

ARTS EDUCATION TRAINING MODULES

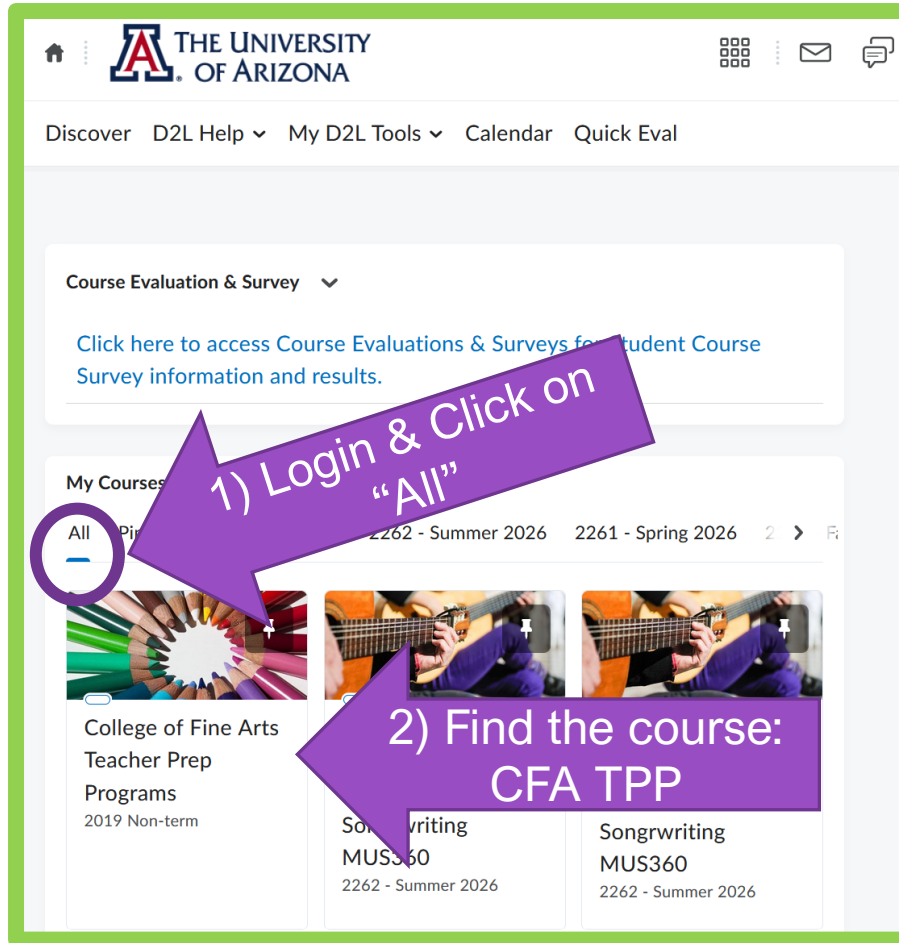
Required training to be completed during your first semester of coursework for your major.

Questions? Reach out anytime to: Dr. Karin Nolan at knolan@arizona.edu



Log in to Brightspace/D2L and make sure you can access our “College of Fine Arts Teacher Prep Programs” page

If you cannot access it, contact Dr. Nolan at knolan@arizona.edu today for access



The screenshot shows the Brightspace/D2L interface for The University of Arizona. At the top, the university logo and name are visible. Below the navigation bar, there is a section for "Course Evaluation & Survey" with a link to access evaluations. The "My Courses" section is highlighted, showing a list of courses. A purple arrow points to the "All" link in the "My Courses" section, labeled "1) Login & Click on 'All'". Another purple arrow points to the "College of Fine Arts Teacher Prep Programs" course listing, labeled "2) Find the course: CFA TPP".

THE UNIVERSITY OF ARIZONA

Discover D2L Help ▾ My D2L Tools ▾ Calendar Quick Eval

Course Evaluation & Survey ▾

[Click here to access Course Evaluations & Surveys for student Course Survey information and results.](#)

My Courses

All ▾

College of Fine Arts Teacher Prep Programs 2019 Non-term

Songwriting MUS360 2262 - Summer 2026

Songwriting MUS360 2262 - Summer 2026



Direction: Complete and submit the following four items

After reading all the slides and incorporated links within this document, submit the following as PDFs to the D2L Assignment Dropbox found within the D2L Course: “College of Fine Arts Teacher Prep Programs.”

1. Picture/Scan of the Front and Back of your IVP Fingerprint Clearance Card or a copy of your IVP card application (label your file: Lastname_Fingerprint.pdf)
2. Mandatory Reporting Workbook (label your file: Lastname_MandatoryReporting.pdf)
3. FERPA Certificate (label your file: Lastname_FERPA.pdf)
4. Professional Standards Contract (label your file: Lastname_StandardsContract.pdf)



Part 1 of 4: IVP Fingerprint Clearance Card

All education students must possess a current and accurate IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety (DPS). This clearance card is required for ALL music and art education courses, including any observations/volunteer hours in schools and student teaching. No UA student enrolled in the Music or Art Education programs will be allowed on school campuses without a current and valid **IVP Level One Fingerprint Clearance Card**.

Directions:

1. Here is [information](#) about the Fingerprint Clearance Card and answers to FAQs
2. Apply for a card [online](#) and create an [account](#) with their online system. Select the application type: IVP - "ARS 15-534 State Board of Education (Teacher or Other Certification)" and select the Reason(s) for Fingerprinting: "Click here if Paid Employee. Fee is \$75.25"
3. The cost is ~\$75 for the application and then there will be an extra fee for the company/person who takes your prints
4. Take a picture/screenshot of the completed application as evidence until your physical card comes in the mail
5. If you have already been issued a card and either lost your current card or need to change any information, please visit their [FAQs](#) and follow the instructions for replacement cards or name changes

What to Submit to D2L:

- ☐ If you do not have your card yet by the time the training is due, submit a picture/screenshot of your completed IVP Card Application; when your physical card comes in the mail, go back to that assignment dropbox and upload a picture of the front and back of your IVP Fingerprint Clearance Card. Label the files: *Lastname_FingerprintApp.pdf* or *Lastname_FingerprintCard.pdf*



Part 1 of 4: IVP Fingerprint Clearance Card

What to Submit to Brightspace/D2L

Submit a copy of both the front and back of your IVP Fingerprint Clearance Card to the Brightspace/D2L Assignment Dropbox as evidence that you are cleared to teach in schools. Label the file:

Lastname_FingerprintCard.pdf

(Note: if you do not have your card yet, submit a picture or screenshot of your IVP Card Application and when your card comes in, also upload the front/back of your card to the same assignment dropbox)

Make sure your card is an IVP card

STATE OF ARIZONA
DEPARTMENT OF PUBLIC SAFETY
Level One Fingerprint Clearance Card

Name: [REDACTED]

DOB	Sex	Weight	Height	BRO Eyes	BRO Hair
[REDACTED]	F	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Issue Date: 01-18-2024 Expiration Date: 01-18-2030

Card Number: [REDACTED]
IVP#: [REDACTED]

THIS FINGERPRINT CLEARANCE CARD WAS ISSUED
PURSUANT TO ARS-41-1758

DPS ACCT P.O. BOX 18390 PHOENIX AZ 85005

Part 2 of 4: Professional Preparation Program Standards Contract

The University of Arizona has a responsibility to the educational community to ensure that individuals who are recommended to the State of Arizona for teaching certification merit acceptance into the teaching profession. As a student in a University of Arizona teacher preparation program, you are expected to meet a number of professional standards, policies, and requirements. **These include both academic and behavior standards.**

Directions:

1. Open the [Standards Contract](#) and familiarize yourself with the content on each link. This document is where all the professional, academic, and behavioral standards for this program are listed. It is important that you go to each link and read the content.
2. Sign the contract when completed.

What to Submit to D2L:

- ☐ Download, sign, and save the Standards Contract as a PDF with the name “`LastName_StandardsContract.pdf`” and submit it as evidence of reading and understanding program standards.



Part 2 of 4: Standards Contract

What to Submit to Brightspace/D2L

Read all the links on this document, sign, save it, and submit it as a PDF. Label the file: Lastname_StandardsContract.pdf

The University of Arizona Professional Preparation Program (U of A PPP) Professional Standards for Teacher Preparation

The University of Arizona has a responsibility to the educational community to ensure that individuals who are recommended to the State of Arizona for teaching certification merit acceptance into the teaching profession. As a student in a University of Arizona professional preparation program, you are expected to meet several professional standards, policies, and requirements.

Academic Standards

The Arizona State Board of Education has adopted the InTASC and ISTE NETS. All University of Arizona certification programs have aligned their curricula and standards. Throughout your teacher preparation program, there will be a series of standards including the capstone experience of student teaching, to assess your progress and required to review these standards:

- [InTASC Standards](#) (pp. 16-47)
- [ISTE Technology Standards](#) (pp. 5-6)

Behavior Standards

You are expected to behave professionally during the program while on the campuses, and related field experience events. There are three categories of standards you must adhere to:

- State of Arizona Standards:
 - [Arizona State Board of Education Professional Practices](#) (pp. 1-4)
 - [Arizona State Board of Education Immoral and Unprofessional Practices](#) (pp. 5-6)
 - [Arizona Board of Education Code of Conduct](#)
- The University of Arizona Standards:
 - [Student Code of Conduct](#)
 - [Threatening Behavior Policy](#)
 - [Non-Discrimination and Anti-Harassment Policy](#)
 - [Academic Integrity Policy](#)
 - [U of A PPP Professional Expectations](#)
- Your Assigned School District Standards:
 - District codes of conduct for faculty and staff. If you are assigned to a school, you must read the faculty handbook at your assigned school/department and read them prior to starting.

Adherence to Standards

Successful completion of the professional preparation program requires that you meet academic and behavior standards. If a student's performance does not meet the standards, UA program personnel will follow the [Performance Concern Form](#). Depending on the severity of the concern, a [Professional Growth Plan](#) which identifies steps for remediation may be required. Possible consequences to be met within a given timeline. Possible consequences to be met within a given timeline. Possible consequences to be met within a given timeline.

- Placed on extended PGP and/or probationary
- Withdraw from course. May be allowed to re-enroll
- Fail course (as determined by instructor). May be required to re-enroll
- Withdraw from program with possibility of re-application

- Withdraw from program with no option to be readmitted to that program.
 - For Undergraduate Students: Recommendation to College Dean for dismissal from program, with notification to UA Dean of Students.
 - For Graduate Students: Recommendation to UA Graduate College for dismissal from program, with notification to College Dean.
- * Note: Severe violations may lead directly to consequences listed above in lieu of a *Professional Growth Plan*.

Policy regarding second placements:

The program will attempt to secure a second placement if deemed appropriate, although there is no guarantee a second placement can be secured. If the student is on a Professional Growth Plan, then the PGP will be shared with the new placement, and that second placement is the final placement.

U of A PPP Professional Standards for Teacher Certification Student Agreement

- I have read the U of A PPP Professional Standards for Teacher Preparation distributed to me in this document and via the online links provided.
- I will obtain and read the school district standards before I begin each new field placement(s).
- I agree to abide by these academic and behavior standards for the duration of my academic program.
- I understand these criteria will be used to evaluate my progress throughout the program, and that failure to successfully meet the standards may result in removal from a course or field placement, admission, or dismissal from the degree program with the right to petition for re-admission.
- I understand that I have a duty to promptly disclose to the program director if, at any time during my academic program, I become under investigation for engaging in behavior that, if true, would constitute a violation of University of Arizona policy, unprofessional/immoral conduct, and/or one or more of the criminal offenses as listed in the [Arizona State Board of Education Professional Practices for Certificate Holders](#) (pp. 2-4) or the [Arizona State Board of Education Immoral and Unprofessional Conduct](#).

Printed Student Name: _____

Student Signature: _____

Date: _____

Part 3 of 4: Mandatory Reporting Training

Reporting Suspected Child Abuse and Neglect

UA students are required to complete the online Mandatory Reporting training module before they begin their field experience. Since you will be working with children, you must understand your legal obligation to report suspected abuse, neglect, and other reportable offenses.

Directions:

1. Watch this [Mandated Reporter Training video](#) for educators (~1 hour).
2. Download and complete all the blank fields in the [Mandatory Reporting Workbook](#) as you watch the video. For reference, the slides from the video are provided after the workbook.
3. Make sure to sign and date the last page of the Workbook in the fields provided.

What to Submit to D2L:

- ☐ Sign the last page of the Workbook, save your Workbook as a PDF with the name “Lastname_MandatoryReporting.pdf” and submit it as evidence of completion of the training.

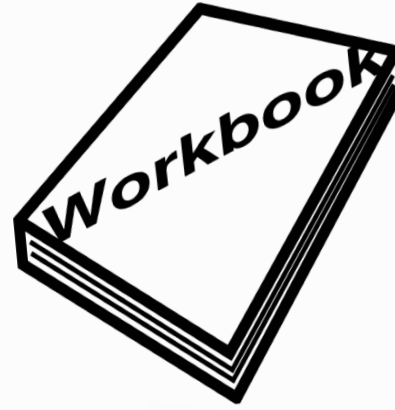


Part 3 of 4: Mandatory Reporting

What to Submit to Brightspace/D2L

Watch video while you fill in the blanks on the workbook. Sign the end and submit the completed workbook as a PDF. Label the file: Lastname_MandatoryReporting.pdf

Arizona's Mandated Reporting Laws



Participant Workbook

This training material cannot be changed pursuant to the A.Z Statute 15-245.

Agency Representative

Created by the Arizona Prosecuting Attorneys' Advisory Council (APAAC), pursuant to A.R.S. 15-245.

SECTION 02: QUIZ- DEBUNKING PERCEPTIONS

QUIZ

For people to report, they must understand that abuse does not always fit their perceptions. The purpose of this slide is to "debunk" some of the perceptions that might make people disbelieve or discount a report.

Most victims tell right away or soon after the abuse.

- ☐ Yes/True
☐ No/False

Most sexual abuse results in some form of physical evidence.

- ☐ Yes/True
☐ No/False

Offenders who molest males outside of the home tend to have a lower number of offenses.

- ☐ Yes/True
☐ No/False

Offenders hardly ever molest with...

Reasonable Belief

Reasonably knowing those

Furnishing often involves showing a child adult pornography, providing a child with sexual items, such as a dildo. This type of behavior can be for "grooming" the child.

Secretly Photographing often involves secretly taping a child changing, showering, or using the restroom.

NOTES:

Thank You!

Name:

Signature:

Date Completed:

Mandatory Reporters

Two primary categories of Mandatory Reporters:
Persons who develop "_____ belief" while working.
Persons who develop "reasonable belief" at _____.

Persons who must report based on reasonable belief developed while working:

- _____ Personnel (even if the victim does not attend the same school)
- _____ Victim Advocate

NOTES:

Part 4 of 4: FERPA Training

Family Educational Records and Privacy Act

You are required to complete the online FERPA training before you begin any field experiences. Since you will likely be around student data, you must understand and follow FERPA.

Directions:

1. Go to: <https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies>.
2. Create a profile as a new user. Complete the **FERPA 101 for Local Education Agencies** training (press the forward arrow to move through the pages).
3. The screen at the end shows a Certificate of Completion.
4. Print the screen as a PDF or take a screenshot of the Certificate.

What to Submit to D2L:

- ☐ Save a screenshot of the certificate, Label the file: “Lastname_FERPA.pdf” and submit it as a PDF to the D2L Dropbox as evidence that you have met the FERPA training requirement.



Part 4 of 4: FERPA

What to Submit to Brightspace/D2L

Print the Certificate of Completion screen as a PDF or take a screenshot of the Certificate it and save it as a PDF. Label the file: Lastname_FERPA.pdf

FERPA 101 FOR LOCAL EDUCATION AGENCIES (ADA ACCESSIBLE)

Certificate of Completion

This certifies that

completed the

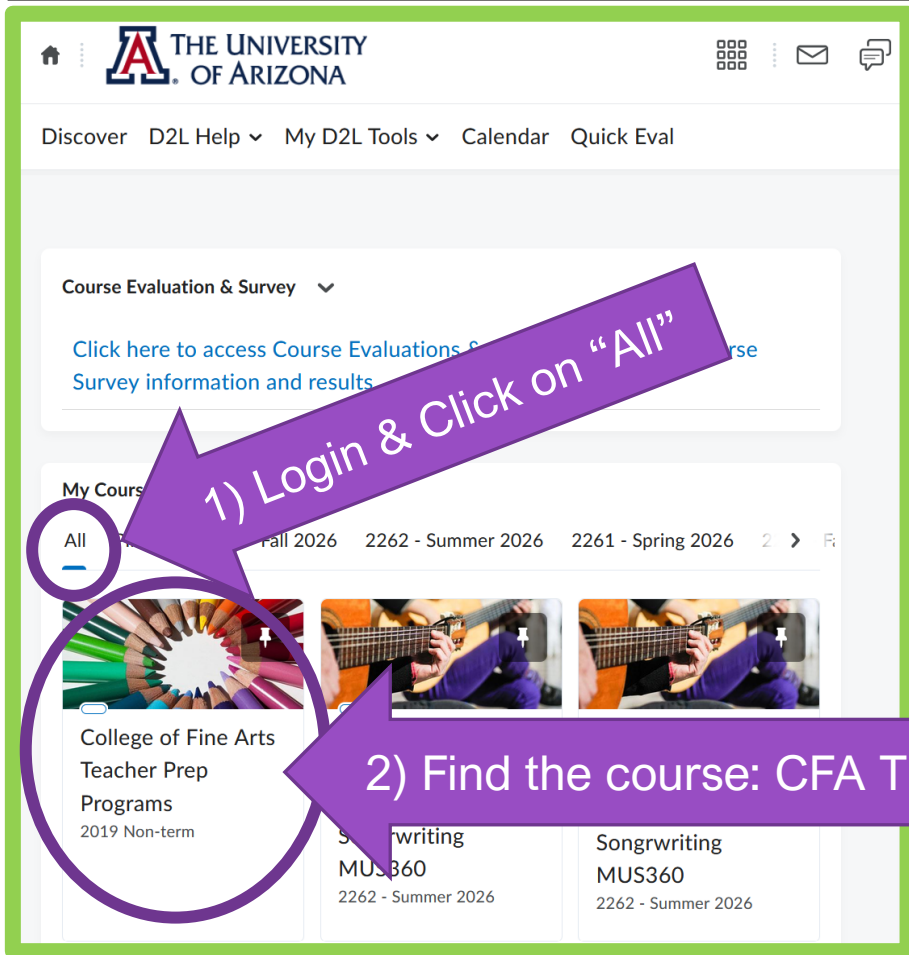
FERPA 101 for Local Education Agencies (ADA Accessible)

course on 9/24/2025

Certified by:

 **U.S. Department of Education**
FERPA
Awareness Training

Submit the four items to the Brightspace/D2L Page



The screenshot shows the Brightspace/D2L homepage for The University of Arizona. The navigation bar includes links for Discover, D2L Help, My D2L Tools, Calendar, and Quick Eval. A purple arrow labeled "1) Login & Click on 'All'" points to the "All" link in the "My Courses" section. Another purple arrow labeled "2) Find the course: CFA TPP" points to the "College of Fine Arts Teacher Prep Programs 2019 Non-term" course listing.

THE UNIVERSITY OF ARIZONA

Discover D2L Help My D2L Tools Calendar Quick Eval

Course Evaluation & Survey

Click here to access Course Evaluations & Survey information and results

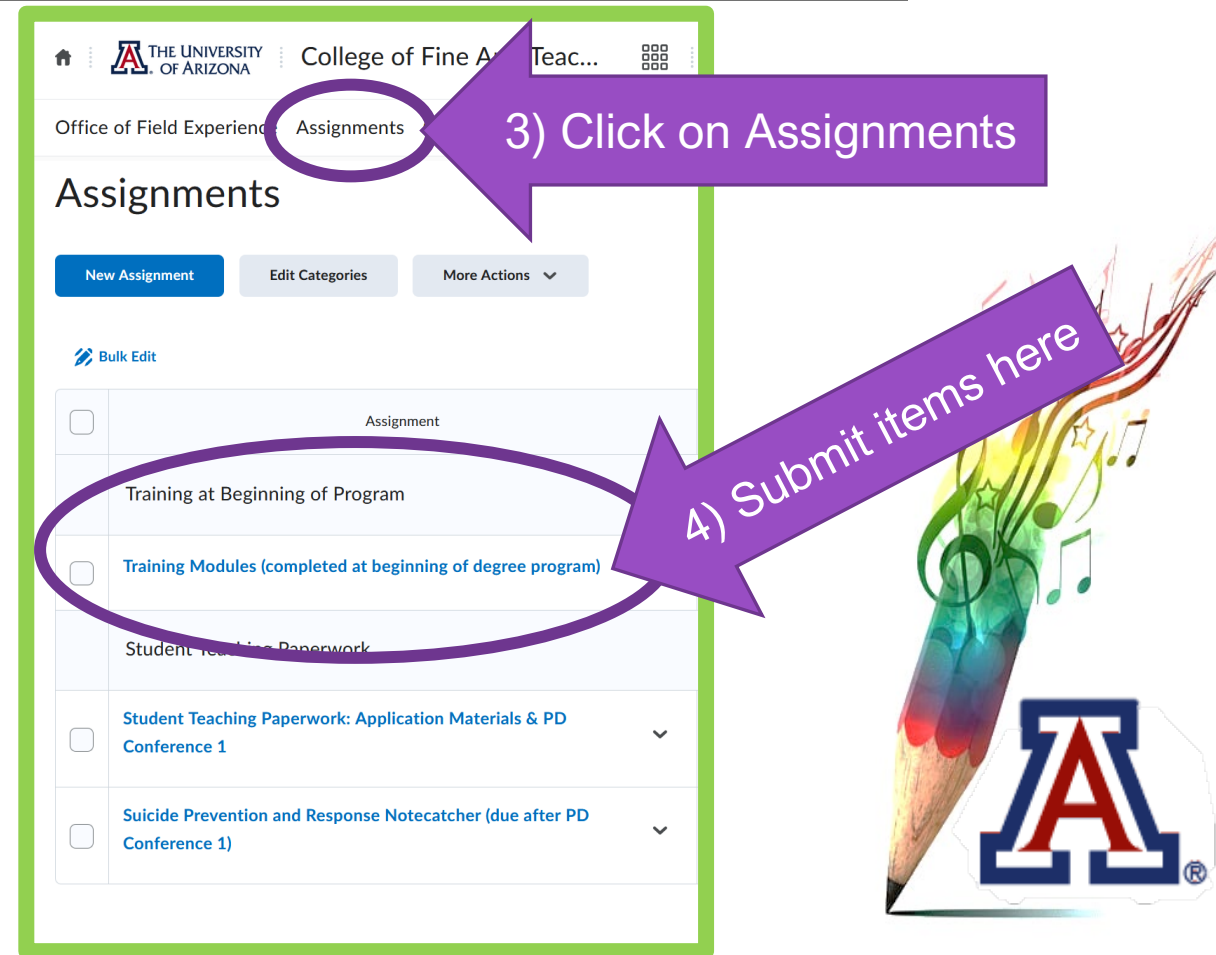
My Courses

All

College of Fine Arts Teacher Prep Programs 2019 Non-term

Songwriting MUS360 2262 - Summer 2026

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The screenshot shows the "Assignments" page in Brightspace/D2L. A purple arrow labeled "3) Click on Assignments" points to the "Assignments" link in the navigation bar. Another purple arrow labeled "4) Submit items here" points to the "Training Modules (completed at beginning of degree program)" assignment in the list.

THE UNIVERSITY OF ARIZONA

College of Fine Arts Teacher Prep Programs

Office of Field Experience Assignments

Assignments

New Assignment Edit Categories More Actions

Bulk Edit

	Assignment
☐	Training at Beginning of Program
☐	Training Modules (completed at beginning of degree program)
☐	Student Teaching Paperwork
☐	Student Teaching Paperwork: Application Materials & PD Conference 1
☐	Suicide Prevention and Response Notecatcher (due after PD Conference 1)

Submit items here



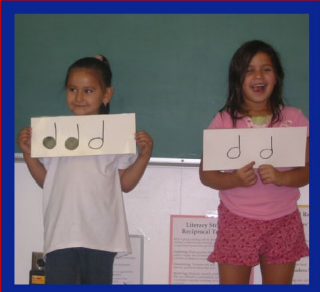
Additional Information helpful for as you
go through the degree program...



THE UNIVERSITY OF ARIZONA
COLLEGE OF FINE ARTS



Teacher Candidate Guidebook



Dr. Karin Nolan
Director of Office of Field Experience
College of Fine Arts
University of Arizona

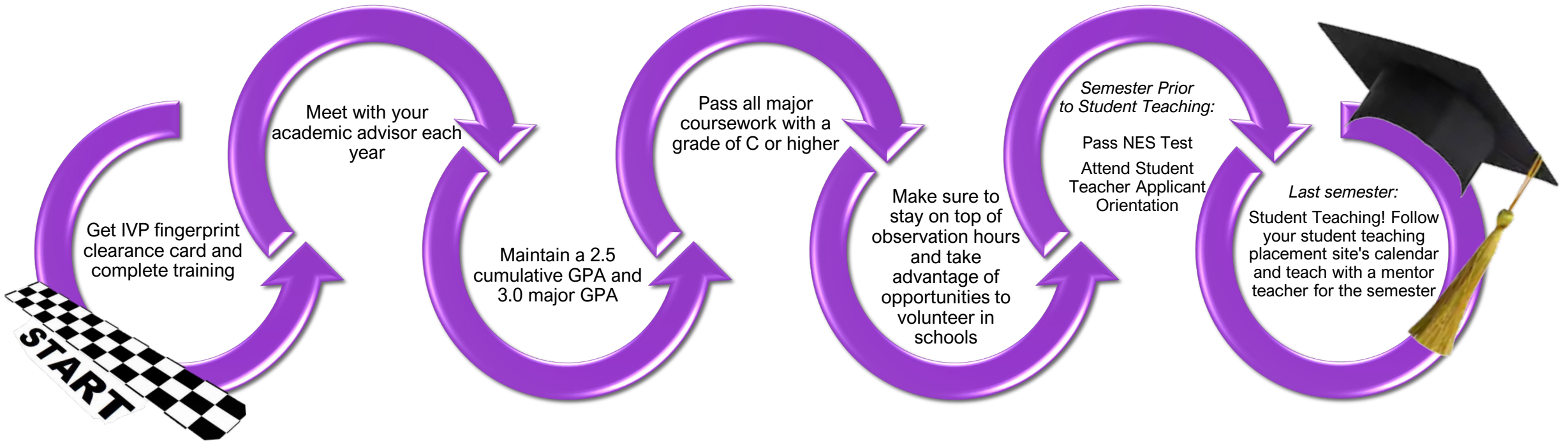
Updated: July 2026



For All Policies, Read:
Teacher Candidate
Guidebook



Path to Graduation



NES Test for Teacher Certification

There is **one** teacher certification test required prior to your student teaching semester. **This test must be taken prior to student teaching.** Students receiving financial aid or are on the ATA scholarship can get the fee waived.

NES Test Required: [Assessment of Professional Knowledge \(Secondary\)](#)

Website: <http://www.aepa.nesinc.com/>

This test is required for your Teacher Certification (\$145, 2½ hours long, and computer administered at a testing center or home). Optional preparation materials are available for purchase from the website starting at \$35. You need to take and pass this exam: [Assessment of Professional Knowledge: Secondary](#): 100 multiple-choice questions, 1 case study written assignment, and 1 work product written assignment (a passing score is 220 or higher).



AZ/US Constitution Requirement

Students choose one option to fulfill this requirement for teacher certification:

1. [AEPA Exam: Constitutions of the US and AZ](#) (100 multiple choice questions, \$75 fee required, 2 ½ hours long; computer-administered at testing center or home); or
2. Take the related college course (i.e., POL 210 at the UofA). If you take the course at another institution (e.g., Pima Community College), **get the course/grade transferred to your U of A transcripts**. Please note that if you choose to take the course (versus the AEPA Exam), the course must include *both* the US and AZ Constitutions in the title.

****The test is tricky. Most students choose to take the course online at the U of A or from a community college.****



Student Teaching Eligibility

- ❖ There is a minimum required Major GPA of 3.0 for all students and minimum cumulative GPA of 2.5.
- ❖ All major coursework must be passed with a grade of C or higher. This includes all required Art/Music coursework and all required College of Education coursework.
- ❖ All coursework (with the exception of student teaching credits) must be completed the semester prior to student teaching. Students may not take any courses or additional credits while student teaching (this includes Winter Session and Summer II if they overlap with your student teacher placement).
- ❖ Students must carry a current and valid IVP Fingerprint Clearance Card at all times while on school premises and at field-related events.
- ❖ Providing inaccurate information, failing to complete any outstanding courses prior to student teaching, and/or not following the standards listed on the standards contract may result in removal from coursework, student teaching, or the teacher preparation program.
- ❖ The semester prior to student teaching, all students must attend a mandatory student teacher orientation which takes place approximately the third week of the semester. See Field Experiences [website](#) for information on how to RSVP.
- ❖ During the student teaching semester, students follow their school site's calendar, not the UA academic calendar.



Due Process

This [flow chart](#) outlines the process when concerns arise or when program standards are not met throughout the teacher preparation program, including in courses and on-site field work.

U of A Professional Preparation Programs Due Process Flow Chart

