

**Alternative Certification Program Checklist
SECONDARY
BUSINESS CERTIFICATION (Grades 9-12)**



Education department

ALTERNATIVE CERTIFICATION STUDENTS ARE ONLY ELIGIBLE TO TAKE COURSES REQUIRED FOR CERTIFICATION. NON-CERTIFICATION COURSES ARE NOT COVERED BY FINANCIAL AID.

Content Area Requirements: Must pass the Missouri Content Assessment (MoCA) for Business (#17) prior to admission to the Alternative Certification Program.

Professional Education Coursework: Alternative Certification students may choose to take the Graduate equivalency to the undergraduate courses required for certification; graduate equivalencies will apply both towards certification and masters' degree. Ex. EDUC 200 = EDUC 542; 542 will meet certification requirement and apply towards MAT degree. Equivalent courses are in the "Grad Equivalent" column. Note: not all certification courses have graduate equivalencies.

| Grade | Course # | Course Title | Cr Hrs | Grad Equivalent | Field Experience (observation hrs) included |
|---|---------------|---|--------|-----------------|---|
| | SOCI 270 | Minority Cultures and Relations | 3 | EDUC 555 | none |
| | EDUC 100 | Introduction to Education* | 3 | n/a | 15 hrs |
| | EDUC 200 | Law, Ethics, and Education (<i>field experience added to 542; if EDUC 200 taken instead, student will also need EDUC 198 or EDUC 395; required for all students who will student teach after Spring 2018</i>) | 3 | EDUC 542 | 15 hrs in 542 |
| | EDUC 230 | Educational Psychology | 3 | EDUC 560 | none |
| | EDUC 300 | Techniques of Teaching* | 3 | EDUC 505 | 15 hrs |
| | EDUC 390 | Education & Psychology of the Exceptional Child | 3 | EDUC 525 | none |
| | Choose option | EDUC 396 - Child and Adolescent Development or EDUC 391 - Child Psychology and EDUC 392 - Adolescent Psychology | 3 | EDUC 550 | none |
| Admission to the Teacher Certification Program (See Teacher Certification Program checklist) | | | | | |
| | EDUC 311 | Classroom Management Techniques | 3 | EDUC 563 | 15 hrs |
| | EDUC 322 | Educational Measurement and Assessment | 3 | EDUC 580 | none |
| | EDUC 338 | Content Reading and Writing | 3 | EDUC 516 | 15 hrs |
| | EDUC 369 | Teaching Business Education | 3 | n/a | 15 hrs |
| | EDUC 370 | Implementing Vocational Business Education Programs | 3 | n/a | |
| | EDUC 371 | Coordination of Cooperative Education | 3 | n/a | |
| | EDUC 375 | Advanced Content Methods | 3 | n/a | 15 hrs |
| | EDUC 376 | Adolescent Literacy | 3 | EDUC 578 | none |
| | EDUC 400 | Senior Seminar | 3 | EDUC 600 | none |
| Approval for Student Teaching (See Student Teaching Checklist) | | | | | |
| | EDUC 422 | Student Teaching in the Secondary Schools | 12/9 | EDUC 698 | 16 weeks |
| | | Total Credit Hours | 54-60 | | |

Approval for DESE certification recommendation (See DESE Certification checklist)

***If EDUC 300 is taken, EDUC 100 is required; if EDUC 505 is taken, EDUC 100 is not required.**

Retention Criteria:

- Complete at least 6 hours of professional education each year
- Complete Field Experiences and receive favorable evaluations from cooperating teachers and faculty supervisors
- Maintain a cumulative GPA of 2.75 or above after acceptance to the program
- Maintain a cumulative GPA of 3.0 or above in professional education courses and content area courses

Other requirements that must be completed prior to certification:

- Successful completion/passing of appropriate Content Area Assessment
- Successful completion of program certification portfolio (EDUC 400) and exit interview

Other Requirements:

Alternative Certification students completing the 2019-2020 FAFSA to receive financial aid for certification must complete the following questions on the FAFSA accordingly:

Question #29 – What will your grade level be? – **Student must answer “5th year/other undergraduate.”**

Question #30 – What degree or certificate? – **Student must answer “Teaching Credential (non-degree Program).”**

Question #48 – Are you a masters or doctorate student? - **Student must answer “No-Not working on a masters/doctorate program.”**

Master of Arts in Teaching (MAT) degree

If you are planning to pursue the MAT degree after certification you will need to relay that information to your Education advisor since that may determine how many certification courses you should take at the graduate level. (In some cases, taking all of the graduate options would result in your taking more than the 36 hours needed for the degree.) The MAT degree requires a total of 36 hours of EDUC coursework at the graduate level which includes 9 hours of core courses (EDUC 500, 504, and 508).

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