Secondary Undergraduate Professional Education Programs Checklist

Step #1
• Admission to Xavier University

Step #2
• Complete requirements to enter Secondary Professional Education Program
  - ACT/SAT scores submitted
  - 2.7 GPA (must be maintained throughout the program)
  - BCI/FBI and TB test completed
  - Road to Xavier moral character form submitted
  - Meet with your advisor to create your program of study

Step #3
• Declare minor in Professional Education – please see Kim (vanwinklek@xavier.edu)

Step #4
• Follow your program of study
  - Complete all required course work
  - Complete required field observations

Step #5
• Meet with advisors each semester before registration

Step #6
• Register for your OAEs
• Submit proof of OAE registration to be admitted in EDM 411
• Pass your 2 OAEs before Student Teaching placement

Step #7
• 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