

## **Alternative Routes to Education Completion Protocol**

For AR candidates completing their program of study, the following steps need to be taken:

1. No candidate may complete their program until the end of the public school's first semester.
2. The process is initiated by the candidate's supervisor based on completion of the assigned handbook tasks, passage of the Performance Based Pedagogy Assessment, and mid-term and final evaluations.
3. When the supervisor has indicated that the candidate is ready to complete the program, the supervisor must submit the following to the program coordinator of the AR Program:
  - a. A confirmation of the completed internship tasks (1-4) with copies of the assignments.
  - b. Complete copy of the PPA
  - c. Mid-Term and Final Evaluations
4. Once these have been submitted to the program coordinator, the program coordinator will confirm the completion of:
  - a. DEs 1-3 (also known as Task #5)
  - b. Submission of Professional Growth Plan
  - c. Review of transcripts to ensure that all AR course work has been completed.
  - d. Confirmation of all course work completed for endorsement – this is primarily focused on SPED and ELL.
5. After this review of candidate's file and confirmation of completion, a completed file will be sent to the SOE certification officer for final check. At this time, the certification officer will communicate directly with the program administrator and candidate.
6. To complete the certification process, the candidate will need to complete an Institutional Application for a Teacher's Certificate (Form 4401) and pay the \$35 fee in the university's business office. Turn in the completed form and fee receipt at the SOE office.
7. Your fingerprint clearance must be current in the State database at the time your certificate (or temporary permit) is issued.
8. If needed, at this time the certification officer can issue a temporary certificate if all of the above requirements have been met.