



**Eriksson College  
of Education**

***Master of Arts in Teaching  
Aspiring Teacher Guidelines***

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## Introduction

The Eriksson College of Education at Austin Peay State University prepares aspiring teachers to teach pre-kindergarten through secondary school.

The Department of Teaching and Learning, housed in the Eriksson College of Education, offers a variety of degree programs at both the undergraduate and graduate levels. Those who hold an undergraduate degree that are seeking teaching licensure will have the opportunity to interact in classes with peers who are pursuing similar licenses and with instructors who have had extensive classroom teaching experience.

## Vision and Mission Statement

The Eriksson College of Education prepares dynamic teachers and educational leaders to positively impact communities and schools in the 21<sup>st</sup> century.

The mission of the Eriksson College of Education at Austin Peay State University is to prepare educators who are ethical, engaged, and effective leaders. We do so by modeling reflective practice and connecting theory to student-centered learning. We leverage the strengths of our community to foster continuous improvement to reimagine how schools can work.

## Commitments

- 1. Promote Curiosity through Experiential Learning**  
Our student-centered programs, practices and curricula foster intellectual curiosity, problem-solving, and inquiry based on research and theory.
- 2. Support Reflective Practitioners**  
Our faculty and students engage in honest self-reflection and strive to meet the needs of a diverse society.
- 3. Empower Change Agents and Ethical Leaders**  
We are deeply committed to social justice.

#### **4. Value Diversity and Equity**

We seek opportunities to learn from multiple perspectives and diverse voices.

#### **5. Foster Campus and Community Relationships**

Our partnerships extend within and beyond the campus to build collaborative relationships with school districts and community leaders.

### **Nondiscrimination Statement**

Austin Peay State University (APSU) does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex (including pregnancy), disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by APSU. Inquiries or complaints regarding Title IX, should be directed to the Chief of Institutional Culture and Title IX Coordinator, [williamslr@apsu.edu](mailto:williamslr@apsu.edu), 931-221-7690, 418 College Street, Office of Institutional Culture in Rm116, Clarksville, TN 37044. Other inquiries or complaints regarding non-discrimination policies may be directed to the Director of Equal Opportunity, Title IX Deputy Coordinator, Sheila Bryant, [bryantism@apsu.edu](mailto:bryantism@apsu.edu), 931-221-7178. The Austin Peay State University policy on nondiscrimination can be found at [Policy 6:001](#).

### **Accreditation**

The Eriksson College of Education at Austin Peay State University has been accredited since 1929. Our last accreditation was in Spring 2021 by the Council for the Accreditation of Educator Preparation (CAEP). Accreditation is the seal of approval that verifies quality in educator preparation.

### **Performance Standards of APSU Educator Preparation Programs**

Candidates of the Eriksson College of Education follow a specific degree program, which addresses the ten Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards. InTASC is a consortium of state education agencies and national educational organizations dedicated to the reform of the preparation, licensing, and ongoing professional development of teachers.

<https://ccsso.org/resource-library/intasc-model-core-teaching-standards>

## **The Learner and Learning**

Standards #1 & #2: Learner Development and Learning Differences  
Standard #3: Learning Environments

## **Content Knowledge**

Standard #4: Content Knowledge  
Standard #5: Application of Content

## **Instructional Practice**

Standard #6: Assessment  
Standard #7: Planning for Instruction  
Standard #8: Instructional Strategies

## **Professional Responsibility**

Standard #9: Professional Learning and Ethical Practice  
Standard #10: Leadership and Collaboration

# Disposition Policy and Reasons for Program Dismissal

Students in education courses at Austin Peay State University are expected to demonstrate positive professional dispositions. Failure to do so may result in dismissal from the Teacher Education program. These dispositions will be evaluated by university professors and classroom teachers and are aligned with InTASC and CAEP standards.

<https://www.apsu.edu/education/currentstudents/index.php>

## Overview of Process for Negative Dispositions

**Step 1:** [Dispositions for Candidates](#) will be discussed in EDUC 5500 or equivalent course and provided to students.

**Step 2:** Dispositions Rubric will be completed by faculty in LiveText in each course. For courses that require a field experience, the Dispositions Rubric will be completed by the Mentor Teacher.

**Step 3:** For two negative reports, a candidate's advisor will be notified. The advisor and candidate will meet to discuss specific concerns that need to be addressed and complete a Dispositional Action Plan.

**Step 4:** For third negative report, the Director of Teacher Education will meet with the candidate. The Director makes the decision about candidate's future in the program.

**Step 5:** Candidate may appeal any negative decision to the College of Education Appeals Committee.

**Step 6:** Candidate may appeal the committee's decision to the Dean of the College of Education.

## MAT Program Description

The Master of Arts in Teaching Education Program of the Eriksson College of Education at Austin Peay State University is designed for candidates who hold a Bachelor’s degree and who are seeking licensure in Early Childhood Education (PreK-3), Elementary Education (K-5), Middle Grades Math (6-8), Middle Grades Science (6-8), Secondary Education (6-12) Math, English and History, Secondary Science (Chemistry & Biology Concentrations 6-12), Secondary Education (Visual Arts, Health, Music K-12), Secondary Education (Foreign Language – Latin, French, German & Spanish 6-12), and Special Education (K-8 Interventionist).

Candidates have multiple opportunities for field and clinical experiences in schools within the designated licensure areas. These field and clinical experiences are provided to the student by the Office of Clinical Teaching, then culminate with a full semester of student teaching. Job-embedded candidates will complete coursework and assessment requirements while they are employed as the teacher of record with a school district. Job-embedded candidates will enroll in the edTPA seminar course during their final semester.

The total number of credit hours to complete each program are in the Program Finder. <https://www.apsu.edu/programs/>

The following licensure and/or degree pathways are available to students:

<b>Licensure Pathway</b>		<b>Non-Licensure Pathway</b>
<i>Job-Embedded</i>		
<u>Seeking MAT</u>	<u>Not Seeking MAT</u>	
<p>The Candidate will:</p> <ul style="list-style-type: none"> <li>• Successfully complete all credit hours associated with their chosen concentration.</li> <li>• Maintain full-time employment with a school district as a teacher of record for a course connected to a valid state course code for the duration of the program.</li> <li>• Successfully complete all required PRAXIS exams in the applicable concentration.</li> </ul>	<p>The Candidate will:</p> <ul style="list-style-type: none"> <li>• Successfully complete a 21-credit hour education focused program.</li> <li>• Maintain full-time employment with a school district as a teacher of record for a course connected to a valid state course code for the duration of the program.</li> <li>• Successfully complete all required PRAXIS exams in the applicable concentration.</li> </ul>	<p>The Candidate will:</p> <ul style="list-style-type: none"> <li>• Successfully complete all credit hours associated with their chosen concentration.</li> <li>• Successfully complete a semester of student teaching.</li> <li>• Successfully complete all required PRAXIS exams in the applicable concentration.</li> <li>• Successfully complete edTPA (Teacher Performance Assessment).</li> </ul>

<p>After all requirements are completed:</p> <ul style="list-style-type: none"> <li>• the candidate will be recommended for initial licensure.</li> <li>• The candidate will be recommended for confirmation of the MAT degree.</li> </ul>	<p>After all requirements are completed:</p> <ul style="list-style-type: none"> <li>• the candidate will be recommended for initial licensure.</li> <li>• The candidate will NOT be eligible for confirmation of the MAT degree.</li> </ul>	<p>After all requirements are completed:</p> <ul style="list-style-type: none"> <li>• the candidate will be recommended for initial licensure.</li> <li>• The candidate will be recommended for confirmation of the MAT degree.</li> </ul>	<p>After all requirements are completed:</p> <ul style="list-style-type: none"> <li>• the candidate will NOT be recommended for initial licensure.</li> <li>• The candidate will be recommended for confirmation of the MAT degree.</li> </ul>
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## Admissions Requirements

Please follow the application process for graduate admission to Austin Peay State University found at <https://www.apsu.edu/grad-studies/apply-admission.php>

Candidates may be admitted with a conditional status. The terms of conditional admission will be communicated to applicants.

## Advising

The MAT Graduate Coordinator is the initial advisor for students in the MAT program. Students should schedule an appointment with the Graduate Coordinator immediately upon being accepted into the MAT program. In addition, students should schedule appointments with their assigned advisor prior to the beginning of each semester to determine their progress toward licensure and/or graduation. Dr. Gonzalez is the graduate coordinator. His email is [gonzalezc@apsu.edu](mailto:gonzalezc@apsu.edu).



## Pre-registration Checklist

Transfer and newly admitted students may use this checklist as a brief summary of what they need to complete their registration.

- Submit an admission application and official transcript(s) from each institution attended. A guide to equivalent courses at Tennessee and other area colleges has been compiled to help facilitate your transfer to Austin Peay.
  - Submit ALL transcripts even if no credit is awarded
  - Official transcripts are identified as those sent from the institution to Austin Peay State University, Office of Admissions, P.O. Box 4548, Clarksville, TN 37044.
  - Hand-carried transcripts are **NOT ACCEPTED**
  - If admitted as a transfer student, cumulative GPA will include hours attempted and quality points earned from all regionally accredited institutions.
- After admission is approved, the student will:
  - Be advised and cleared for registration in the appropriate term.
- All Registration Holds must be removed prior to registration. The types of Holds that may prevent students from registering are (list is not inclusive):
  - Financial Aid debt
  - Graduate maximum hours
  - Health Services fees due
  - Library fines/overdue books
  - Traffic fines
- Access One Stop to register. Students may make adjustments to their schedule through One Stop.
- Fee Statement/Fee Payment
  - Summer term - Fee statements are sent electronically. Notices are sent to the official university email address.
  - Spring/Fall semesters - Fee statements are sent electronically. Notices are sent to the official university email address.
  - Several ways to pay fees
    - In person at the Browning Building (Refer to University Academic Calendar for dates)
    - By mail (Refer to University Academic Calendar for dates)

- By Credit card (American Express, VISA & MasterCard) through OneStop or at cashiers' windows (8:00 a.m. - 4:00 p.m. M-F)
- Confirm Classes
  - Confirmation is necessary to prevent classes from being dropped. Even with a zero-credit balance, students must complete the confirmation process to retain their classes. See step by step instructions on confirming classes through OneStop.
- Steps for International Students:  
<https://www.apsu.edu/international/admissions/graduate.php>

## Health Requirements

### Immunization Requirements

It is a State of Tennessee requirement that all new students attending the university provide:

- proof of two immunizations against measles, mumps and rubella (MMR)
- proof of two immunizations against varicella (chickenpox) -- or documented proof from a healthcare provider of having the disease, or documented laboratory evidence of immunity to the disease. (Unless born before January 1, 1980)
- proof of a negative tuberculosis (TB) test based on a chest x-ray or skin test (this is in addition to the BCG vaccine). Must be dated within 30 days of the start of classes.
- if less than 22 years old and living on campus, proof of a meningococcal vaccine (MCV4) within the past 5 years.

First-time students must also complete a Health History form concerning meningococcal meningitis and hepatitis B.

**All these documents are required at the time of registration.** It is strongly encouraged that students submit these documents with the initial application whenever possible. Failure to submit this documentation may result in denial of admission or termination of student status.

### Insurance Requirement

APSU strongly encourages each student to maintain health insurance coverage. For more information on coverage options for domestic or international students, visit <https://www.apsu.edu/health-and-counseling/boyd-health-services/insurance>.

### **APSU Boyd Health Services**

Boyd Health Services does not file insurance for clinic visits, including charges for medication, physical exams, supplies and labs. Therefore, if you have any charges from the clinic, they will be put onto your APSU account and you will be responsible for paying them on your own through OneStop or at the Cashiers' Window.

## **Progression Requirements**

### **Transition Points and Licensure**

Advancement in the program requires achieving a series of Transition Points (See *Appendix B*).

#### **Transition Point I (Pre-Admission to Teacher Education)**

Minimum 2.75 GPA
Minimum grade of C in EDUC 5500
Admission to College of Graduate Studies
Evidence of professional dispositions
<u>Completion of security clearance by TBI/FBI</u>
Clearance by Student Affairs for no incidents on campus

#### **Transition Point II (Required Before Student Teaching)**

Minimum 3.00 GPA
Completion of EDUC 5540 with C or better
Evidence of professional disposition
<u>Maintenance of Security Clearance by TBI/FBI</u>
Clearance by Student Affairs for no incidents on campus

#### **Transition Point III**

Minimum 3.00 GPA
Completion of all courses required for licensure
Passing scores on all required Praxis II exams
Minimum grade of C in EDUC 5080
Successful completion of key assessments
Evidence of professional dispositions
<u>Maintenance of security clearance by TBI/FBI</u>
Clearance by Student Affairs for no incidents on campus

(See *Appendix A*).

Once Transition Point III has been approved, candidates will be eligible to begin their clinical placements, which consist of 15 weeks of student teaching in two placements. Taking additional courses during student teaching is not allowed. A minimum grade of C in EDUC 5940 (Student Teaching Seminar). This does not apply to those who are working as a job-embedded educator.

Transition Point III is the culmination of the MAT Program where candidates are approved for licensure based on successful completion of course requirements and the Teaching Performance Assessment (edTPA) for student teachers. Continued evidence of professional dispositions is a part of this transition point based on evaluations submitted by the university supervisor and the clinical teacher. PRAXIS II licensure exams have been passed, and candidates have successfully completed clinical placements and seminars.

## Questions Regarding Licensure

### **When will I receive my Tennessee Teaching License?**

You must complete all the necessary coursework, Praxis II Exams, Clinical Teaching/Job-embedded, and edTPA to obtain a Tennessee Teaching License.

### **Do I fill out paperwork to apply for my License?**

Yes. The Certification Officer will work with you during your program (Clinical Teaching Semester/Job-Embedded) to complete all the necessary paperwork to apply for your license.

### **Is there a fee to obtain my license?**

Currently, the State of Tennessee does not charge a fee to process your license.

### **Will my license transfer to another state?**

Yes. Most states require a form to be filled out by the university to verify your training to be a teacher. In some cases, another state may require you to take an additional test or coursework that is specific to that state to complete your license. It is your responsibility to determine what will be required of you in a different state. APSU only prepares you to teach in Tennessee.

### **Does the education program at APSU prepare me for a Kentucky Teaching License?**

No. APSU will only prepare you to teach in Tennessee; however, you may transfer your Tennessee Teaching license to Kentucky. Once again, it is your responsibility to determine what will be required of you in a different state.

### **How long is my license valid?**

Initially, your practitioner license will be valid for three years. It can be renewed once for an additional three years, or advanced to a Professional License. The Professional License is valid for ten years and can be renewed infinitely during your teaching career.

### **What if my teaching license expires?**

If your license expires, you will have to retake **all of your Praxis II Exams.** Don't let your license expire!

<https://www.tn.gov/education/licensing/educator-licensure/licensed-educators.html>

## Field Experience Placement Overview

Candidates completing the MAT program have numerous opportunities to be in area schools to observe, teach, and reflect. The earliest field experiences begin in EDUC 5500 and continue in various courses culminating in a semester of student teaching. Candidates have opportunities to teach individuals and small groups of students.

In order to participate in field experiences, a background check and fingerprinting will occur during EDUC 5500. (See *Appendix D*)

### Rules and Responsibilities for All Candidates

**Absences:** Attendance and full participation in MAT Program classes and field experiences is required for licensure. Time within any semester is very limited for making up missed hours; repeated absences from classes and field experiences will jeopardize a candidate's MAT Program completion and licensure. For online courses, attendance is the equivalent of participating in discussion boards, checking D2L and APSU email frequently, and submitting assignments.

**Confidentiality:** Candidates in the field shall not discuss students outside of school. If a candidate uses classroom-related material in a University course, the students' names must be removed to protect their privacy.

**Social Media Statement:** Professional conduct demonstrated by the appropriate use of social media by students is expected in the MAT program of study. Candidates are expected to model high standards such as confidentiality, fairness, honesty, and professional integrity. Any inappropriate photos, comments, memberships, or posted sites on social media could have a negative impact on the candidate's reputation.

Students are asked to make all social media accounts private during the time they represent the university in the field. Postings on social media sites such as Facebook, Twitter, and Instagram considered inappropriate or unprofessional by the College of Education or public-school placement site may lead to disciplinary actions. Unprofessional activity, including sharing confidential information or negatively commenting about the mentor teacher, students, or placement site using social media, may result in disciplinary actions.

**Internet Acceptable Use Policy:** Students will adhere to the Internet Acceptable Use Policy of their placement school site. The schools will require student teachers to read and sign an agreement to the school's policy before internet access is granted. Inappropriate use of the internet in the classroom will expose the school to risks as well as adversely impacting the students. Violation of a school's internet policy may lead to disciplinary actions.

## Legal Considerations

**Problems and Conflicts:** If a candidate encounters a conflict in their field experience, it is the candidate's responsibility to discuss the matter first with the supervising teacher in the field. If, after notifying the supervising teacher of the problem, the conflict cannot be resolved, the candidate should contact the University supervisor.

**Liability Insurance:** Prior to any field experience, candidates need to purchase liability insurance through the Student Teacher Education Association (STEA) or the Professional Educator Association

<https://ims.nea.org/JoinNea/type.do>

<https://www.proedtn.org/page/LiabilityCoverage>

## Special Programs and Opportunities

### Academic Support

**Writing Center:** Free individual assistance with any paper, for any class, in any writing style, for APSU students. To schedule sessions with a writing tutor, please stop by the Writing Center (in the Library) or call (931) 221-6550.

**Center for Academic Support & Enrichment:** Helps students succeed academically and to develop effective life-long learning habits. For more information contact the director, Dr. Blaire Hodge-Woodring at (931) 221-6553.

<https://www.apsu.edu/case/>

**Student Tennessee Education Association (STEA):** The Student Tennessee Education Association offers students the opportunity to participate in a professional association for pre-service teachers affiliated with the National Education Association Student Program (NEA-SP).

STEA is part of the 50,000 member Tennessee Education Association (TEA)

and the 3.2-million-member NEA. Student members are assisted in making a smooth transition from the campus environment to the classroom environment. <https://www.apsu.edu/education/currentstudents/student-organizations.php>

**Office of Student Research and Innovation (OSRI):** The OSRI supports the incorporation of research training in the areas of Business, Education, Humanities, Social Sciences, and STEM into the APSU experience as a means to engage, retain, and promote students and their success. Undergraduate/graduate research is an opportunity available to our MAT majors. <http://www.apsu.edu/osri/>

**Study Abroad:** The mission of Austin Peay State University's Office of Study Abroad and International Exchange is to support and engage all students with diverse global opportunities. Students will have experiences that will allow them to gain knowledge of the world and grow both academically and personally. These experiences will prepare students to compete in today's globalizing world. <http://www.apsu.edu/study-abroad-exchange/study-abroad/>

**Scholarships:** Several scholarships are available to education majors at Austin Peay State University. A complete description and criteria for each award can be found at the following link: <https://www.apsu.edu/scholarships/>

**Graduate Student Forms:** Current graduate students may find useful forms on the Graduate Studies website. Most forms are interactive but must be filled out, printed, and signed for appropriate processing. For graduate assistant forms, please visit the Graduate Assistant Forms page.

<https://www.apsu.edu/grad-studies/current-students/graduate-student-forms.php>

<https://www.apsu.edu/grad-studies/graduate-assistantships-financial-support/graduate-assistant-forms.php>

## Graduation Requirements

Graduation requirements from Austin Peay State University can be found at <https://www.apsu.edu/graduation/index.php>

### GPA Requirement for Graduate Candidates

In order to graduate, students must have earned a 3.0 cumulative overall grade point average for all APSU course work.



## **Cancellation**

Please notify the Office of the Registrar in writing of any changes in your graduation plans or address. Students will be assessed a cancellation fee if they cancel/revise their application after the deadline.

## Eriksson College of Education Key Contacts

Dr. Lisa Barron, Interim Dean  
Claxton 210-B, (931) 221-7511, [barronl@apsu.edu](mailto:barronl@apsu.edu)

Academic Associate to the Dean: Ms. Dustie Dyce Boxx  
Claxton 210-A, (931) 221-7511, [dyceboxxd@apsu.edu](mailto:dyceboxxd@apsu.edu)

Name	Location	Telephone	Email
Ms. Angela Stone Interim Director of Teacher Education and Partnerships	Claxton 228	(931) 221-7190	<a href="mailto:stoneak@apsu.edu">stoneak@apsu.edu</a>
Mr. Kevin Fee Coordinator Certification, Licensure and MAT	Claxton 233	(931) 221-6182	<a href="mailto:feek@apsu.edu">feek@apsu.edu</a>
Mrs. Amy Barrett Coordinator, Academic- Teacher Licensure	Claxton 228	(931) 221-7441	<a href="mailto:barretta@apsu.edu">barretta@apsu.edu</a>
Dr. Charles Gonzalez MAT Coordinator	Claxton 219	(931) 221-1114	<a href="mailto:gonzalezc@apsu.edu">gonzalezc@apsu.edu</a>
Dr. Cheryl Lambert Department Chair	Claxton 209	(931) 221-6195	<a href="mailto:lambertc@apsu.edu">lambertc@apsu.edu</a>
Dr. Donna Short MAT Coordinator, Science	Claxton 101-C	(931) 221-7055	<a href="mailto:shortd@apsu.edu">shortd@apsu.edu</a>

## Appendices

- **Appendix A:** PRAXIS II Exam Requirements
- **Appendix B:** Transition Points Checklist
- **Appendix C:** Appeal process
- **Appendix D:** Background check and fingerprinting

## Appendix A

*Praxis test requirements:*

[https://www.apsu.edu/education/files/PraxisRequirements\\_July2024.pdf](https://www.apsu.edu/education/files/PraxisRequirements_July2024.pdf)

## Appendix B

### Transition Points Checklist

Transition Points	Date Met	Evaluation Criteria
<b>Transition Point I</b> <b>Pre-Admission to Teacher Education</b>		Minimum 3.0 GPA
		Minimum grade of C in EDUC 5500
		Admission to College of Graduate Studies
		Evidence of professional dispositions
		Completion of security clearance by TBI/FBI
		Clearance by Student Affairs for no incidents on campus
<b>Transition Point II</b> <b>Required Before Student Teaching</b>		Minimum 3.00 GPA
		Minimum grade of C in EDUC 5080
		Evidence of professional disposition
		Maintenance of Security Clearance by TBI/FBI
		Clearance by Student Affairs for no incidents on campus
<b>Transition Point III</b>		Minimum 3.00 GPA
		Completion of all courses required for licensure
		Passing scores on all required Praxis II exams
		Minimum grade of C in EDUC 5940 (Student Teaching Seminar) If not a job embedded student
		Successful completion of key assessments
		Evidence of professional dispositions
		Maintenance of security clearance by TBI/FBI
		Clearance by Student Affairs for no incidents on campus

## ***Appendix C***

### **Appeal Process for Teacher Education**

Students who have not met the requirements for advancing through Transition Points I, II, or III, have the option of appealing for a waiver of the requirement and temporary admission to the program.

To begin the appeal process, each student must submit a letter of explanation, a current transcript, a copy of required test scores (Praxis I or Praxis II), a completed Appeals Application Form, and two letters of support from faculty. In order for an appeal to be considered, it must be turned in at least one week before the first day of classes of any given semester. The completed form, transcript, and letters of support should be turned in to the Office of Teacher Licensing in Claxton 228 by the deadline.

<http://www.apsu.edu/education/appeals.php>

### **GPA Appeal Process**

Students with a GPA below the minimum may appeal to advance in their program by submitting an advisor approved plan for increasing their GPA to the required level.

All decisions regarding appeals will be made by the Appeals Committee of the College of Education. The student will be notified in writing of the committee's decision.

## ***Appendix D***

### **Background Checks and Fingerprinting**

The State of Tennessee requires a criminal history check for each student wishing to enter a teacher education program. The fingerprinting must be completed and your criminal background report must be on file in the Office of Teacher Licensure before you may enter a K-12 school. Please follow the steps below:

- Complete the fingerprint release form.
- Register online at <https://www.identogo.com/>• Search by state then follow the online directions.
- Our agency name is: Non-DCS Child Care/Adoption Providers
- Applicant type: Child-Related Worker Volunteer (Private)
- ORI number: TNCC63013
- Enter zip code 37044 for Austin Peay, or choose a zip code closer to you.
- Select your location, date, and time for your appointment.
- Enter the applicant information.
- You must prepay for your fingerprint service online with credit card or eCheck, or bring a money order or cashier's check with you to the appointment. You cannot pay by credit or debit card on site. The cost is \$32.65.
- Arrive 15 minutes early, bring your registration ID, a valid form of identification (state issued driver's license), and payment if not paid online.