Secondary Programs Grad Professional Education
Checklist

Step #1
• Admission to Xavier University

Step #2
• Meet with program advisor, program plan
• Maintain GPA 2.7
• BCI/FBI/ TB test

Step #3
• Follow your program of study
  - Complete all required course work
  - Complete required field observations

Step #4
• Meet with advisors each semester before registration

Step #5
• Register for your OAEs
• Submit proof of OAE registration to be admitted in EDM 411
• Pass your 2 OAEs before Student Teaching placement

Step #6
• Submit your application for Student Teaching
• Follow steps to be placed in Student teaching
• Completion of Student Teaching portfolio
• Receive satisfactory evaluation reports
• Apply for licensure