The School of Education welcomes you!

Study to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.  II Timothy 2:15

M.A.T. & Gate 3 Orientation
Mission of the School of Education

To develop competent professionals with a Biblical worldview for Christian, public, and private schools.
Program & Learning Assessment Cycle for Educators

I. PURPOSE & GOALS

II. DATA COLLECTION

III. DATA ANALYSIS

IV. ACTION PLAN

V. IMPLEMENTATION
<table>
<thead>
<tr>
<th>Dispositions</th>
<th>Fruit of the Spirit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social responsibility</strong></td>
<td>Love, Joy, Peace, Goodness</td>
</tr>
<tr>
<td><strong>Commitment</strong></td>
<td>Longsuffering</td>
</tr>
<tr>
<td><strong>Reflective practice</strong></td>
<td>Faithfulness</td>
</tr>
<tr>
<td><strong>Integrity</strong></td>
<td>Goodness</td>
</tr>
<tr>
<td><strong>Professionalism</strong></td>
<td>Gentleness, Meekness, Temperance</td>
</tr>
</tbody>
</table>
Gates checkpoints to ensure that candidates are ready to move to the next stage of their programs

1. Admission
2. Candidacy
   - 9-15 credits completed
   - Background Check Receipt
3. Internship
   - Details to follow
   - Application Required for Course Registration
4. Completion
   - Licensure Paperwork
   - Field Experience Summary
   - Graduation Application
   - Virginia Only:
     - First Aid/CPR/AED
     - Child Abuse Prevention Training Certificate
     - Social Security #

(see Advising Guide for any new updates)
Background Clearance

Background check CLEARANCE required prior to registration for:

- EDUC 625, 554, 590s (M.A.T.)

www.libertyEDbackground.com
# Field Experience Summary

**Field Experience Rubric: Elementary PreK-6**

**Directions:** As you proceed through the program, you should select field experience settings that allow you to complete the requirements on the **Field Experience Rubric**. Fill in the rating below using the field experiences listed on your Field Experience Summary (on the previous page). Membership and participation in professional organization(s) is also expected. Current membership (valid through the end of the student teaching semester) is required in an organization for your endorsement area (e.g., PDK, KDP, IRA, NAEYC, NMSA, CEC, ASU, CEAI, other state and local organizations, etc.)

<table>
<thead>
<tr>
<th>Candidate’s Name:</th>
<th>Candidate’s LU ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACEI</strong></td>
<td><strong>TCA</strong></td>
</tr>
<tr>
<td>3.2</td>
<td>1.5, 1.6</td>
</tr>
<tr>
<td>3.2</td>
<td>1.5, 1.6</td>
</tr>
<tr>
<td>3.2</td>
<td>1.5, 1.6</td>
</tr>
<tr>
<td>3.2</td>
<td>1.5, 1.6</td>
</tr>
<tr>
<td>5.3</td>
<td>1.5, 1.6</td>
</tr>
<tr>
<td>1</td>
<td>1.5, 1.6</td>
</tr>
<tr>
<td>1</td>
<td>1.5, 1.6</td>
</tr>
<tr>
<td>1</td>
<td>1.5, 1.6</td>
</tr>
<tr>
<td>5.2</td>
<td>1.10</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td>More than 300 hours clocked for state licensure (with 150 of those hours being direct teaching hours)</td>
</tr>
</tbody>
</table>
Professional Memberships

1 Professional Membership is required by Gate 4 (2 will earn maximum credit)

A few options include:

- Association of Supervision and Curriculum Development
- Council for Exceptional Children
- Christian Educators Association International
- Kappa Delta Pi
• **Licensure is strongly recommended.**
  — Do NOT attempt to earn licensure through a NON-licensure program.
  — Virginia has reciprocity with many states

• **Licensure Options:**
  — Initial Licensure:
    • MAT
  — Initial Licensure:
    • Ed.S
    • Ed.D
What is Student Teaching?

- Student teaching requires you to be in the classroom all day, every day for your entire student teaching semester.
  - Dates correspond with Liberty’s academic semester.
- You will gradually assume primary responsibility for teaching duties and classroom management.
- You may work an outside job a maximum of 15 hours per week on weekends only.
- Review the Student Teaching Handbook for specific details regarding student teaching requirements.
What is Student Teaching?

• Being supervised by:

Cooperating Teacher

• Your cooperating teacher must be licensed in your endorsement area and have at least 3 years of teaching experience.
• Your cooperating teacher will be present in the classroom with you at all times.

On-Site Mentor

• Your on-site supervisor must hold a valid teaching license and a master’s degree and have at least 3 years of teaching experience.
• Your on-site supervisor will complete a minimum of 2 evaluations per placement.
What is Student Teaching?

• **Student Teaching in Own Classroom:**
  – Instructional assistants may **not** complete student teaching while maintaining employment.
  – Candidates who are employed as a **full-time, contractual teacher in their endorsement area** in a **public or accredited private school** may be permitted to student teach in their own classrooms.
  – Candidates student teaching in their own classroom will not have a cooperating teacher, but they will be evaluated 2 times by an on-site mentor.
Gate 3 Process

- **Gate 3 Application**
  - Placement Request Form
  - School Contact Information

- **Placement Request**
  - Sent after application is approved
  - Possible Follow-up with school/district by Gate 3 Office

- **Placement Confirmation**
  - School **must** confirm with Gate 3 Office
  - Accept or Decline
  - Request sent to second choices
Gate 3 Information

- Gate 3 is a critical part of your program
  - Without completing Gate 3, you will not be eligible for registration for your student teaching or internship semester
- **Firm** deadlines for Gate 3:

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Spring Student Teaching</th>
<th>Fall Student Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Submission</td>
<td>6/15 – 9/1</td>
<td>12/15 – 2/1</td>
</tr>
<tr>
<td>Initial Status</td>
<td>9/1 – 9/15</td>
<td>2/1 – 2/15</td>
</tr>
<tr>
<td>Revision Window</td>
<td>9/15 – 10/1</td>
<td>2/15 – 3/1</td>
</tr>
<tr>
<td>Final Status</td>
<td>10/1 – 10/15</td>
<td>3/1 – 3/15</td>
</tr>
</tbody>
</table>

- Be sure to get your application in by these deadlines or your application will NOT be approved.
Gate 3 Classification

• Initial vs Advanced

• Local vs External

• One Placement
  – Elementary Education, Theatre, Computer Science, Spanish, Family and Consumer Science, Business, English, Math, History, Biology, Middle Grades, Program Specialists, Administration, School Counseling Candidates on the 13-14 DCP and later

• Two Placements
  – Dual Endorsements, Visual Arts, Teaching English as a Second Language, Special Education, Music, Health/PE, School Counseling candidates on the 12-13 DCP and earlier
<table>
<thead>
<tr>
<th>Miss/Mrs./Mr.</th>
<th>LU ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester/Year in which you wish to student teach</td>
<td>Liberty E-mail</td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
</tbody>
</table>

**Are you seeking a local placement or an external placement?**
- **Local** (Amherst, Appomattox, Bedford, Botetourt, Campbell, Danville, Lynchburg, Nelson, Pitts/Vala, Roanoke City, Roanoke County, Salem)
- **External** - any placement that is not on the local list; please list the school(s) or district(s) in which you desire placement.

**Degree Program (highlight the one that applies to you):**

<table>
<thead>
<tr>
<th>Elementary Education</th>
<th>Special Education</th>
<th>DUAL: Elementary and Special Education</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Secondary Education:**

<table>
<thead>
<tr>
<th>Biology</th>
<th>Business</th>
<th>Chemistry</th>
<th>Computer Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Family and Consumer Sciences</td>
<td>History/Social Studies</td>
<td>Mathematics</td>
</tr>
</tbody>
</table>

**Comprehensive Endorsement (K-12) - requires one placement at the secondary level:**

<table>
<thead>
<tr>
<th>Spanish</th>
<th>Theater Arts</th>
</tr>
</thead>
</table>

**Comprehensive Endorsement (K-12) - requires two placements (secondary and elementary):**

<table>
<thead>
<tr>
<th>English as a Second Language</th>
<th>Health and Physical Education</th>
<th>Music Education: Instrumental</th>
<th>Music Education: Vocal/Choral</th>
<th>Visual Arts</th>
</tr>
</thead>
</table>

**Gender:** Male or Female

**Ethnicity:** (For reporting purposes only)
Work Experience

Please list the number of years of full-time, certified, contractual teaching experience in an accredited public or accredited nonpublic school. (NOTE: Experience as a substitute teacher or instructional aide should not be listed): ____________

If you have been employed as a full-time, contractual teacher in your endorsement area in an accredited school for at least one year and are NOT still employed in the classroom, please complete the Report on Experience form to be considered for EDUC 591 or 593 (Student Teaching Using Previous Experience). This must be completed and physically signed by the appropriate personnel in the school/district office where you were previously employed.

For current employees:

Are you currently employed as a full-time, certified, contractual teacher in an accredited school teaching in your endorsement area?

______________________________

Are you planning to complete your student teaching in your own classroom? _______________________

How have you been in contact with your current supervisor (such as your building principal) and/or your HR department to ensure that your proposed plan is approved and can be implemented? _______________________

If you are CURRENTLY employed as a full-time contractual teacher in your endorsement area and are seeking credit for EDUC 591 or 593 (Student Teaching in Your Own Classroom), please complete the Employment Verification Form to be considered for EDUC 591 or 593 (Student Teaching in Your Own Classroom). This must be completed and physically signed by the appropriate personnel at your school/district office.

Are you currently employed as an instructional assistant? ____________ If yes, please be advised that you will not be allowed to continue as an instructional assistant while completing your student teaching. You will need to take a leave of absence to complete your 15-week placement. Additionally, you may be placed at any school in your district by your placement coordinator.

Attachments


Current Teachers - must have School Official complete an Employment Verification (EV) Form to verify full-time, contractual teaching experience in an accredited school.
Academic Requirements

Degree Completion Plan Audit

Please attach your DCP Audit from your ASIST account (see directions below).

1. Login to ASIST
2. Click on "Student"
3. Click on "Student Records"
4. Click on "Degree Completion Plan Audit"
5. Click on "Save as PDF"
6. Save as "Last Name, First Name DCPA"
7. Attach your PDF document to your LiveText application

Cumulative GPA must be 3.0 or above with no more than two 'C's.
Your GPA: _______

Residency Requirements

Residency requirements (must be completed at LU):

- M.Ed. is 9 hours

List the courses you took to meet the residency requirements (intensive taken at Liberty’s campus). If you have not yet taken the course, please list the course needed and the semester you plan to enroll in the course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester - Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>(For Dual students)</td>
</tr>
</tbody>
</table>
Academic Requirements

1. Please list the course that you wish to take while completing your student teaching (note: EDUC 571 is the only course permitted to be taken with student teaching without approval):

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester - Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. MAT candidates completing the student teaching semester are only permitted to work a maximum of 15 hours per week. These hours should be completed ONLY on weekends. You will be required to be in the classroom 5 days a week for the whole school day.

   I am a MAT candidate seeking to work ________ hours per week at: ________________________________ (indicate the hours and place of employment).

3. List any activities such as church or community duties that may demand your time during your student teaching:

   ______________________________________________________

Content Competencies

If you are a MAT in Elementary or Secondary student, you are required to attach an evaluation of your content competencies from Transfer Evaluations (contentcompevals@liberty.edu). The evaluation must have been completed after 8/1/2011.

If you have remaining deficiencies in your content competencies, you will need to email contentcompevals@liberty.edu with proof that you completed the class or proof that you will be enrolled in the course before your student teaching semester. The deficiencies MUST be met PRIOR to student teaching. If your form has been updated with courses or CLEP tests in which you are enrolled, this section of your application will be placed on probationary status. This section of your application will be changed to an accepted status once you have provided a completed content competencies evaluation form showing that you have passed all courses.

Please email contentcompevals@liberty.edu if you do not have an up-to-date evaluation.

Gate 2 Completion

Please attach your Gate 2 acceptance letter. You may copy and paste your email confirmation as a Microsoft Word document. If you no longer have the email confirmation then you may email Gate2@liberty.edu to request another copy.

- Completion of Content Competencies (for Elementary, Middle Grades and Secondary endorsements)
- Gate 2 (upon completion of 9-15 credit hours)
Gate 2 – Initial Licensure

Gate 2 acceptance needed prior to registration for EDUC 554 and EDUC 625

Testing Requirements
- VCLA
- Praxis Core: Math
  OR approved SAT/ACT Scores

Acknowledgement of all other licensure requirements
- Content Competencies
- Background Check
- Gate 3 Testing Requirements
# Virginia Required Tests

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score Report Deadline</th>
<th>Registration Information</th>
</tr>
</thead>
</table>
| **VCLA**                  | **Gate 3 Resubmission Deadline** | • [http://www.pearsonvue.com/](http://www.pearsonvue.com/)  
  • Offered at Pearson Vue testing centers throughout the country |
| Elementary Education      |                       |                                                               |
| Secondary Education       |                       |                                                               |
| Middle Grades             |                       |                                                               |
| Special Education         |                       |                                                               |
| **Praxis Subject Assessment** | **Gate 3 Resubmission Deadline**  
  *(Special Education reports due by course start date. Registration receipt required by Gate 3 Application deadline.)* | • [www.ets.org/praxis](http://www.ets.org/praxis)  
  • Offered throughout the country |
| Elementary Education      |                       |                                                               |
| (5001 Series)             |                       |                                                               |
| Secondary Education       |                       |                                                               |
| Middle Grades             |                       |                                                               |
| Special Education (5354)  |                       |                                                               |
| **RVE**                   | **Course Start Date** | • [www.ets.org/praxis](http://www.ets.org/praxis)  
  • Offered throughout the country |
| Elementary Education      |                       |                                                               |
| Special Education         |                       |                                                               |

*RVE replaced the VRA as of 8/2011.
Every student teacher must complete the required Liberty University background check and fingerprinting process. For information about how to complete this, please see the Advising Guide Background Check site.

If you are applying to student teach with the DoDEA internationally, your background check must be current (within the past 12 months of submission) AND must remain valid for the duration of your placement.

Please initial each statement and attach a screen shot of your background check submissions or clearances from the required Liberty University background check provider’s website or attach your clearance reports that you have received via email. If you have questions concerning the status of your clearances, you should log into your background check account or call the background check provider directly. If you have other questions concerning your background/fingerprint checks, please email edbackground@liberty.edu.

<table>
<thead>
<tr>
<th>Background Check</th>
<th>I have submitted my background check online.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fingerprinting</td>
<td>I have submitted my fingerprinting documents to the appropriate location as indicated by the required Liberty University background check provider.</td>
</tr>
<tr>
<td>Virginia Child Abuse</td>
<td>I have submitted my Virginia Child Abuse form to the appropriate location as indicated by the required Liberty University background check provider. <em>(Virginia residents only)</em></td>
</tr>
<tr>
<td>Additional Checks</td>
<td>I understand I am responsible for completing additional background checks if any are required by my assigned placement.</td>
</tr>
<tr>
<td>Attachments</td>
<td>I have attached my completed background check report or a letter from the required Liberty University background check provider verifying that all documents have been submitted to or cleared by the background check provider.</td>
</tr>
<tr>
<td>Responsibility to Self-Report</td>
<td>I understand that I am responsible to immediately notify SOE Administration should I become charged by summons, warrant, indictment, or information with the commission of a felony, misdemeanor, or the physical or sexual abuse or neglect of a child.</td>
</tr>
</tbody>
</table>

- **Proof of submission of all portions of the Background Check is required by the Gate 3 Application deadline.**
- **Full clearance for all portions of the Background Check due by course start date.**
– DO NOT contact schools in the following districts.
  • Amherst County, Appomattox County, Bedford County, Campbell County, Danville City, Lynchburg City, Nelson County, Pittsylvania County, Roanoke City, Roanoke County, and Salem City.

– We will try to place you in order of your preferences, but placements are accepted according to availability, so there are no guarantees as to where you will be placed.
Prepare by...

- Learning your state’s licensure requirements (Liberty’s programs lead to Virginia licensure)
- Knowing that we will try to place you in order of your preferences, but placements are accepted according to availability, so there are no guarantees as to where you will be placed.
- Reviewing Do Not Contact List by going to www.liberty.edu and searching
External Placements

• If you do not find the school/district on the Do Not Contact List, call the district and introduce yourself as a Liberty University student who is looking for the best person for your university to contact to request a student teaching placement.

• You may consider clarifying these points.
  • The school is a public or accredited private school.
  • The school is willing to accept student teachers from online universities.

• You may consider asking these questions.
  • Do you require a legal agreement or contract with the university?
  • Do you require student teachers to complete an application process?
  • Do you have a deadline by which placement requests must be received?
External Placements

State Requirements:

- **Alaska** (State application at least 3-4 months in advance of start date)
- **DoDEA** (Criminal background check less than 1 year old)
- **Georgia** (GAPSC: pre-service certificate; Ethics Exit Exam; edTPA)
- **Kansas** (Student teaching certificate after LU placement request)
- **Kentucky** (Seeking program approval by state)
- **Rhode Island** (State application prior to district request)
- **South Carolina** (State application due February 15 for Fall and June 15 for Spring)
- **Washington** (Seeking program approval by state)
- **West Virginia** (Clearances)
- **edTPA** - For a list of states that require the edTPA, refer to this link, and click on “Descriptions of State Policies”

*This list is not comprehensive. Please contact your state’s Department of Education for more information.*
Liability Insurance

In order for this section to be accepted and to begin your student teaching, it is required for you have proof of professional liability insurance. We suggest that you join Christian Educators Association International (CEAI), at www.ceai.org, as they offer professional liability insurance at a reasonable price (please choose the student membership option). You may join other organizations as long as they provide at least $1,000,000 of coverage.

If you are and will be employed in the school system in a full-time, contractual, certified position you are NOT required to provide proof of professional liability. If you are and will be employed in the school system you will need to verify employment using the Report on Experience (ROE) form in the work experience section.

Registration must remain current throughout your entire student teaching semester (most memberships are current for one year). Once registration is completed, please attach your email verification or receipt of your membership showing the date of purchase or expiration.

Benefits of Joining CEAI (Christian Educators Association International)

- Professional Liability Insurance
- Vision Magazine
- Teachers in Focus Magazine
- National Convention and Regisitonal Seminars
- Chartered Chapters
- Pre-Paid Legal Services Plan
- Accidental Death & Dismemberment Insurance
- Credit Union Membership
- Curriculum and Resource Materials
- Field Service
- Networking Materials

- Documentation must show the **date** of purchase or expiration **date** for acceptance.
- Must remain current throughout **entire** Student Teaching/Internship semester.
- You may join other organizations as long as they provide at least $1,000,000 of coverage.
TB Test/Screening

If you are and will be employed at an accredited school system as a full-time, contractual teacher in your endorsement area, you are NOT required to provide documentation of a TB skin test. You will need to verify employment using the Report on Experience (ROE) or Employment Verification (EV) Form.
Mapping To Gate 3

- Schedule courses carefully.
  - Leading up to Gate 3
  - Between Gate 3 and Student Teaching
  - During Student Teaching
    - Only **EDUC 571** may be taken during student teaching.
    - **M.A.T. Middle Grades** may take **EDUC 601 or 656**.
    - 6 credits are required in order to receive financial aid. Student Teaching is only 3 credits. Winter intensives count towards Spring financial aid.

- Schedule tests for two testing sessions prior to Gate 3 deadline.
  - Complete RVE *after* **EDUC 554**
  - **EDUC 554** is only offered in B term.
Bottlenecks with Gate 3

- Missing required tests and/or registration receipt
- More than 2 C’s or 2 repeated courses
- A GPA lower than 3.0
- Incomplete Content Competencies
  (Elementary, Middle Grades & Secondary)
- Missing liability insurance and/or TB test
- Background Checks
- Placement Request Form Excel File:
  Containing incorrect contact information
- Forms, Contracts or Agreements required by individual districts
- **BE SURE TO CHECK YOUR EMAIL REGULARLY**
Frequently Asked Questions

• Do I need to have a confirmed placement by the Gate 3 deadline?
  
  No.
  
  o All placements must be confirmed by Liberty University.
  o We will continue to request placement until the semester begins, but we cannot guarantee placement.

• Does my place of employment always work for placement?
  
  No.
  
  o You must be employed as a full-time contractual teacher in an accredited school in your area of endorsement.
  o District policies/procedures may prohibit your ability to complete placement in your current place of employment.
  o Gate 3 sends a formal placement to your current employer.
  o Fill out the placement request form with your current school as your first choice, but also include a second choice.
New Additions

• **NEW Gate 2 Requirements** (effective February 15th, 2017):
  - Passing VCLA score/Praxis Core Math (or SAT/ACT scores) will be required at Gate 2 (Refer to **Gate 2 Testing Options for Initial Licensure** on the Advising Guide.)

• **NEW Course Prerequisites** (effective for Summer 2017 course registration):
  - **EDUC 554** and **EDUC 625** have new prerequisites including Gate 2 acceptance, background check clearance, and course prerequisites (EDUC 500 for both EDUC 554 and EDUC 625, and EDUC 524 or EDUC 656 for EDUC 554).

• **NEW Praxis Subject Assessment requirements**:
  - Elementary Education: Praxis Subject Assessment 5001: Multiple Subjects - effective 7/1/2015
  - Special Education: Praxis Subject Assessment 5354 – Effective 2/1/2016
  - ESOL (English Speakers of Other Languages): Praxis Subject Assessment 5362 – Effective 9/1/2016

• **Adding Endorsements**: In Virginia, any endorsement area except Elementary Education and Special Education can be added by passing the Praxis II.

• **To be eligible for VA licensure, you must have the following by Gate 4.**
  - First Aid/CPR/AED training
  - VA State & Local Civic Education Training Certificate (elementary and social sciences endorsements only)
  - Social Security Number
(see [Advising Guide](#) for updates)
Applying for Gate 3

How do I apply for Gate 3 through LiveText?

- Log into LiveText
- Click on the “LiveText Docs” tab
- Click on “New”
- Select “Gate Applications”
- Select your Graduate Gate 3 “Initial” Application
- Scroll to bottom of screen and click “Create Document”
- Title your document
- Click on “OK” (your application will automatically open and be saved in your “Documents” tab.)
Additional Information

• How do I access the Gate 3 Training Guide online?
  • Visit www.liberty.edu
  • Type Gate 3 in the search box
  • Click the first link: Graduate Education | Guide-Gate 3
  • This PowerPoint is available at the top of the page: “Gate 3 Guide Presentation”

• Please see Advising Guide for updates.
Contacts

- gate2@liberty.edu
  - All Gate 2 questions

- gate3@liberty.edu
  - All Gate 3 Application and external placement questions

- field@liberty.edu
  - All LOCAL placement questions

- schoolcounseling@liberty.edu
  - All School Counseling Gate 2 and Practicum questions

- educ@liberty.edu or your specific education advisor
  - All advising questions

- edbackground@liberty.edu
  - Liberty’s background check required for all students

- contentcompevals@liberty.edu
  - Content Competency evaluations and questions