

Special Education Advisement Checklist – LBS I Major

Northern Illinois University - College of Education
Special Education Advisement Office - Gabel 138
815-753-8361

Advisor: Sharon Wyland

Secretary: Jeanne Johnston

NOTE: This is not intended as a substitute for advisement. Students are strongly encouraged to schedule an appointment with the special education advisor each semester. All information is subject to change per NIU program requirements and/or ISBE teacher certification requirements.

FRESHMAN YEAR (below 30 semester credit hours)

- ___ **EARLY in the FALL Semester - Schedule advisement appointment**
 - ___ **SEPTEMBER - Attend Special Education Group Advisement Meeting**
Gabel 126 - Cavan Auditorium - 4:30-5:15 PM - Week five -see Advisement Bulletin Board for date
 - ___ **NOVEMBER - Register for Spring semester classes**
 - ___ **EARLY in the SPRING Semester - Schedule an advisement appointment if needed**
 - ___ **FEBRUARY - Attend Special Education Group Advisement Meeting**
Gabel 126 - Cavan Auditorium - 4:30-5:15 PM - Week five -see Advisement Bulletin Board for date
 - ___ **APRIL – Register for Summer and Fall semester classes**
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SOPHOMORE YEAR (minimum of 30 semester credit hours)

- ___ **Schedule advisement appointment**
- ___ **Attend Special Education Group Advisement Meetings:**
September in fall semester and February in spring semester (week five of each semester)
Gabel 126 - Cavan Auditorium - 4:30-5:15 PM - see Advisement Bulletin Board for dates
- ___ **Apply for Clinical Course Work – see academic advisor**
- ___ **Register for classes:** November for Spring and April for Summer/Fall

The following three things MUST be completed, no later than first semester sophomore year, as pre-requisites to teaching methods and clinical courses taken during junior year:

- ___ 1. **Register for and take the Illinois Test of Basic Skills www.icts.nesinc.com**
Provide passing score report to Advisement Office
Register on-line
Sample test questions available on the website listed above
Free preparatory workshops offered by the College of Education, Learning Center located in the basement of Gabel Hall, 753-8354
- ___ 2. **Submit Criminal Background Check**
Go to **www.teachercertification.niu.edu** for form and instructions
- ___ 3. **Submit TB (tuberculosis) test results to Advisement Office**
This may be done free of charge at University Health Services

JUNIOR YEAR (minimum of 60 semester credit hours)

- ___ **Schedule advisement appointment**
 - ___ **Attend Special Education Group Advisement Meetings** (Sept. and Feb.)

 - ___ **Apply for Student Teaching / Attend Application Meeting**
Clinical Office (Gabel 152) www.cedu.niu.edu/tlrn/clinical/specialEd.shtml
Must apply **one year** in advance (i.e. apply spring semester junior year to student teach spring semester senior year)

 - ___ **Promptly comply with all instructions and deadlines from Clinical Office**
regarding student teaching application and placement assignments

 - ___ **Update TB** test results if necessary (see advisor)

 - ___ **Register for and take LBS I Content-Area Test (# 155) or Vision Content Test (#150)**
See advisor for appropriate test date and register at www.icts.nesinc.com
Provide passing score report to Clinical Office - Pre-requisite to student teaching

 - ___ **Register for classes:** November for Spring and April for Summer/Fall
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SENIOR YEAR (minimum of 90 semester credit hours)

- ___ **Schedule advisement appointment during last semester of classes BEFORE student teaching to review graduation and teacher certification application information**

- ___ **Graduation and Teacher Certification Application**
Obtain copy of Graduation and Teacher Certification Information Sheet from Advisement Office in Gabel 138

- ___ **Register for & take Assessment of Professional Teaching Exam** (Special K-12 - test # 104)
Register at www.icts.nesinc.com
Passing score required for teacher certification, but **not** a pre-requisite to student teaching or graduation

- ___ **Register for & take Special Education General Curriculum Test** (test # 163)
Register at www.icts.nesinc.com
Passing score required for teacher certification, but **not** a pre-requisite to student teaching or graduation

- ___ **Provide updated TB test results to Clinical Office**
Pre-requisite to student teaching registration

- ___ **Promptly comply with all instructions from Clinical Office**
(Gabel 152) www.cedu.niu.edu/tlrn/clinical/specialEd.shtml

- ___ **Contact Office of Career Planning and Placement - Campus Life Building**
Teaching Credential File / Job Info. / Resume and Portfolio Assistance / Teacher Job Fair

- ___ **Attend Student Teacher Orientation Meeting** – See Clinical Office for details
Usually the week before student teaching begins (August for Fall semester student teaching / January for Spring semester student teaching)

- ___ **Apply for graduation - Office of Registration & Records: Williston 220 / 815-753-0681**
www.niu.edu – go to **MyNIU>Self-Service>Degree Progress/Graduation>Apply for Graduation**
Graduation application and fee must be returned to Registration & Records by:
Dec. 1 for May graduation / July 1 for December graduation / May 1 for August graduation