete a brief list of statements acknowledging understanding of enrollment in a non-licensure program that does *not* lead to licensure.

## Gate 1 Requirements Checklist

This list of requirements is applicable to licensure programs ONLY.

Non-licensure degree programs will only complete a brief list of statements acknowledging understanding of enrollment in a non-licensure program that does *not* lead to licensure.

### Part 1 – General Information

#### Program Updates and Licensure Regulations

The Gate 1 checklist you are using is intended to serve as a guide in preparation of the Gate 1 application or 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:

- Undergraduates:
  - [Current Gate Requirements](#)
  - [Program Announcements](#)

#### Program Acknowledgments

The Gate 1 application will introduce you to a collective list of acknowledgment statements regarding program requirements. Read each statement carefully as these requirements will be enforced at their respective Gate application. If requirements are not fulfilled at the appropriate time in your program (see other [Gate requirements](#)), you may be delayed in your program progress.

### Part 2 – Testing Information

Gate 1 will have you completed **PRACTICE** PraxisCore tests in Reading, Writing, and Mathematics. As these are **PRACTICE** for Gate 1 purposes, they are free of charge. Keep in mind that passing scores on the **OFFICIAL** tests are required for Gate 2 and Gate 3 applications.

*Plan ahead and schedule your official 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*.

#### Math Assessment Score Report

Complete the [practice Praxis Core 5733 Math \(Ver. 1\)](#) for the math assessment. Save a PDF of your score report for your records. Be prepared to report your practice score report in EDUC 175.

NOTE: Version 1 is free of charge for the practice math assessment.

#### Reading Assessment Score Report

Complete the [practice Praxis Core 5713 Reading \(Ver. 1\)](#) for the reading assessment. Save a PDF of your score report for your records. Be prepared to report your practice score report in EDUC 175.

NOTE: Version 1 is free of charge for the practice reading assessment.

#### Writing Assessment Score Report

Complete the [practice Praxis Core 5723 Writing \(Ver. 1\)](#) for the writing assessment. Save a PDF of your score report for your records. Be prepared to report your practice score report in EDUC 175.

NOTE: Version 1 is free of charge for the practice writing assessment.

#### Testing Acknowledgments

Gate 1 will include several acknowledgment statements of future testing requirements to be met at both Gate 2 and Gate 3.

		<p>Practice score reports are <b>only</b> valid for Gate 1 application purposes. You must fulfill the <a href="#">official assessment options</a> for each area (math, reading, and writing) for your Gate 2 application, as well as the official assessment option for <a href="#">VCLA</a>.</p> <p><i>Plan</i> ahead and schedule your official tests early to allow sufficient time for official score reports to be returned prior to the Gate 2 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.</p>
<b>Part 3 – Placement Information</b>		
	<p><b>Background Clearances</b> 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).</p>	<p>Purchase the appropriate <a href="#">School of Education background clearance package</a> through <a href="#">CastleBranch</a>.</p> <p>Be prepared to report your status for each clearance item in Gate 1. For Gate 1 purposes, the main goal is that you have purchased and started processing each clearance item. For Gate 2, you must have full clearances.</p> <ul style="list-style-type: none"> <li>• Criminal clearance,</li> <li>• Fingerprint clearance, and</li> <li>• 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)</li> </ul> <p>Questions about how to purchase or process clearances? Contact the SOE Background Office at <a href="mailto:edbackground@liberty.edu">edbackground@liberty.edu</a>.</p>
	<b>Field Experience Acknowledgments</b>	<p>Review <a href="#">Field Experience policies and procedures</a> and be prepared to demonstrate understanding to several acknowledgment statements.</p> <ul style="list-style-type: none"> <li>• Field Experience Requesting Procedures</li> <li>• Field Experience Handbook</li> <li>• Field Experience Summary (FES)</li> </ul>
	<b>Student Teaching Acknowledgments</b>	<p>Review <a href="#">Student Teaching policies and procedures</a> and be prepared to demonstrate understanding to several acknowledgment statements.</p> <ul style="list-style-type: none"> <li>• Field Experience Requesting Procedures</li> <li>• Student Teaching Handbook</li> <li>• Field Experience Summary (FES)</li> </ul>
<p style="text-align: center;"><b>STATE</b></p> <p>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 <a href="#">Licensure/Certification requirements</a> 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.</p>		
	<b>Georgia</b>	A Pre-service Certificate ID through the state of Georgia is required before Student Teaching. Email <a href="mailto:GAPSCeducators@liberty.edu">GAPSCeducators@liberty.edu</a> .
	<b>Kentucky</b>	<p>Test restrictions:</p> <ul style="list-style-type: none"> <li>• Math Assessment: Praxis Core or GRE options only (no ACT/SAT/GRE).</li> <li>• Reading Assessment: Praxis Core or GRE options only (no ACT/SAT/GRE).</li> <li>• Writing Assessment: Praxis Core or GRE options only (no ACT/SAT/GRE).</li> </ul> <p>Field Experience:</p> <ul style="list-style-type: none"> <li>• Use the <a href="#">Kentucky Field Experience Summary (FES)</a>.</li> </ul>

		Content Competencies: <ul style="list-style-type: none"><li>• <a href="#">Middle School English for Kentucky residents</a></li><li>• <a href="#">Middle School Mathematics for Kentucky residents</a></li><li>• All other endorsement areas follow the general content competency requirements as outlined <a href="#">here</a>.</li></ul>
Quick Links for Hyperlinks Included Above		
Field Experiences (Requesting procedures, handbooks)	<a href="https://www.liberty.edu/education/field-experience/requests/">https://www.liberty.edu/education/field-experience/requests/</a>	
Licensure Assessment Requirements	<a href="https://www.liberty.edu/education/teacher-licensure/initial-licensure/">https://www.liberty.edu/education/teacher-licensure/initial-licensure/</a>	
Liberty University State Approvals	<a href="https://www.liberty.edu/student-financial-services/consumer-information/state-approval-disclosures/">https://www.liberty.edu/student-financial-services/consumer-information/state-approval-disclosures/</a>	
Undergraduate Gates	<a href="https://www.liberty.edu/education/epp-undergrad-gates/">https://www.liberty.edu/education/epp-undergrad-gates/</a>	
Other questions? Email the Gate Office for your degree!		