



Admission to Online ELED Program

Congratulations on being admitted to our Online ELED Program!

Our program's foundation is based upon the practical experiences in teaching which you will acquire through your teaching in your local, accredited public elementary school.

In order to be allowed to teach in your local school, you will need permission from your school district. This permission may take months to receive. These are the steps we need you to follow starting **TODAY** to gain that permission before you take an Elementary Education (ELED) class which has required practicum hours. Please read the checklist in its entirety before beginning step 1.

1. Obtain a Utah State Board of Education Background check. [These are the directions to get that background check](#). This can take up to two weeks to process.
2. Once you have your background check in hand, complete the first page of [this Practicum Placement Form](#) and share it with Caitlin Carter (435-865-8320), caitlincarter1@suu.edu. Do not contact the district for placement approval.
3. She will reach out to the district in which you want to serve to start the Practicum Approval Process. Do **NOT** contact the district for placement. All contact with your chosen district **MUST** go through Caitlin. Once approved by the district, she will start a practicum placement file for you. Your online ELED file will be shared with you and ALL ELED faculty teaching ELED courses.
4. As you register for the following courses, request your instructor to access your online ELED file to provide him/her the information s/he requires to successfully complete your practicum in a school. Work with Caitlin Carter to contact the district to receive their direction as to which school you will be assigned. This may take weeks. Once approved by the district, Caitlin will inform you of the school in which you will serve and the principal/cooperating teacher for whom you will be working with.

- SPED 2030 (10hrs total; K-12)
- SPED 2400 (1.5hrs/week; K-12)
- FLHD 2600 (1.5hrs/week; K-3)
- ECED 2950 (2-3hrs/week; Pre-K-2nd)
- EDRG 3010 (10-12 sessions; In-school optional; K-2)
- SPED 4120 (3hrs/week; K-12)
- SPED 4130 (1.5hrs/week; K-12)

- SPED 4145 (1.5hrs/week; K-12)
 - EESL 4310 (K-12; optional)
 - Elementary Block (K-6; 2hrs/day, 5 days/week, 150hrs total)
 - ELED 3460
 - ELED 3470
 - ELED 3480
 - ELED 3490
 - ELED 3570
5. To be successful in your practicum classes, you must start your practicum within the first week of the semester. Do NOT start your practicum until Caitlin has shared with you the contact information for the Principal at whose school you will serve. If you cannot get this practicum set up by the end of the first week of school, you MAY be dropped from the course and will have to take it in a future semester when you have been able to establish a practicum experience.
6. You must complete these same steps for each ELED course requiring a practicum from SPED 2030 through your Student Teaching.

Failure to follow these steps as outlined **WILL** delay your course registration and timely completion of courses and ELED program