CLINICAL PRACTICE APPLICATION FORM

GENERAL INFORMATION

The application for Clinical Practice and all supporting documents must be submitted by the application deadline for the quarter in which you plan to begin Clinical Practice. In the case of TPA results, please provide the results to the Credential Analyst as soon as they become available.

All Clinical Practice Applicants must meet the appropriate overall GPA of 3.0 at the time of application submission. An earned “CR” (credit) is required in each block of Clinical Practice, as well as maintenance of a 3.0 GPA in all credential coursework attempted to earn a University recommendation of credential.

All applicants for Clinical Practice must be accepted into the Credential Program and complete all prerequisites and core coursework prior to Clinical Practice. Applicants must also be currently admitted and continuously enrolled at Cal Poly Pomona.

Please complete the Clinical Practice Application and submit all items on the checklist to the appropriate Credential Analyst on the second floor in building 6. Within 3 weeks of the application deadline, you will receive e-mail notification from the Credential Analyst regarding the status of your application. All approved applications will be forwarded to the Office of Clinical Practice for placement.

Placements are requested based on CTC requirements, availability of appropriate quality placements, and geographic locations within reasonable commuting range. Therefore, please make sure that current address information is included. For these reasons, special placement requests cannot be accepted.

The Office of Clinical Practice arranges all student teacher placements. The process is time consuming, requiring several weeks to complete. You will be notified when your placement has been confirmed. Most communications from the department will be sent in the form of e-mail per university policy. Any correspondence that is mailed will be sent to the current address on Bronco Direct.

If you have questions regarding the placement of Student Teachers, please contact us at (909) 869-4400.
CLINICAL PRACTICE APPLICATION FORM

CHECK LIST

Please submit all items below to the appropriate Credential Analyst with your completed application. If there are any items in progress, such as TPA’s, please inform the Credential Analyst and bring the results as soon as they are made available.

☐ CLINICAL PRACTICE APPLICATION

☐ Effective Winter 2012, A PRINTOUT VERIFYING PASSAGE OF TPA TASKS 1 AND 2. This may be retrieved from your Task Stream account. Your placement may be jeopardized if these results are not submitted as soon as they are made available. Note: If you completed TED 443 or TED 432 prior to Spring 2011, you will complete TPA 2 with Clinical Practice and only need to submit passage of TPA 1 at this time.

☐ POLICIES RELATED TO WITHDRAWING FROM CLINICAL PRACTICE

PLEASE NOTE: Only submit the items below if they were not included with your program admissions packet OR if information has been updated.

☐ 100% SUBJECT MATTER VERIFICATION (CSET or Subject Matter Preparation Program). Each subtest score needs to remain valid through the end of your final quarter of Clinical Practice and cannot be older than 5 years. Subtests with scores older than 5 years need to be retaken and passed before beginning or continuing with Clinical Practice.

☐ CURRENT NEGATIVE TUBERCULOSIS (TB) TEST (offered at Student Health Center). TB clearance is valid for four years and must remain valid throughout all Clinical Practice. A copy of TB clearance was required at Program Admissions. If your test has expired since that time, a new test is required.

☐ CERTIFICATE OF CLEARANCE A copy of a Certificate of Clearance document granted by the CTC must be submitted as part of the Program Admissions process. A California Teaching Credential, Emergency Permit, or Short Term Staff Permit may be submitted in lieu of the Certificate of Clearance. The issuance date must not exceed 5 years.

Revised 07/28/2016
CLINICAL PRACTICE APPLICATION FORM

Date: _______________  □ Block 1  □ Block 2  Bronco ID: _______________
Quarter Requesting Placement: □ Fall  □ Winter  □ Spring  Year: __________

SECTION A – About You

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Local Address  Street  City  State  Zip Code

Main Phone  Alternate Phone  Date of Birth

☐ Male  ☐ Female  Cal Poly Email: __________________________________________@cpp.edu

Do you already hold a teaching credential?  ☐ Yes  ☐ No
If yes, type of credential: __________________________________________

SECTION B - Credential Program and Emphasis

MULTIPLE SUBJECT:  □ Non-Bilingual Authorization  □ Bilingual Authorization: __________

SINGLE SUBJECT:  □ Non-Bilingual Authorization  □ Bilingual Authorization: __________

☐ Agriculture  ☐ Agriculture/Ag Specialist  ☐ English  ☐ PE
☐ Art  ☐ Biological Sciences  ☐ Geosciences  ☐ PE/Adapted PE
☐ Biological Sciences Specialized  ☐ Geosciences, Specialized  ☐ Physics
☐ Chemistry  ☐ Biological Sciences Specialized  ☐ Math  ☐ Physics, Specialized
☐ Chemistry, Specialized  ☐ Math, Foundational Level  ☐ Social Sciences
☐ Biological Sciences  ☐ Music  ☐ Science, Foundational Level
☐ Biological Sciences Specialized  ☐ Spanish

EDUCATION SPECIALIST:

☐ Mild/Moderate  ☐ SECAP (One block only)
☐ Moderate/Severe  ☐ Bilingual Authorization: __________
☐ Non-Bilingual Authorization

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SECTION C - Prior Enrollment: Have you ever been admitted into Clinical Practice for this credential? Y N

☐ If Yes, Quarter: __________  ☐ Standard  ☐ Intern

SECTION D - Type of Placement:

☐ Standard Placement  ☐ Short Term Staff Permit *

*If you are currently employed by a district in a long term substitute or contracted position and hold a Short Term Staff Permit, you may qualify for Clinical Practice while in your present position. Please contact the Credential Services Office for more information and a “Supplemental Application for Short Term Staff Permit Supervision” packet. NOTE: 30-Day Emergency Permits do not qualify

____________________________________________________________     ______________________
Signature        Date

Credential Analyst Use Only:

CSET Subtest #

Issuance Date: __________  Exp. Date: __________

Issuance Date: __________  Exp. Date: __________

Issuance Date: __________  Exp. Date: __________

Issuance Date: __________  Exp. Date: __________

SMPP Subject:

Issuance Date: __________  Exp. Date: __________

TB Clearance  Issuance Date: __________  Exp. Date: __________

Cert. of Clearance  Issuance Date: __________  Exp. Date: __________

TPA 1 Status:  Passed  Failed  In Progress  TPA 2 Status:  Passed  Failed  In Progress

Signature: _____________________________________________    Date:  ____________________
1. **CANDIDATES ARE NOT PERMITTED TO ARRANGE THEIR OWN PLACEMENTS**
   It is the responsibility of the Cal Poly Pomona Office of Clinical Practice to find suitable placement for ALL teacher candidates in Clinical Practice. Candidates **may not, at any time**, approach school staff or district offices attempting to make arrangements for their own placement.

2. **CANDIDATE WITHDRAWAL PRIOR TO PLACEMENT**
   A candidate who withdraws their Clinical Practice Application **on or before** the Clinical Practice Application Deadline will be permitted to re-apply for the next academic quarter.

3. **CANDIDATE WITHDRAWAL AFTER PLACEMENT IS REQUESTED**
   A candidate who withdraws their Clinical Practice Application after placement has been requested will be ineligible to re-apply for the quarter of withdrawal.*

4. **CANDIDATE WHO IS A “NO SHOW” FOR CLINICAL PRACTICE**
   Barring unusual circumstances, a candidate who chooses not to report to his or her Clinical Practice assignment without advance notice to the school site and the Office of Clinical Practice will be ineligible to re-apply for the quarter of withdrawal and the following quarter. “No Show” students may not withdraw again under any circumstances or they will be permanently separated from the program.*

5. **CANDIDATE WHO WITHDRAWS FOR A SECOND OCCURRENCE**
   If a candidate chooses to withdraw from Clinical Practice a second time for a subsequent quarter, the candidate will be separated from the program and may not re-apply.*

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*NOTE: WITHDRAWAL FOR “UNUSUAL AND COMPELLING” CIRCUMSTANCES MAY BE APPEALED TO THE TED APPEALS AND REINSTATEMENT COMMITTEE. VERIFYING DOCUMENTATION BY THE CANDIDATE WILL BE REQUIRED.*

______________________________________________________  _____________
Student Signature                Date
CLINICAL PRACTICE PLACEMENT INFORMATION

Placement Process – This process is extremely lengthy requiring interaction between the university, districts, school principals and cooperating teachers. Students are asked to be patient during this process. Notification of your placement is sent through the Cal Poly Email usually two weeks prior to the beginning of the quarter.

Student Orientation - Upon admission to supervised student teaching, you will receive the date, time, and place of a required orientation meeting. Orientation meetings may be scheduled during quarter breaks. Failure to attend this meeting will result in your placement being given to any candidate still awaiting placement and you will not be placed until you contact the Supervision Office. Placement is not guaranteed.

Placement Requests - Placements are voluntary by the district and cooperating teachers are never guaranteed.

1. Students are not allowed to solicit placement requests from districts, schools, and cooperating teachers seeking their own placement. The only exception would be if you were seeking employment.

2. The Placement Office is the only Office that may coordinate placements with the districts to insure that all legal requirements are met for your Clinical Practice Assignment.

3. Every effort is made to place students close to home. Assignments will be requested by student address unless other arrangements have been made.

4. If you have a request to be placed in a particular district or school you must submit a written request by email to the Placement Coordinators, Janet Humble, jhumble@cpp.edu or Tami Patterson, tpatterson@cpp.edu. We must insure we have a District Contract in place, etc.

5. Due to a conflict of interest, students may not request to be placed in schools where relatives are employed or children attend. You may not request a previous school you attended.

6. Placement requests are not guaranteed so you must also be prepared to commute if necessary.

7. Due to competition with other Universities, placement options at times may be limited. Students must be willing to accept the placement offered or withdraw.
Clinical Practice Placement Information

Correspondence - All correspondence related to Clinical Practice will be sent to you by your Cal Poly Email Address. Make sure your CPP Email Address and residential address is correct and legible on your Clinical Practice Application. Please feel free to contact us any time (909) 869–2309 or (909) 869-4300.

Clinical Practice Assignment (How it looks):

Full Time Teaching, 5 Days a week for All Credential Objectives

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Quarter</th>
<th>Second Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed Specialist</td>
<td>K – 12 RSP or SDC</td>
<td>K – 12 SDC or RSP</td>
</tr>
<tr>
<td>Multiple Subject</td>
<td>K – 3 or 4 - 6</td>
<td>4 – 6 or K - 3</td>
</tr>
<tr>
<td>Single Subject</td>
<td>Jr. High or High</td>
<td>High or Jr. High</td>
</tr>
</tbody>
</table>

(Single Subject students can expect two subjects in content area, 4 periods, 2 prep periods)

I have read and understand the Clinical Practice process for placement of student teachers.

____________________________________    ___________
Student Signature       Date