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**Field Placement Teacher Residency Checklist**

**Pre-Practicum Documentation: Due by the end of the Fall semester or uploaded to the Practicum Application**

TC Self-Assessment

Gateway Observation Assessments (2)

Final Pre-Practicum Evaluation

**How to Submit:** Teacher Candidates can upload the documents in the pre-practicum workshop via LiveText, email it directly to the Field Placement Office, or upload the documents to their Practicum Application.

**Practicum Applications: Due by January 4th** [Practicum Application](https://qafederation.ngwebsolutions.com/idp/startSSO.ping?PartnerSpId=IdpLesleyLDAP&TargetResource=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F2fdfe829-6abb-4dca-9658-b0245ef09e31)

**MTEL Exception Form: Due by January 4th**  [MTEL Exception Form](https://qafederation.ngwebsolutions.com/idp/startSSO.ping?PartnerSpId=IdpLesleyLDAP&TargetResource=https://dynamicforms.ngwebsolutions.com/ShowForm.aspx?RequestedDynamicFormTemplate=39d79d8c-dced-4c06-b275-1626f5dca694)

* Teacher Candidates who are moving forward into their practicum without having completed their MTEL’s need to complete this form. It can always be updated as they move toward completing their exams.

**Supervising Practitioner Paperwork: due by January 4th**

* This paperwork is a two-step process; started by the Teacher Candidate and completed by their Supervising Practitioner. Link to the [Supervising Practitioner Paperwork](https://qafederation.ngwebsolutions.com/idp/startSSO.ping?PartnerSpId=IdpLesleyLDAP&TargetResource=https://dynamicforms.ngwebsolutions.com/ShowForm.aspx?RequestedDynamicFormTemplate=4e37c5f4-20cb-4b8a-9a38-baebb01bd125)

**Important Notes:**

* We are moving this deadline up to coincided with other deadlines and eliminate some confusion around what is due. This will also help support the TC’s with questions or concerns going into their practicum by connecting with our office sooner.
* Teacher Candidates may not have their placements confirmed for the spring (the classroom they may be in), but still need to submit an application for practicum
* **Seminar Registration:** Teacher Candidates will be notified by the Field Placement office once they have been cleared to register for the seminar course. This won’t be until late December or early January; pending when grades are posted from the Fall semester. Students will need to register on their own through LOIS and will be given instructions on that process at that time.
* **Practicum Orientation:** We will be holding a separate Practicum Orientation for the students to review the documents, CAP and the expectations of their experience. This will be held in early January more information and meeting link will be sent in the coming weeks.