

Checklist for the Certificate of Graduate Study

This checklist is for students seeking one or more of the LBS II Certificates who are **not** enrolled in a Teaching and Learning Masters degree granting program.

Student check list

Prior to starting course work toward one or more free-standing Certificates of Graduate Study for the LBS II certification:

- _____ Hold an LBS I, DHH, Vision or Speech and Language certification.
 - _____ Apply to the Graduate School as a student-at-large (www.grad.niu.edu).
 - _____ Apply to the Department of Teaching and Learning for the Certification of Graduate Study for the appropriate LBS II certification(s) you wish to receive. A separate [application](#) must be submitted for each LBS II you wish to pursue. This information must be sent to the Graduate Secretary, Department of Teaching and Learning, Northern Illinois University, DeKalb, IL 60115.
 - _____ 3.0 GPA in the last two years of undergraduate course work. You must provide official transcripts to the Department of Teaching and Learning.
 - _____ A copy of your current teacher certification. (Subject to verification).
 - _____ One or more years of teaching experience.
 - _____ [Two letters of recommendation](#) citing successful teaching, positive disposition, and potential for success in advanced practices.
 - _____ [Application letter](#) citing examples of positive dispositions.
 - _____ Passed the Basic Skills exam. Information regarding these exams may be located at www.icts.nesinc.com.
- _____ Contact the appropriate coordinator for the Certificate(s) you wish to pursue. Please see the [CGS web page](#) for information

After you have been admitted to the free-standing CGS program:

- _____ Obtain a copy of the [Course Checklist](#) for the Certificate(s) you wish to pursue.
- _____ Meet with the faculty coordinator to go over the plan of study for the Certificate(s) you wish to pursue. Both you and the faculty advisor must sign the Checklist. **Note:** If you are pursuing more than one Certificate you may need to meet with more than one advisor.
- _____ You will have six years to complete the coursework toward your Certificate(s).

Progress in Program, Pre-Clinical:

- _____ Meet or exceed all standards-based assessments included in courses and listed in standards matrices.
- _____ Meet dispositions requirements as indicated by scores on assessment checklist after 15 credit hours. [Candidate Disposition Assessment Instrument](#).

Enrollment in TLSE 593 with clinical experience:

- _____ Meet or exceed all requirements on all standards-based assessment included.
- _____ Submit written agreement from the school district to complete clinical hours and professional development project.

Completion of Program:

- _____ Meet LBS II Content Area Standards for the appropriate LBS II as evidence by meeting or exceeding requirements on all standards based assessments included in courses.
- _____ Meet disposition requirements as indicated by scores on assessment checklist at conclusion of TLSE 593. [Candidate Disposition Assessment Instrument](#).
- _____ Receive “proficient” ratings on submitted portfolio.
- _____ Successful completion of content test for the appropriate LBS II certification. Note: If you have not previously completed the APT exam you must do so also. Information regarding these exams may be located at www.icts.nesinc.com

If you are seeking LBS II certification(s):

- _____ Print and complete the [application materials for LBS II certification\(s\)](#) and the [Gender/Ethnicity form](#). Please return the forms to Leslie Hecht, Department of Teaching and Learning, Northern Illinois University, DeKalb, IL 60115.