



THE UNIVERSITY OF ARIZONA[®]
COLLEGE OF FINE ARTS



ARTS EDUCATION TRAINING MODULES



Directions:

1) READ THE INFORMATION AND LINKS

Read all the slides and incorporated links within this presentation. Some of these slides include going to other websites or documents to complete forms and training.

2) COMPLETE AND SUBMIT THE FOLLOWING FORMS

Email the following as one PDF packet to Dr. Nolan (knolan@email.arizona.edu):

1. [Mandatory Reporting Note-Taker](#)
2. [FERPA Certificate](#)
3. [Professional Standards Contract](#)
4. Photocopy of front and back of IVP [Fingerprint Clearance Card](#) or Application for card.



Mandatory Reporting

UA students are required to complete the online Mandatory Reporting training module before they begin their field experience. Since you will be working with children, you must understand your legal obligation to report suspected abuse, neglect, and other reportable offenses.

This is the link to the online module: www.mandatoryreporting.coe.arizona.edu. The module includes a series of video clips as well as some documents regarding Mandatory Reporting statutes.

You are required to use the video clips and accompanying materials to complete this [note-taker](#). Once you are finished, submit the note-taker to your program director as evidence that you have met the Mandatory Reporting requirement.



FERPA

UA students are required to complete the online FERPA training module before they begin their field experience. Since you will be handling student data, you must understand the FERPA (***Family Educational Records and Privacy Act***) laws that you must follow.

You are required to read through and take the quiz at the end of the College of Education's FERPA learning module, which is found at: <http://ferpa.coe.arizona.edu/>. You will need to log on using your UANetID and Password.

- Review all sections in [FERPA Overview](#)
- Review all sections in [Key Federal Laws](#)
- Take the [FERPA Quiz](#) (Note: You must be logged in to the website to take the quiz.)

You must earn a 100% on the quiz. You can re-take the quiz until you earn 100%. When you earn 100%, you will be able to print a certificate to place in your professional portfolio.

After you complete the module, print the certificate or the page with your quiz results (print or save it as a PDF) and submit it to your program director as evidence that you have met the FERPA requirement.



Teacher Preparation Program Professional Standards

The University of Arizona has a responsibility to the educational community to ensure that individuals who are recommended to the State of Arizona for teaching certification merit acceptance into the teaching profession. As a student in a University of Arizona teacher preparation program, you are expected to meet a number of professional standards, policies, and requirements. **These include both academic and behavior standards.**

Adherence to Standards

Successful completion of the teacher preparation program is dependent upon a student's ability to meet the academic and behavior standards. If a student's performance raises concerns about their ability to successfully complete the program, University or field-based professional educators in the program may initiate a *Performance Concern Form*. Depending on the severity of the issue, the student may be placed on a *Professional Growth Plan*, which identifies steps for remediation, provides support, and establishes expectations that must be met within a given timeline. Possible consequences for not meeting the expectations in the *Professional Growth Plan* include removal from a course or clinical placement, failing grade in a course, withdrawal from the program with the right to petition for re-admission, or dismissal from the teacher preparation program. It is important to note that severe violations of the standards may lead directly to consequences listed above in lieu of a *Professional Growth Plan*.



Academic Standards

The Arizona State Board of Education has adopted the InTASC and ISTE NETS-T standards as the evaluative standards for teachers. You are required to review these standards:

➤ [InTASC Standards](#)

➤ [ISTE NETS-T Standards](#)

All University of Arizona teacher preparation programs have aligned their curricula and assessments to these standards. Throughout your program, there will be a series of benchmark assignments, including the capstone experience of student teaching, to assess your progress in meeting these standards.



Behavior Standards

You are expected to behave professionally during the program, both as a student and a teacher, while on the UA campus, school district campuses, and related field experience events. There are three categories of behavior standards to which you must adhere:

1. State of Arizona Standards: *Arizona State Board of Education Professional Practices for Certificate Holders* (page 4 of <https://cms.azed.gov/home/GetDocumentFile?id=57a4d90caadebe130c51857a>)

2. University of Arizona Standards:

- *Student Code of Conduct* (<https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf>)
- *Threatening Behavior Policy* (<http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>)
- *Non-Discrimination and Anti-Harassment Policy* (<http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>)
- *Academic Integrity Policy* (<http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity>)
- *Professional Expectations for UA Teacher Candidates* (page 41 of <https://cfa.arizona.edu/?ddownload=1363>)

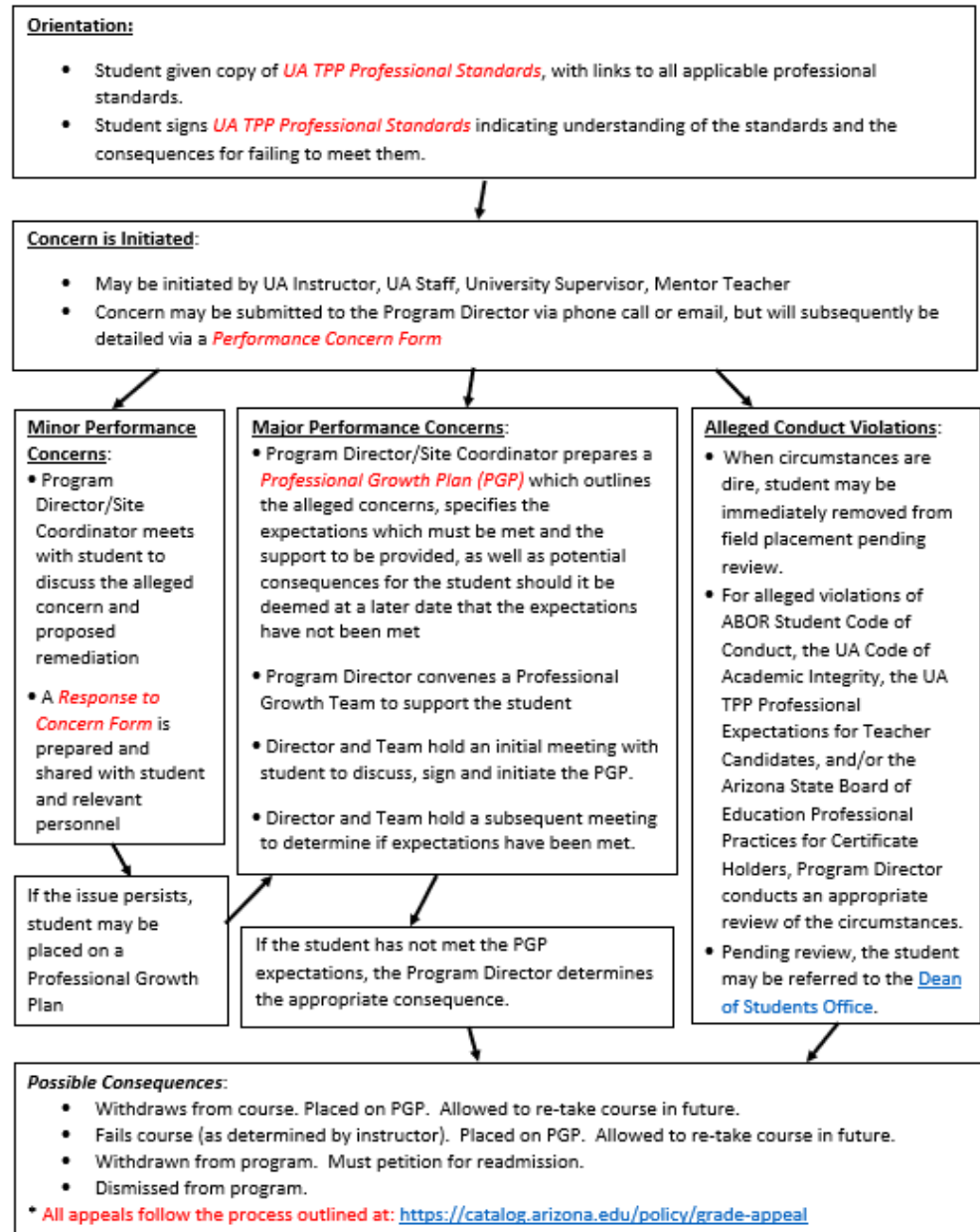
3. School District Standards: District codes of conduct for faculty and staff. Faculty codes of conduct can be found in the faculty handbook at your assigned school(s). It is your responsibility to obtain these from your site.



Due Process

This [Flow chart](#) outlines the process when concerns arise or when professional standards are not met throughout the teacher preparation program, including in courses and on-site field work.

All students need to read all of the links and standards from the previous two slides, and then sign and submit the [Professional Standards Contract](#) to the program director as evidence of familiarizing yourself with the professional standards of the UA Teacher Preparation Programs.



IVP Fingerprint Clearance Card

All music and art education students must possess a current and accurate IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety (DPS). This clearance card is required for ALL music and art education courses, including any observations/volunteer hours in schools, student teaching, and teaching. No UA student enrolled in the Music or Art Education programs will be allowed on school campuses without a current and valid IVP Level One Fingerprint Clearance Card.

The easiest option for UA students is [Fieldprint Services](#) (**detailed instructions [here](#)**). University Postal, located at 1718 E. Speedway Blvd, is a [Fieldprint](#) site contracted with the AZ DPS. The cost is \$74.95 (which INCLUDES the \$67 fee that goes to the DPS). One makes an appointment online, pays via credit card, and goes in for the fingerprinting. You will select the option for an “**IVP Paid Employee**” card.

If you have already been issued a card and either lost your current card or need to change any information, please visit: <https://www.azdps.gov/services/public/fingerprint>



Submit IVP Fingerprint Clearance Card

Submit both the front and back of your IVP Fingerprint Clearance Card as part of your PDF packet to the Program Director as evidence that you are cleared to teach in schools.



The image shows a Level One Fingerprint Clearance Card from the State of Arizona Department of Public Safety. The card features the state seal and the following information:

Sex	Weight	Height	Eyes	Hair
F	125	5 03	BRO	BRO

Additional fields include:

- Name: [Redacted]
- Birth Date: [Redacted]
- Issue Date: 1/25/2017
- Card Number: 2 [Redacted]
- Expire Date: 1/25/2023
- IVP06 [Redacted]

Make sure your card
is an IVP card

NES Test for Teacher Certification

There is one teacher certification test required prior to your student teaching semester (which occurs during your last semester of your program). **This test must be taken and passed prior to student teaching.** It is recommended to take the test during your last semester of coursework. (**Detailed instructions about the exam and fee waivers [here](#).**)

NES Test Required: [Assessment of Professional Knowledge \(Secondary\)](#)

Website: <http://www.aepa.nesinc.com/>

This test is required for your Teacher Certification (costs: \$95, 3 hours long, and computer-administered at a testing center). There is an optional study guide available for purchase from the website for ~\$30 per study guide. You need to take and pass this exam: [Assessment of Professional Knowledge: Secondary](#): 100 multiple-choice questions, 1 case study written assignment, and 1 work product written assignment (a passing score is 220 or higher).



AZ/US Constitution Requirement

Students choose one option:

1. [AEPA Exam: Constitutions of the US and AZ](#) (100 multiple choice questions, \$90 fee required, 2 ½ hours); or
2. Take the related college course (i.e., POL 210) and **get it transferred to your UA transcripts** if you take it at another institution. Please note that if you take a course it must include both the US Constitution and AZ Constitution (otherwise, you need to take two courses if they are not combined).

Many students opt to take the course online either at the U of A or from a community college.



Student Teaching Eligibility

There is a minimum required Major GPA of 3.0 (and minimum cumulative GPA of 2.5 in Art and 3.0 in Music)

All major coursework must be passed with a grade of C or higher. This includes all required Art/Music Education and all required College of Ed coursework.

All coursework (with the exception of student teaching credits) must be completed the semester prior to student teaching. Students may not take any courses or additional credits while student teaching.

Students must carry a current and valid IVP Fingerprint Clearance Card at all times while on school premises and at field-related events.

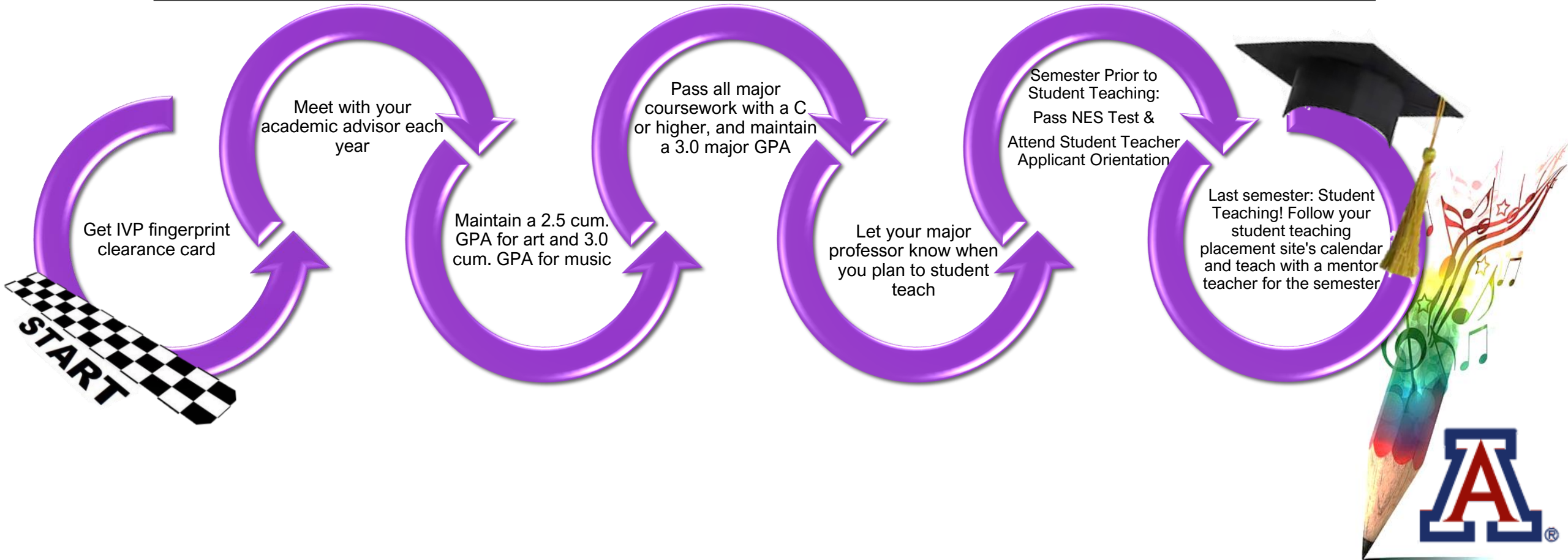
Providing inaccurate information, failing to complete any outstanding courses prior to student teaching, and/or not following the standards listed on the following page may result in my removal from student teaching or the teacher preparation program.

The semester prior to student teaching, all students must attend a mandatory student teacher orientation. See <https://cfa.arizona.edu/students/office-of-field-experience/> for information.

During the student teaching semester, students follow their school site's calendar, not the UA academic calendar.



Path to Graduation



Action Items: Complete and submit the following forms:

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2. [FERPA Certificate](#)
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