

### **Directions for the Completion of your Practicum Application**

**It is your responsibility to complete all of the information and get all of the required signatures and BCI paperwork prior to handing in your Practicum application.**

1. Complete all of the information on the front of the form.
2. Schedule **an appointment** with your advisor(s). If you are an **Elementary Education** major you need to meet with your **School of Education** Advisor. If you are a **Secondary Education** major you **also need to meet with your Major Advisor**.
3. Complete the **Practicum/Student Teaching Eligibility** Form portion of the application with your advisor.
4. Check off the criteria statements on the form and sign the application to certify all of the information on your application is accurate.
5. Return the completed Practicum Application form and background check paperwork to the Field Experience Office (Office 76 of the School of Education).

**Remember:** you need to **complete a *Background Check* application** as part of your completed application. The School of Education will pay for your appropriate Background Check. Submit a notarized, completed Rhode Island BCI application and a copy of a photo identification with your Practicum application.

**Make a note:** You must have **a TB test within six months of beginning Practicum work in a school setting**. For Fall Practicum students, a good time to get the test is between March 15 – April 15. The results of the TB test must be brought to the Field Experiences Office as soon as they are received. You may not begin your work in a Practicum placement without the test results on file in the Field Experiences Office.