



Residency Candidate Newsletter November 2024 Office of Educator Preparation

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Important Upcoming Dates

December 5, 2024

- **Mandatory Residency II Meeting:** Thursday, December 5, 2024 from 3:00 PM - 4:30 PM
- **Zoom Link:** <https://etsu.zoom.us/j/89121276066?pwd=Xb2T0CSPHyjIftXQgsrB1v1w2lWna9.1&from=addon>
- **Meeting ID:** 891 2127 6066
- **This meeting is mandatory for all Residency candidates.**

December 6, 2024: Last day of Residency I

- All candidates should continue in their Residency I placement through December 6 even if you have completed your 135 hours.
- Minimum of 135 hours must be completed, entered in Watermark, Student Learning & Licensure and approved by mentor teachers.
- All Watermark, Student Learning & Licensure requirements should be completed (observations and evaluations, Residency Candidate Performance Checklist, Candidate and Mentor Reflective Discussion Summary).
- If additional time is needed to complete Residency I hours and requirements, this must be approved by your university supervisor, program of study, and Office of Educator Preparation.

December 20: Praxis Scores Due

- All required Praxis Subject Assessments should be completed and score reports sent to the Office of Educator Preparation.
- **If for some reason, candidates attempted but did NOT pass all**

required exams, a Praxis Waiver should be submitted to the Office of Educator Preparation before December 20, 2024.

- **Link to Praxis Waiver:** <https://www.etsu.edu/coe/educator-preparation/residency/documents/praxiswaiverform.pdf>

March 6

- Certification and Graduation Virtual Meeting: Thursday, March 6, 2024 from 3:30 PM - 4:30 PM via zoom. More information to come.

Residency I Reminders

- **Mentor teachers should have completed a Residency Candidate Performance Checklist and Candidate and Mentor Reflective Discussion Summary during the months of September, October, and November. Candidates should have attached each of these documents in Watermark, Student Learning & Licensure.**
- Candidates must submit each lesson plan 2 days prior to an observation to allow the mentor teacher time to review it.
- See the **Observation and Evaluation Schedule** to keep up-to-date with lesson plan and other assessment deadlines.
- Refer to the **Residency Key Roles** to make sure you are keeping up with residency candidate and mentor expectations.

Praxis Subject Assessments

- In order to advance to Residency II, candidates will need to complete all required Praxis Subject Area Assessments and submit their score reports to the Office of Educator Preparation by December 20, 2024. If for some reason, candidates have attempted but did NOT pass all required exams, a Praxis Waiver should be submitted to the Office of Educator Preparation before December 20, 2024.
- Whether testing at home or at a testing center, be sure that both ETSU (**TEST CODE 1198**) and TN Dept. of Education (**TEST CODE 8190**) are listed as recipients, as they will **NOT** automatically send, and **there will be an additional fee to send them to a recipient at a later date.**
- Please make sure to include your social security number as you sign up for your Praxis tests.
- If you are unsure what Praxis test that you need to take for your specific program, please refer to the ETS website.

Praxis Waiver Information

Any candidate who cannot satisfy completion of all Praxis exams for their licensure program(s) prior to entering Residency II may request a Residency II Praxis Waiver after meeting the following requirements. The student:

1. is enrolled in an educator preparation program
2. has attempted to take all Praxis II examinations required for the

- licensure area and a score report has been officially received by ETSU.
3. has successfully progressed through the previous progression points which include:
 - maintaining a minimum overall GPA of 2.75 for undergraduate and 3.0 for graduate students.
 - completion of all coursework required for licensure/degree.
 - submission of the Residency Application by the noted deadline for placement.
 - current background check on file in the Office of Educator Preparation-Residency

Please click [here](#) to access the Residency II Praxis Waiver Request:

1. **Candidates must attach a letter, with this Residency II Praxis Waiver Request that includes their remediation process (e.g., meetings with faculty advisor regarding steps to take to ensure future success on the Praxis tests, plans to attend Praxis workshops, lists of books to read that address deficiencies, etc.) that he/she will assume to prepare to retake the needed Praxis exams including dates of anticipated Praxis registration.**

Students must submit their Praxis Waivers to the Office of Educator Preparation, Warf Pickel Hall, Room 305, or via email to edprep@etsu.edu by December 20th if completing Residency II during the spring semester.

Student Learning & Licensure by Watermark Time Requirements

- **Candidates should upload the Residency Candidate Performance Checklist, and the Candidate and Mentor Teacher Discussion Summary in Watermark, Student Learning & Licensure after you and your mentor teacher have reviewed and signed the documents. If you or your mentor teacher have questions about this, please contact the Office of Educator Preparation at 423-439-7597 or edprep@etsu.edu.**
- All residency candidates should be logging their clinical hours on a weekly basis (This includes putting your arrival and departure times into the notes section). Your mentor teacher should review and approve these hours at the end of each week. You should also follow the school protocol for signing in and out of the school each day. **If you will be absent or tardy, you should, at minimum, send one email copying the appropriate stakeholders (mentor teacher, ETSU supervisor, and principal) as soon as possible.**
- If any candidate or mentor teacher is having difficulty accessing Student Learning & Licensure, please contact the Office of Educator Preparation, edprep@etsu.edu or Dr. Tami Baker, bakert@etsu.edu at

the ETRC immediately so the issue can be resolved.

Substitute Teaching Guidelines

- Residency Candidates **are allowed to complete substitute teaching whenever they are available and accept a position. This is considered a part-time job. Candidates may not count the hours paid for substitute teaching toward their Residency I hours.**
- Residency Candidates that are in specific programs such as the RITE and KAT programs will follow their specified guidelines regarding substitute teaching in Residency I.
- **Candidates only need to complete and submit the Candidate to Substitute Contract in Watermark, Student Learning & Licensure during Residency II if they plan to substitute outside of their mentor teacher's classroom. Once the Candidate to Substitute Contract is uploaded, candidates can only substitute outside of their mentor teacher's classroom after edTPA filming and a maximum of 5 days.**

If you have any questions regarding these guidelines and requirements, please contact the Office of Educator Preparation using the contacts below or check in the [Residency Handbook](#).

Communication

Office of Educator Preparation
Warf Pickel, Room 305
Open Monday through Friday between 8:00-4:30 p.m.

ETSU Residency Candidate website
<https://www.etsu.edu/coe/educator-preparation/residency/residency-year-overview.php>

Contact Us



Laura Click
*Director of Field
Experiences and Residency,
Clemmer College of
Education and Human
Development*
clicklm@etsu.edu
(423) 439-4200



Chelsey Mitchell
*Placement Coordinator,
Clemmer College of
Education and Human
Development*
mitchellcb@etsu.edu
(423) 439-7597

Thomma Grindstaff

Taylor Burkey



Certification Coordinator,
 Clemmer College of
 Education and Human
 Development
grindstt@mail.etsu.edu
 (423) 439-7562



*Educator Preparation
 Coordinator,*
 Clemmer College of
 Education and Human
 Development
burkeyt@etsu.edu
 (423) 439-4256



Angela Shelton
edTPA Coordinator
 Clemmer College of Education and Human
 Development
sheltonam1@etsu.edu
 (423)794-7977



Dr. Cynthia Chambers
Associate Dean of Education Preparation,
 Clemmer College of Education and Human
 Development
chamberc@etsu.edu
 (423)-439-7586

Clemmer College of Education and Human Development
Office of Educator Preparation
 Warf Pickel Hall, Room 305
edprep@etsu.edu





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