

Subp. 4. **Standards for candidates.**

**Standard 18. The unit must make available to candidates, online or in print, the following information:**

- (1) a description of the requirements for admission into each program;**
- (2) a description of the completion requirements for each program;**
- (3) a description of the state requirements for licensure, including information about the completion of a board-adopted performance assessment;**
- (4) the unit's procedures for receiving and responding to complaints and grievances from candidates;**
- (5) the unit's policy for substituting program requirements for prior learning experiences, coursework, teaching experience, and credit by examination. The policy must make clear that the unit will not substitute prior experience for student teaching requirements in Standard 11, item C, subitem (2), and Standard 12, item D, subitem (2);**
- (6) a description of the candidate's appeal process if not recommended for licensure;**
- (7) cost information, including information about financial aid; and**
- (8) unit and program accreditation status.**

Formal Policy Related to Standard 18, subitem (5)

To ensure adherence to teacher licensure requirements set forth by the Minnesota Professional Educator Licensing and Standards Board (PELSB), Minnesota State University Moorhead's (MSUM) Teacher Education Unit will adhere to the following policy regarding prior learning or teaching experiences, course substitutions or exceptions, and credit by examination related to any teacher education major. This policy also addresses requirements for student teaching when seeking any initial teaching license through a teacher education program offered at MSUM.

1. For candidates entering MSUM with prior learning experiences, coursework, teaching experience or credit by examination, the candidate's individual records will be evaluated by the appropriate departmental advisor. Should the candidate have experiences, coursework, or credits that may match requirements for their teacher education major the following process will be followed:
  - a. For content classes, the candidate will be guided to the appropriate content area faculty member to determine if the experience, coursework, or credits match the specific teacher education course or experience requirement.
  - b. If the content area faculty member determines an appropriate match exists, the university course exception/course substitution form will be completed. The form will be signed by the content area faculty member, the advisor, and the department chair of the student's major.
  - c. If the experience, coursework, or credits are related to education specific courses, such as Introduction to Education or Introductory Special Education, the candidate will be guided to the School of Teaching and Learning (STL) Department chair. The STL chair will consult with the appropriate STL faculty (i.e., a special education faculty member) to determine if an appropriate match exists and if so, complete a course substitution/course exception form.
  - d. Candidates may be asked to supply course descriptions, course syllabi, records of satisfactory completion of experiences or other documentation to support the decision-making process.

2. All candidates seeking an initial teaching license through MSUM, regardless of prior experiences, will be expected to complete the minimum number of student teaching requirements for the license(s) they are seeking as set forth by PELSB at the time they are completing their degree. Without exception, candidates will be required to complete all student teaching requirements to include
  - a. formal observations by their cooperating teacher(s) and university supervisor(s) and
  - b. any performance-based assessment requirements that are in place during the time of student teaching.

Reviewed and approved by Teacher Preparation Committee (August 18, 2021)