



Program Application and Procedure Fall/Spring

Undergraduate Candidates applying to a teacher education program must apply the semester before they plan to take Block I courses by doing the following:

- ❑ **Complete** the application form.
- ❑ **Submit** a written response to the Teacher Candidate Goal Statement. (More specific instructions are provided on the application.)
- ❑ **Provide** two professional references using the enclosed reference forms to be submitted to the Director of Candidate Advisement and Services (See address at bottom of reference form). Make sure to write your name in the blank, as you are requesting the reference, and sign the waiver if you wish to waive your right of access to it. ***Note***: Professional references are individuals who have served in a supervisory position for you, either as an instructor of a course, or as a supervisor of your work or volunteer opportunities. **References will not be accepted from family members or friends.**
- ❑ **Participate** in the Curriculum Center Basics Workshop with Education Librarian Ms. Kathi Sigler, Curriculum Specialist in the Lavery Library. Sign up electronically for a workshop by entering this link into a web browser: <http://goo.gl.vbnAU>
- ❑ **Submit** the **application, goal statement, references** and **Certificate of Completion** from the Curriculum Center Basics Workshop to the Director of Candidate Advisement and Services, Ralph C. Wilson Building, Office 203. **Fall applications are due by November 1 and spring applications are due by April 1.**
- ❑ **Earn** a grade of “C” or higher in all pre-block education courses (for Childhood Candidates this includes 6 credit hours of English and 6 credit hours of Social Science).
- ❑ **Achieve** an overall GPA of at least 2.75.
- ❑ **Earn** ratings of acceptable or target on key assessments in pre-block education courses.

To maintain good standing in the program candidates are required to:

- ❑ Maintain an overall GPA of 2.75 or higher.
- ❑ Maintain a **suggested** GPA of 3.0 in their major(s).
- ❑ Maintain an acceptable or target rating on key assessments in the program.

Teacher Candidate Application Form
Ralph C. Wilson, Jr. School of Education
St. John Fisher College
Fall/Spring

Please complete and return to the Director of Candidate Advisement and Services, RCW, Office 203.

Teacher Education Program(s) _____

Content major (if applicable) _____

Fisher @# _____

Name _____
(First) (Middle) (Last)

Permanent Address _____
(Street and Apartment number)

(City) (State) (Zip)

Campus Address _____
(Street and Apartment number)

(City) (State) (Zip)

Home Phone _____

Campus Phone _____

Cell Phone _____

SJFC Email address _____

Names of Professional References:

1. _____

2. _____

Your SJFC email will be used for all School of Education communication.

Have you ever been convicted of a felony? Yes* No

*If yes, please attach a letter of explanation.

(Signature of Applicant)

(Date)

If there are any changes to your home address and/or home phone number, please contact the Registrar's Office immediately to update your records. Thank you.

Teacher Candidate Professional Reference Request
Ralph C. Wilson, Jr. School of Education
St. John Fisher College

Waiver of Right to Review Statement

I, _____, waive the right to access of confidential material in this reference.

Signature of Applicant _____ Date _____

- Do not sign above if you do not give consent for the release of any confidential material.
- All completed forms will be treated confidentially should the student sign the Waiver of Right to Review Statement above.

I, _____, am requesting that you serve as a reference for my application to a Teacher Certification Program in the Ralph C. Wilson, Jr. School of Education at St. John Fisher College. To assist in evaluating my application, please complete this form and return it to the address noted on the back within two weeks.

Directions: In completing the form, please place a check in the appropriate box, rating the applicant in comparison to other candidates and/or employees you have known.

	Exceptional	Above Average	Average	Below Average	No Information
Intellectual ability					
Compassion for others					
Leadership ability					
Work habits					
Ability to work with others					
Oral expression					
Writing ability					
Emotional maturity					
Understanding and appreciation of diversity					
Professional disposition					
Ability to use technology					
Ability to problem solve					

How long have you known the applicant and under what circumstances?

Do you see any limitations that might prevent this student from being successful in the teaching profession?

Additional comments

Signature _____

Name _____
(please print)

Title: _____

Address _____

Daytime phone _____

Date _____

***Due Date: November 1 for spring admission to the School of Education*
April 1 for fall admission to the School of Education***

Please direct questions/concerns to Jennifer Pluretti, Director of Candidate Advisement and Services, at (585) 385-8439 or jpluretti@sjfc.edu.

Please return the completed form in an envelope with your signature across the seal to:

Jennifer Pluretti, Director of Candidate Advisement and Services
Ralph C. Wilson, Jr. School of Education, Room 203
St. John Fisher College
3690 East Avenue
Rochester, NY 14618

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