

Subsequent Teaching Endorsement on the Professional Educator License: MGE/SEC 2020-2021 Program Handbook

This handbook is designed to provide candidates, enrollment specialists, faculty advisors, university supervisors, school-based mentors, and principals with information to assist candidates seeking a Subsequent Teaching Endorsement on a Professional Educator License.

Eligibility for the Subsequent Teaching Endorsement Program (STEP)

Candidates for a subsequent teaching endorsement must hold a current, valid Professional Educator License (PEL) in Illinois in one of the following endorsement areas: Early Childhood Education, Elementary Education, Middle Grades Education, Secondary Education, or Special Education. Specialty K-12 endorsements in single content areas such as art or music will be considered for admission. Candidates are not eligible for this program if: they have a lapsed or expired license, the license is not from Illinois, or the license has stipulations such as in the case of a substitute teacher license, a temporary bilingual endorsement, or an alternative teaching license. Enrollment and Admissions will check to confirm that candidates meet all of the requirements to successfully enroll in the program.

Candidates who were certified prior to July 1, 1988, must pass the Illinois Test of Academic Proficiency (TAP) before admission to the Subsequent Endorsement Program.

Candidates must apply to STEP and have an application on file with National Louis University in order to enroll in the program and the first course: MGE501 or SEC510-524. Candidates must have an interview with a STEP faculty advisor before registering for the first course. Candidates must be admitted to the program by the end of the first term. Candidates will not be permitted to register for a second term until they have been formally admitted and an assessment of the general education requirements has been completed.

Admission Requirements

For Middle Grades STEP:

- Illinois Professional Educator License
 - Includes proof of passing APT or edTPA
- Transcript evaluation
- 21sh in content area
- Resume
- Interview with faculty advisor

For Secondary STEP:

- Illinois Professional Educator License
 - Includes proof of passing APT or edTPA
- Transcript evaluation
- Resume
- 32sh in content area
- Interview with faculty advisor

Professional Development Plan

All general education deficiencies should be included on the plan with a recommended schedule for completion. Missing test scores are also indicated on the plan. Plans for taking these required tests are documented. Copies of the general education assessment and endorsement requirements are included in the Professional Development Plan, as well.

As a second step, a determination as to the length of the practicum is made. The 575 Practicum experience is scheduled when the candidate has completed the general education requirements, the MAT coursework, and requisite tests. The candidate is required to enroll in the practicum as a course by arrangement (CBA) and have a placement in a classroom. The number of hours to be completed is dependent upon the prior experiences the candidate has had in classrooms and the level of documentation of the standards. The range of practicum hours include:

100 required practicum hours	(4 weeks of full-time teaching) – 4 SH
125 required practicum hours	(5 weeks of full-time teaching) – 5 SH
150 required practicum hours	(6 weeks of full-time teaching) – 6 SH

The decision is recorded on the Professional Development Plan at the end of the first course during the final meeting between the candidate and the faculty advisor. Copies of the plan are distributed to the candidate, graduate advisor, and faculty advisor

MAT Program Coursework

Minimum coursework to complete MGE STEP:		
MGE 501	Introduction to Middle Grades Education: Young Adolescents in Context 1	2sh
MGE 509	Integrated Curriculum in the Middle Grades	3sh
MGE 575	Practicum for Subsequent Teaching Endorsement	4-6sh
One of the following methods courses:		
MGE 510	Methods of Teaching Middle Grades Science	3sh
MGE 512	Methods of Teaching Middle Grades English/Language Arts	
MGE 514	Methods of Teaching Middle Grades Mathematics	
MGE 518	Methods of Teaching Middle Grades Social Studies	

Total minimum hours		12-14sh
Additional coursework to complete the MGE STEP may be required if an equivalent is missing in transcript evaluation:		
MGE 520	Methods of Teaching Content Area Literacy in the Middle Grades	2
MGE 522	Engaging Young Adolescent Learners	1
CIL 531	Cross Cultural Education	3
SPE 500	Introduction to and Methods of Teaching Students with Disabilities	3
	Content area coursework	

Note: All deficiencies must be rectified before MGE 575 placement.

Minimum coursework to complete the Secondary STEP:		
SEC 575	Practicum for Subsequent Teaching Endorsement	4-6sh
One of the following methods courses:		
SEC 510	Methods of Teaching Biology at the Secondary Level	5sh
SEC 512	Methods of Teaching English at the Secondary Level	
SEC 514	Methods of Teaching Mathematics at the Secondary Level	
SEC 516	Methods of Teaching Physical Science at the Secondary Level	
SEC 518	Methods of Teaching Social Studies at the Secondary Level	
SEC 524	Methods of Teaching World Languages K-12	
Total minimum hours		9-11sh
Additional coursework to complete SEC STEP may be required if an equivalent is missing in transcript evaluation:		
RLR 540	Teaching Content Area Literacy at the Middle and Secondary Level	3
CIL 531	Cross-Cultural Education	3
SPE 500	Introduction to and Methods of Teaching Students with Disabilities	3

Note: All deficiencies must be completed before SEC 575 placement.

MGE/SEC 575 Subsequent Endorsement Practicum

Regardless of a candidate's previous teaching background and experience, the Practicum experience CANNOT be waived. All candidates must complete the capstone 575 Practicum course under the mentorship of a National Louis University supervisor and faculty advisor.

There are separate application forms for the Subsequent Endorsement Practicum, different from applications for traditional experiences. Candidates have the major responsibility for securing an appropriate placement. If needed, the Office of Field Experiences and/or the faculty advisor can be asked to assist. Candidates who are currently teaching in a classroom setting in the new endorsement area may complete the practicum in their own classroom. Application materials include:

1. STEP Application
2. STEP Checklist
3. Copies of the resume

4. Copy of the Professional Development Plan
5. Copy of current TB test
6. Copy of current fingerprint criminal background check

All placements must be in appropriate classroom settings with highly qualified cooperating teachers/mentors. If candidates have a full-time job, they must make arrangements to take time off to complete the practicum hours in the new endorsement area.

If the candidate makes the arrangements for the practicum experience, the application materials are due a minimum of two months before the quarter begins:

- Fall placements – application materials due June 1
- Winter placements – application materials due November 1
- Spring placements – application materials due February 1

If the candidate needs assistance making arrangements for the practicum experience, the application materials are due under the same timelines as application of field experiences in the traditional MAT program:

- Fall placements – application materials due February 15
- Winter placements – application materials due April 15
- Spring placements – application materials due October 15

In some cases, the practicum may be completed during the summer term. Summer placements must meet the same criteria for eligibility as placements occurring during the regular school year. Summer placements are very difficult to obtain. Applications for summer placements are due February 15. Exceptions to policies, including summer placements, must be approved by the faculty advisor.

Prerequisites for MGE/SEC Practicum 575

To be eligible for the practicum, candidates must meet the following prerequisites:

1. Completion of all general education requirements
2. Completion of all prerequisite professional education coursework outlined on the professional development plan
3. Completion of all requirements of the professional development plan. Additional portfolio requirements may be completed during and after Practicum 575
4. Application for placement, which includes a review of the portfolio
5. Passing score on the appropriate ISBE Content Test on file with NCE Completion of the Illinois Mandated Reporter module

Course by Arrangement for MGE/SEC Practicum 575

In advance of the term in which the practicum will be completed, the candidate and his/her advisor will complete a Course by Arrangement (CBA) form to be submitted along with the NLU registration form. The candidate, the faculty advisor/instructor, assistant school director, and the NCE associate dean must sign the CBA form. Only after all of the signatures are obtained, will the candidate be allowed to register for the class. The number of semester hours required is determined at the end of the first course and included on the Professional Development Plan. The instructor for the CBA is the faculty advisor.

The faculty advisor is expected to meet on a regular basis with the candidate as the practicum hours are completed. The first meeting should take place before the practicum experience begins. These meetings are somewhat informal and replace the seminars that are required for student teachers during their student teaching placement. The faculty advisor schedules an exit conference with the candidate and the university supervisor at the end of the practicum. This meeting will include a final review of the portfolio.

The course requirements for MGE/SEC Subsequent Endorsement Practicum are similar to those of student teaching.

1. Professional demeanor
2. Attendance – in the placement classroom and meetings with faculty advisor
3. Verification of hours completed, signed by school administrator, cooperating or mentor teacher, and candidate.
4. Planning – formal plans are to be written for all lessons taught in the practicum
 - a. These may meet district requirements and be available to the NLU supervisor at every visit.
 - b. For lessons observed by NLU supervisor, plans must meet NLU endorsement area's planning requirements.
5. Teaching – candidates are expected to teach lessons most days they are in the classroom. In the self-contained setting, teaching should include all of the content areas. In a departmentalized setting, teaching should include multiple classroom periods or grade levels. Evaluation of classroom performance through the appropriate competency appraisal is used for midterm and final evaluation purposes and the link should be shared with your faculty advisor.

Supervision of MGE/SEC 575 Subsequent Endorsement Practicum

COOPERATING TEACHER/MENTOR TEACHER

If the candidate is currently teaching in a classroom in the target endorsement area, he or she may complete the practicum in his or her own classroom. If the candidate is not a teacher of record in the target endorsement area, then an appropriate placement must be found. All candidates must complete the practicum in the new range/content area required by the new endorsement.

This experience requires that a school-based mentor or cooperating teacher be assigned to the practicum candidate by the school. The mentor/cooperating teacher is responsible for observing and evaluating the practicum experience. If a candidate is in his/her own classroom, a mentor from the school faculty or administration must be assigned. The mentor is asked to complete a minimum of two [2] observations of the candidate. A cooperating teacher would be with the candidate every day and make multiple observations. A mentor/cooperating teacher will complete a final competency appraisal and submit the link to the faculty advisor.

UNIVERSITY SUPERVISOR

Upon receipt of the CBA form, the OFE director will ensure that a qualified university supervisor is assigned to the practicum candidate. The observation forms are the same as for the traditional student teachers. Supervisors make an introductory visit with the practicum student and the mentor/cooperating teacher. A minimum of three [3] observation visits is required in which the supervisor submits, respectively, written observation notes, a midterm evaluation,

and a final evaluation. An evaluation conference is held at the school to discuss the performance of the candidate. The supervisor is expected to be on site once a week.

FINAL EVALUATION

Online competency appraisals are completed by the mentor/cooperating teacher, candidate, and the university supervisor. These are discussed at the final evaluation conference at the school.

The university supervisor, after consulting with the mentor/cooperating teacher, makes a recommendation to the faculty advisor regarding the grade for the practicum experience.

Once a grade has been assigned, the candidate completes an application for an additional endorsement and submits it to the NCE Licensure Office.

Applying for the Endorsement on the Professional Educator License

After completion of the final practicum experience, the candidate should be ready to apply for the new endorsement on the PEL. <https://www.nl.edu/licensure/instructions/> When all requirements are met, candidates will be eligible to complete the application for the new endorsement. Within approximately three to four weeks of receiving all of the necessary materials from the candidate, National Louis University will entitle him or her per ISBE rules and procedures.

Middle Grades Education Checklist for Subsequent Teaching Endorsement Program

Today's Date _____ Candidate Name _____

NLU ID# _____ Enrollment Specialist _____

I, _____, do hereby acknowledge that I understand the requirements and procedures for the Middle Grades Education Subsequent Teaching Endorsement Program (STEP) to obtain a subsequent teaching endorsement as outlined below:

I understand that:

Registration:

- I must apply to the NCE MGE STEP prior to beginning MGE 501 and be admitted to the NCE MGE STEP no later than the end of the first term.
- The decision to deny admission cannot be appealed.
- I must have a valid Illinois Professional Educator License with an endorsement in Early Childhood, Elementary, Secondary, or Special Education. Specialty K-12 endorsements in single contents areas such as art or music will be considered.
- If I was certified prior to July 1, 1988, I will need to pass the Test of Academic Proficiency.
- I must have an interview with a MGE STEP faculty advisor prior to beginning the program.
- I will not be eligible to register for a second term if I have not been admitted to the MGE STEP.
- I must have an assessment of prior transcripts to determine if I have completed all general education requirements.
- I must complete all but six semester hours of my content area coursework in order to be admitted and register for a second term of the program.
- All requirements must be completed prior to placement for MGE 575 Practicum for Subsequent Teaching Endorsement.
- I am required to purchase a LiveText account in order to create and maintain an electronic portfolio.

Coursework

- As part of the MGE STEP requirements I must enroll in MGE 501, MGE 509, MGE 575, and one of the following: MGE 510, MGE 512, MGE 514, or MGE 518. (These courses are offered periodically on NLU campuses within the Chicagoland Metropolitan area).
- I must meet face-to-face, or virtually, with my faculty advisor within three weeks of beginning the MGE 501 course.
- I will be informed of any additional coursework by the end of the MGE 501 course.
- I must meet face-to-face, or virtually, with my faculty advisor at the end of the MGE 501 course to discuss additional requirements for STEP to obtain the subsequent teaching endorsement.
- A Professional Development Plan (study plan) will be written by the faculty advisor outlining all further requirements needed prior to the practicum course: tests, general education coursework, professional coursework, and the number of hours for the practicum.
- If additional coursework is required, I will enroll in the courses at NLU/NCE which come from the traditional MAT program courses.

Practicum

- MGE 575 Practicum for Subsequent Teaching Endorsement cannot be waived for any reason.
- MGE 575 must be completed in an approved setting with a highly qualified cooperating/mentor teacher.
- The number of hours for the practicum will be determined by the faculty advisor when the Professional Development Plan is written.
- MGE 575 will consist of 4-6 weeks of full-time teaching in a middle grades classroom, depending on my prior middle grades teaching experience. If I have a full-time job, I agree to take 4-6 weeks off from this job between September and June to complete the practicum. Summer middle grades practicum is allowed, but I am aware that this is difficult to arrange.
- I must complete all general education requirements and additional coursework and pass the MGE Content Test before placement for the MGE 575 practicum course.
- I must apply for MGE 575 in advance according to the published deadlines.
- I have the major responsibility for locating an appropriate placement for the practicum, though I can ask for assistance from the Office of Field Experiences and my faculty advisor.
- I must have copies of a current [within one year of the end of the practicum] TB test, fingerprint criminal background check, and a copy of the DCFS Mandated Reporter certificate.
- The practicum will be supervised by a qualified program university supervisor.

Candidate Signature _____

Date _____

Secondary Education Checklist for Subsequent Teaching Endorsement Program

Today's Date _____ Candidate Name _____

NLU ID# _____ Enrollment Specialist _____

I, _____, do hereby acknowledge that I understand the requirements and procedures for the Secondary Education Subsequent Teaching Endorsement Program (STEP) to obtain a subsequent teaching endorsement as outlined below:

I understand that:

Registration:

- I must apply to the NCE SEC STEP prior to beginning SEC 510-524 and be admitted to the NCE SEC STEP no later than the end of the first term.
- The decision to deny admission cannot be appealed.
- I must have a valid Illinois Professional Educator License with an endorsement in Early Childhood, Elementary, Middle Grades, or Special Education. Specialized K-12 endorsements in a single content area such as music or art may also be considered.
- If I was certified prior to July 1, 1988, I will need to pass the Test of Academic Proficiency before I can be admitted.
- I must have an interview with a STEP Program faculty advisor.
- I must have an assessment of prior transcripts to determine if I have completed all general education requirements.
- I must complete all but six semester hours of my content area coursework in order to be admitted and register for a second term of the program.
- I will not be eligible to register for a second term if I have not been admitted to the SEC STEP Program.
- All coursework requirements must be completed prior to placement in SEC 575 Practicum for Subsequent Teaching Endorsement, except in special cases approved by the program.
- I am required to purchase a LiveText account in order to create and maintain an electronic portfolio.

Coursework

- I must enroll in SEC 510-524 (secondary content methods: 5sh) and SEC 575 (practicum: 4-6sh) as part of the STEP Program requirements.
- I must meet face-to-face with my faculty advisor within three weeks of beginning SEC 510-524.
- I may be required to take additional coursework beyond these classes as a result of the analysis of my portfolio. I will be informed of additional coursework at the end of the secondary methods class (SEC 510-524).
- I must meet face-to-face or virtually with my faculty advisor at the end of the SEC 510-524 class to discuss my portfolio and any additional requirements for the STEP Program.
- By the end of SEC 510-524, a Professional Development Plan will be written by the faculty advisor, with my signature, outlining all further requirements needed prior to the practicum course: tests, general education coursework, professional coursework, and the number of hours for the practicum.
- If additional educational coursework is required, I will enroll in the courses at NLU/NCE in the traditional MAT program courses.
- I will attend a campus or site location Tuesday evenings for my content methods course (SEC 510-524).
- I may be required to spend up to 15 clock hours of field experience as part of my content area methods course (510-524), in addition to other hours of field experience as indicated by the portfolio.

Practicum

- SEC 575 Practicum for Subsequent Teaching Endorsement cannot be waived for any reason.
- SEC 575 must be completed in an approved high school setting with a highly qualified cooperating/mentor teacher.
- SEC 575 will consist of 4-6 weeks of full-time teaching in a high school classroom, depending on my prior secondary teaching experience. If I have a full-time job, I agree to take 4-6 weeks off from this job between September and June to complete the practicum. Summer high school practicum is allowed, but I am aware that this is difficult to arrange without a prior secondary endorsement.
- I must complete all general education requirements, all additional coursework, and the Content Test before placement in the SEC 575 course.
- I must apply for SEC 575 in advance according to the published deadlines.
- I have the major responsibility for locating an appropriate placement for the practicum, though I can ask for assistance from the Office of Field Experiences and my faculty advisor.
- I must have copies of a current [within one year of the end of the practicum] TB test, fingerprint criminal background check, and a copy of the DCFS Mandated Reporter certificate.
- The practicum will be supervised by a qualified program university supervisor.

Candidate Signature _____

Date _____