

CAREER SWITCHER PROGRAM

An Overview



SCHOOL OF EDUCATION

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Introduction

This handbook is produced to guide Career Switcher candidates, cooperating teachers, school administrators, mentors and other personnel involved in the process of helping candidates prepare to become teachers.

Regent University recognizes that it is a collaborative team effort that provides the most beneficial experience in schools for teacher candidates. The contribution of all those who give their time and share their experience with our Career Switcher candidates is warmly appreciated.

Thank you for supporting us as we prepare tomorrow's teachers!

Alan A. Arroyo, Ed. D.

Dean, School of Education
Regent University / ADM 266
1000 Regent University Drive
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(757) 226-4126
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Overview

The Career Switcher Alternative Route to Licensure Program is designed to enable individuals from various occupational and life experiences to become classroom teachers, thereby increasing the quantity and diversity of applicants to the profession. The Career Switcher program is not a degree seeking program. The program alone will lead to licensure. If an applicant wishes to pursue a Master's degree, he or she can apply to the Individualized Degree Program, Master Teacher Program, or the Christian School Program, to acquire the additional graduate credit hours for a degree.

The Career Switcher program leads to teacher certification in the state of Virginia upon the successful completion of all program requirements. Courses must be taken either at the main campus in Virginia Beach, Virginia or the D.C. campus in Alexandria, Virginia. The courses are in a hybrid format, meaning they are completed both online and face-to-face.

Courses and Hiring Information

Level 1 Course Schedule

Level 1 preparation includes a minimum of 180 clock hours of instruction, plus practicum field experiences. These field experiences are an integral part of the coursework and will contain guided assignments set by the course instructor.

- **EFND 500: Orientation/Professional Concerns**
- **EMTP 502: Teaching, Thinking, and Learning**
- **EMTP 503: Character Development and Classroom Management**
- **EMTP 504: Effective Curriculum and Instruction**
- **EMTP 508 Assessment and Evaluation**
- **ETLC 541: Child and Adolescent Growth and Development**

After completing Level I preparation successfully, candidates are awarded a one-year Virginia Provisional License and are expected to obtain full-time employment in an accredited Virginia public school. Exceptionally, students may obtain employment in an accredited independent school. For licensure requirements and details, please visit the Virginia Department of Education web site.

The Hiring Process

Career Switchers are responsible for seeking positions and securing employment in a school. The School of Education, however, will assist in this process whenever possible. A number of agreements are in place with school divisions to facilitate communication and coordination.

Level II preparation is taken during the first year of teaching. It includes a series of six, one half credit-hour seminars; topics include Diversity, Classroom Management Strategies, Teaching Reading, and Direct

Instruction. A trained mentor is assigned to each Career Switcher candidate to assist throughout the whole of the first year of employment.

*Students can also choose to add an additional 14 credits to the Career Switcher requirements to complete a Masters Degree during Level II or beyond.

Field Experience

Collaboration between Department and School Partners

Field experiences represent the heart of Regent University's certification programs in education at the graduate level. Through carefully structured placements teacher candidates apply theoretical constructs and research-based practices in authentic settings. Performance tasks completed in clinical settings promote reflective thinking about these practices.

University faculty members in collaboration with experienced professionals in the field design, implement, and evaluate experiences to prepare candidates for their roles in schools as reflective decision-makers. Professional educators serving as field partners are certified experienced practitioners.

Specifically, as a key element in each professional studies course, the student will be placed in a given a practicum placement. These placements must be in an accredited private or public school and must be set up through the School of Education

*Students must complete and request a placement location each semester from the Field Placement Coordinator. Forms and resources for applying are found in the Appendices. Student may select a school district which is geographically convenient (during fall and spring programs). Student must comply with all school district placement requirements for serving within the school district (i.e.... finger printing or background check). All placements are arranged through the department placement office and students will be notified once the process is completed.

Students will complete approximately five (5) hours of practicum experience within each of their five (5) required professional studies courses for a minimum of twenty – five (25) practicum field experience hours. The practicum experiences may include, but are not limited to: observation; interviews; lesson planning and preparation; one-on-one tutoring/instruction; small group tutoring/instruction; teaching lesson(s). Students will be required to provide descriptions of their experience that will include preparation, recording and reflection as determined by the supervising faculty member. The practicum experience will be included as part of the faculty members overall assessment of the student in each of the professional studies courses.

Eligibility Requirements for Field Experiences

- Provide *Criminal Background* check results
- Provide current **TB (test must be taken annually)** test results
- Provide documentation of *Educators Protectors Liability Insurance* (Not HOMEOWNERS)
- Complete *Placement Request Form* with Field Experience Officer, School of Education

Insurance Cover

The School of Education requires that students enrolled in any license granting program acquire liability insurance prior to registration for practical work in schools. This insurance is a safeguard for you and must be maintained throughout the duration of your program placement. This policy should name the student as insured, and Regent University as additional insured. A certificate of insurance must be provided to the SOE's Coordinator of Licensure Programs before the semester's registration takes place.

The required minimum amount of one hundred thousand dollars incidental coverage with a three hundred thousand dollar aggregate is needed for annual liability coverage (\$100,000/\$300,000). Rates for this coverage vary depending on the insurance company. Generally, premiums range from \$20-\$50 per year of coverage. Though membership in a professional organization is highly encouraged by the School of Education, it is not required. Total cost for insurance and a professional membership normally will be about \$20- \$120 per year. Students must show evidence of insurance liability coverage prior to starting practicum work; without it, he or she will not be permitted to begin. The student is responsible for turning in a copy of the insurance face sheet to the Coordinator of Licensure Programs.

The School of Education recommends the following providers:

1. **Christian Educators Association International (CEAI)**

P.O. Box 41300, Pasadena, CA 91114 > (888) 798-1124 > Fax (626) 798-2346

Website: www.ceai.org

For an annual student fee of \$20, members of CEAI will automatically be insured up to \$100,000 for legal actions filed against you arising out of your educational duties (in the United States only, no overseas coverage).

2. **Student Virginia Education Association (SVEA)**

Students interested in joining the SVEA should contact the local chapter advisor (ODU) or an officer for a membership form, or call 1-800-552-9554 for further information. http://www.veaweteach.org/assoc_student.asp

Students receive, as a benefit of student membership, a one million dollar liability policy during internship.

3. **The American Professional Agency, Inc. (Am. Home Assurance Co.)**

95 Broadway, Amityville, N.Y. 11701

1-800-421-6694 or (516) 691-6400

Website: www.americanprofessional.com

Limit of Coverage: \$1,000,000 - \$3,000,000 = \$35.00 annually

Limit of Coverage: \$2,000,000 - \$4,000,000 = \$41.00 annually

4. **American Psychological Association, Membership Department**

750 First Street, N.E., Washington, D.C. 20002-4242

1-800-477-1200

Website: www.apait.org (Select "Products")

Limit of Coverage: \$1,000,000 - \$3,000,000 = \$35 annually

There is a student membership required for obtaining this insurance policy. You can obtain both membership for APA and insurance at the same time when applying for insurance.

Criminal Background Check

The School of Education requires that any student enrolled in a program that requires practical work in schools should **acquire State Criminal Background Check. before beginning the observations in the public schools.** The State Criminal Background Check must be requested **from all the states in which the student has resided for six (6) months** or longer starting from age 18 or for the past ten (10) years, whichever is less. The results must be sent from the state agency directly to the SOE's Coordinator of Licensure Programs for evaluation. Foreign students may use a copy of their visa to satisfy this requirement. (Some countries or territories do not require a visa; these situations will be dealt with on a case-by-case basis).

If there are areas of concern surrounding a background check, a meeting will be arranged with the advisors or with the program chair to discuss those concerns. Any needed response plan will be developed on an individual basis. If the student is not satisfied with the response plan, the student may appeal the decision in accordance with the procedure for Academic Appeals, found at http://www.regent.edu/admin/stusrv/student/Student_Handbook.pdf (page 23).

Areas of concern shall include but not be limited to: child abuse or neglect, felony convictions, especially those involving harm to others, theft or fraud convictions, misdemeanors other than minor moving traffic violations.

All criminal background records will be retained by the Office of the Dean. All such records will be destroyed after ten years, unless their retention is required by accreditation agencies or by law.

To initiate a state criminal background check, the request must be completed on form SP-167. The form can be accessed via: www.virginiatrooper.org.

Virginia State Requirements - Steps to Licensure for the Career Switcher Program

After completing Level I preparation, Career Switcher candidates must submit an application for the state Provisional License. The Provisional license is a *temporary one year license* which allows the candidate to teach in his or her content area and be considered "highly qualified" by the VA Department of Education.

Jointly, with the program advisor, candidates are responsible for submitting the materials that make up the licensure application packet to Kenyetta Veal, Certification Officer in the School of Education. When the packet is complete, she will sign the college verification form and forward it to the Virginia State Department of Education. In order to complete the packet, students must do the following:

1. Complete the **Career Switcher application for Virginia Licensure + Record of Experience Form (s)** required by the Virginia State Department of Education. The original application completed for program admission will be used for the state licensure application process. These forms can also be obtained from the Department of Education website.
2. **Resume** documenting at least five years of full-time work experience or its equivalent (included with original program application).
3. Please include another set of **OFFICIAL transcripts** from all colleges and universities in your packet that you send to the School of Education (Please remember: official transcripts **MUST** remain sealed and mailed to Dr. C Bergdoll, ADM 266). **This includes an official Regent University transcript.** All transcripts must show the grades for your final semester of classes. (*Additional transcripts must be submitted beyond those required during your admission to the Career Switcher Program.*)
4. Documentation of official passing scores of **Praxis II** and **VCLA** must be sent to the School of Education. The original scores submitted for program admission will be sufficient for the application.
5. **Provisional License Application Fee:** Send Dr. Bergdoll a certified check, money order, or cashier's check made payable to the Treasurer of Virginia. The in-state fee is **\$50** and the out-of-state fee is **\$75**. Note: The fee is determined by the address on your application. A \$25 processing fee is assessed for a returned check.

Regent University, School of Education
ATTN: Dr. Carla Bergdoll
1000 University Drive ADM 266
Virginia Beach, VA 23464-9800

You may also hand-deliver your packet to the Administration
Building, Suite 266
([see campus map](#)) PDF 124K.

Should you have any questions about the Provisional License application process, please contact Dr. Carla Bergdoll at 757.226.4090 or cbergdoll@regent.edu.

Licensure Process

<p style="text-align: center;"><u>Level I</u></p> <ul style="list-style-type: none"> •Professional courses •Praxis II & VCLA (passing scores) •Field experience (25 hrs.) •Current TB results •Current Criminal Background Record •Educator Protection Liability Insurance 	<p style="text-align: center;"><u>Provisional License Packet</u></p> <ul style="list-style-type: none"> •State Application + Work Experience •Resume •Praxis II & VCLA passing scores •Another Set of Official transcripts (+ Regent University) •Provisional License Application / \$50.00 •Above components given to • School of Education to be mailed to VDOE 	<p style="text-align: center;"><u>Level II</u></p> <ul style="list-style-type: none"> •Must have a full-time contract teaching position in a VA accredited private or public institution •Mentorship Assignment •Must register for 6 on-campus seminars; advisor will register Level II students for these seminars.
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<p style="text-align: center;"><u>Initial License</u></p> <p>Upon successful completion of levels I & II seminars and 1 year of successful full time teaching, 5-Year Renewable License is issued by VDOE based on the recommendation of the Level II employment principal</p>	<p style="text-align: center;"><u>Level III</u></p> <p>If employing school division <u>does not</u> recommend the student for a 5 year renewable license, an additional year of full time teaching employment will be required.</p>
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The Mentor

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The university mentor is the official representative of the School of Education at Regent University and is assigned to work with Career Switcher candidates. Mentors should meet the following criteria:

1. Must be a former or current licensed public or private school teacher or school administrator.
2. Must submit three letters of recommendation, and at least one recommendation should be from a recent supervisor.
3. Must demonstrate knowledge of current teaching methodologies and strategies as well as curriculum content.
4. Must be acquainted with current public school, state, and higher education practices, programs, standards, and responsibilities.

The School of Education adheres to a team approach in which the mentor and the school division provide continuity in guidance. This continues in the university classroom by relating the experience in the field to discussions with peers and university professors in appropriate seminars during Level II.

The mentor will:

1. Observe the Career Switcher by:
 - a. Making periodic visits.
 - b. Observing the candidate in a variety of teaching situations.
 - c. Conferring with the candidate and other school personnel.
 - d. Reviewing lesson plans prepared by the candidate.
2. Assist the Career Switcher by:
 - a. Having the candidate self-evaluate during post-teaching conferences.
 - b. Providing suggestions for improvement.
 - c. Reviewing the Career Switcher candidate's weekly journal entries.
3. Act as a resource by:
 - a. Providing information on teaching resources and teaching procedures
 - b. Contacting other university personnel to assist in any situation if needed.
 - c. Being available to advise, counsel and assist the Career Switcher throughout Level II.
 - d. Participating if possible in the scheduled Level II seminars.

Phone Numbers and Email Addresses

Following is an alphabetical list of phone numbers and email addresses that may be helpful.

Dr. Alan Arroyo – Dean, School of Education	757-226-4261 alanarr@regent.edu
Dr. Carla Bergdoll – CSW (VA Beach) Advisor / Field Experience Officer	757-226-4090 cbergdoll@regent.edu
Ms. Jackie Bruso - Distance Education Coordinator	757-226-4259 jacqbru@regent.edu
Ms. Carrie Grossmann- Advisor / Recruiter, DC campus	703.740.1440 cgrossmann@regent.edu
Dr. Joan Johnson-Hoskins – Program Director, Alexandria campus	703-740-1418 joanjoh@regent.edu
Ms. Sarah McKown-- Mentorship Coordinator	757-226-4185 ckown@regent.edu
Mrs. Molly Waters - Recruiter	757-226.4398 mollree@regent.edu
Dr. Mervyn Wighting – Program Director, VB campus	757-226-4321 mervwig@regent.edu

Regent Emergency Update Hot Line	757-226-4777
School of Education Admissions/Advising Office	757-226-4126 or 888-713-1595

SCHOOL OF EDUCATION
Career Switcher Candidate Personal Data Form

Name _____ Date _____

Address _____

Home Phone No. _____ Emergency Phone _____ (c) _____

Email address (es) _____

Regent University Program of Study _____

Undergraduate College Major _____ Minor _____

College/University _____

Degree Received _____ Date Conferred _____

Awards, Achievement, Extra-curricular Activities Which Have Contributed to Your Preparation for Teaching

Relevant Work and / or Life Experiences during the last five years

Brief Summary of Professional Goals

List Any Special Hobbies, Talents, Interests

Please Give a Copy of This Form to Your University Mentor



Tuberculosis Certificate

As a condition of acceptance, every student will submit this form signed by a licensed physician, or registered nurse, stating said student is free from tuberculosis. The certificate is to be based on recorded results of x-rays, skin tests, and other examinations, singly or in combination, as deemed necessary by the physician that have been performed.

To be completed by student:

Name _____

Address _____

Phone Number _____

Signature _____ Date _____

To be completed by Physician

I hereby certify that on the basis of skin tests, x-rays, and other examination, singly or in combination, the above named person appears to be free of communicable tuberculosis.

Dates of skin tests, x-rays, and other examinations _____

Signature _____

Printed Name _____

Address _____

_____ I am a licensed Physician in _____ (state)

_____ I am a Registered Nurse licensed pursuant to Virginia's Board of Nursing.

Please return this form:
Field Experience Officer
FAX: 757.226.4147



School of Education

1000 Regent University Drive
Virginia Beach, VA 23464

UNIVERSITY MENTOR EVALUATION ---Career Switcher's Perspective

University Mentor's Name _____ Semester / Year _____

Career Switcher's Name _____

School _____ District _____ State _____

Please indicate to what degree your university mentor performed the listed activities by *circling* the appropriate number using the following scale:

4 = Exceeds Expectations **3** = Meets Expectations **2** = Needs Improvement **1** = Unacceptable
0 = Not Observed

I. SUPPORT / COMMUNICATION

• Was Accessible by phone /or email	4	3	2	1	0
• Agreed to visit you when assistance was needed	4	3	2	1	0
• Derived a workable solution if difficulties occurred	4	3	2	1	0
• Provided relevant information through recommending teaching resources. Procedures, counseling, etc.	4	3	2	1	0
• Reviewed monthly evaluation and provided feedback when needed	4	3	2	1	0
• Reviewed and discussed lesson plans	4	3	2	1	0
• Discussed classroom concerns and provided supportive feedback on a regular basis	4	3	2	1	0

II. SUPERVISION / ASSESSMENT

• Coordinated visit dates/time in advance	4	3	2	1	0
• Spent ample time for observation / feedback	4	3	2	1	0
• Observed the career switcher in a variety of teaching situations	4	3	2	1	0
• Reviewed with you the outcome of each observation	4	3	2	1	0
• Helped you to identify specific areas of strength and weakness	4	3	2	1	0
• Offered suggestions for improvement	4	3	2	1	0
• Collaborated in the development and implementation of an Individualized Professional Development Plan	4	3	2	1	0
• Conducted all conferences in a positive and constructive manner	4	3	2	1	0

Number of visits each semester _____

Comments:

Signature of Evaluator Date

Signature of Teacher Candidate Date

Return This Form to School of Education: Dr. Mervyn Wighting, Main campus *or* Dr. Joan Hoskins, NOVA campus



School of Education / ADM 266
 1000 Regent University Drive
 Virginia Beach, VA 23464-9800

VB / NOVA campus

Feedback to University by School Administrator

Name of Level II Career Switcher (PRINT) _____ Student ID # _____
 School Division _____ Semester _____
 School _____ Grade / Content _____ Date _____
 Administrator / Position _____

Description of School (check): 1. Urban () 2. Suburban () 3. Rural () **Title I:** Yes () or No ()

Please rate the teacher candidate on each item using the following scales:

E = Excellent **S** = Satisfactory **N** = Needs Improvement **NA** = Not Applicable

Categories	E (3)	S (2)	N (1)	N/A
I. Personal Characteristics and Professional Attitude				
11. Knowledge of the Subject Matter				
III. Planning				
IV. Instruction				
V, Management and Control				
VI. Assessments and Control				
VIII. Team Interactions				

Areas of Strength:

Areas of Refinement:

Signature of School Administrator _____ Date _____

Signature of Career Switcher _____ Date _____

University Mentor's Observation and Conference With Career Switcher

Candidate's Name _____ Date of Visit _____

University Mentor's Name _____ School _____

Lesson Plan Comments:

Observations

<p>Went Well:</p>	<p>Do Differently:</p>
<p>Strengths:</p>	<p>Refinement:</p>

Additional comments may be made on a separate sheet of paper and attached.

Signature of Career Switcher Date

Signature of University Mentor Date



**Career Switcher
Individualized Professional Development Plan**

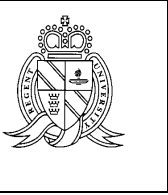
Career Switcher Name: _____ **School:** _____

University Mentor: _____ **School Year:** _____

What are my strengths?

What are my areas for improvement?

What are my goals?



Individualized Professional Development Plan

Development Objective	Development Activity	Performance Outcomes	Resources Required	Completion Date

_____ **PDP *Initiation*** Date

_____ CS Teacher's Signature

_____ University Mentor Signature

_____ **PDP *Final Review*** Date

_____ CS Teacher's Signature

_____ University Mentor's Signature

Comments:

Return This Signed Form: Dr. Wighting (Main Campus) or Dr. Hoskins (Alexandria Campus)