



COLLEGE OF FINE ARTS

Student Teacher Application Orientation

Dr. Karin Nolan

Director of Field Experience



Dr. Karin Nolan, Director of Field Experience

- Email: knolan@arizona.edu
- [Office of Field Experience Website](#)
- D2L Site: “College of Fine Arts Teacher Prep Program” (non-termed course site)



Congratulations

Student teaching is the most important step
in your arts education career.

Assuming eligibility, you're almost there!



GPA and Coursework

- **All coursework** must be completed this semester
 - For fall student teachers, you are allowed to take Pre-session and Summer I.
 - For spring student teachers, all coursework must be completed in the fall semester (no winter session)
- GPA Minimum Requirements:
 - 3.0 major
 - 2.5 cumulative
- Note: all major coursework must be passed with a C or better.

Student Teacher Application Process

- Your application packet (consisting of the items covered in this presentation) are due in **TWO WEEKS** to be considered for student teaching next semester

How to Apply



You're all going
to be teachers,
SO...

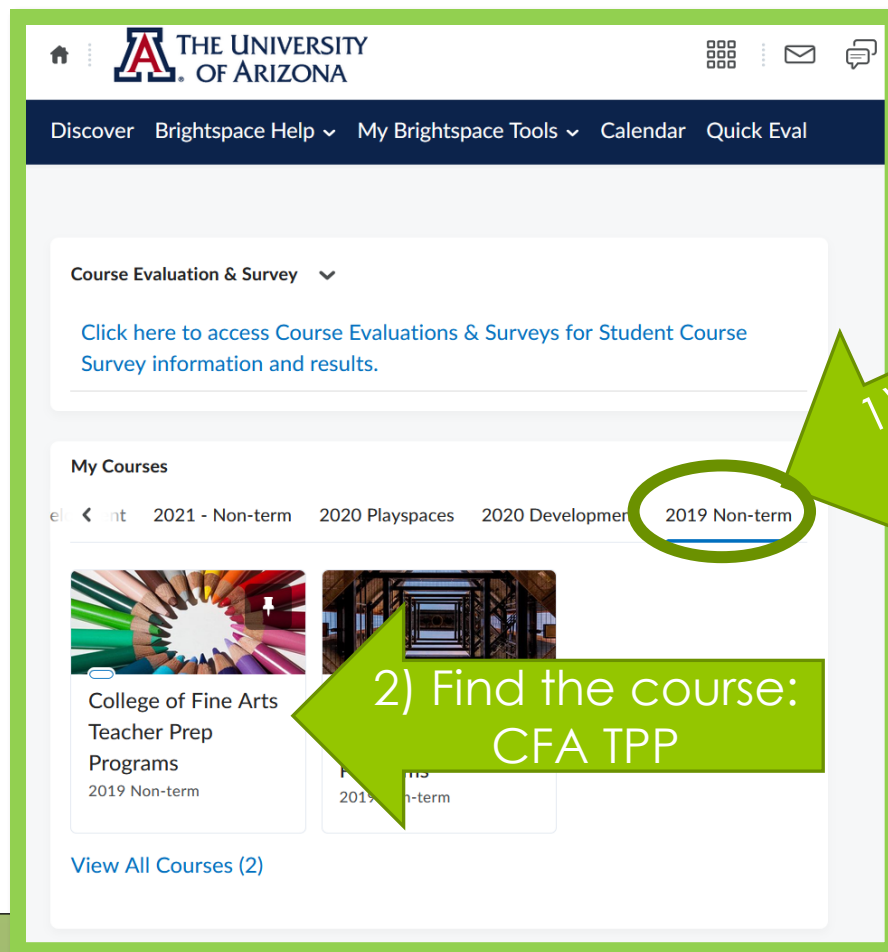
Make sure to prioritize this
and submit all materials
completely and on time.
This is required to be
considered for student
teaching placement at a
school next semester.

Materials to Apply for Student Teaching

**All materials are due in
2 weeks D2L Brightspace**

Where to Upload

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



1) Login & Click on
"2019 Non-term"

2) Find the course:
CFA TPP

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

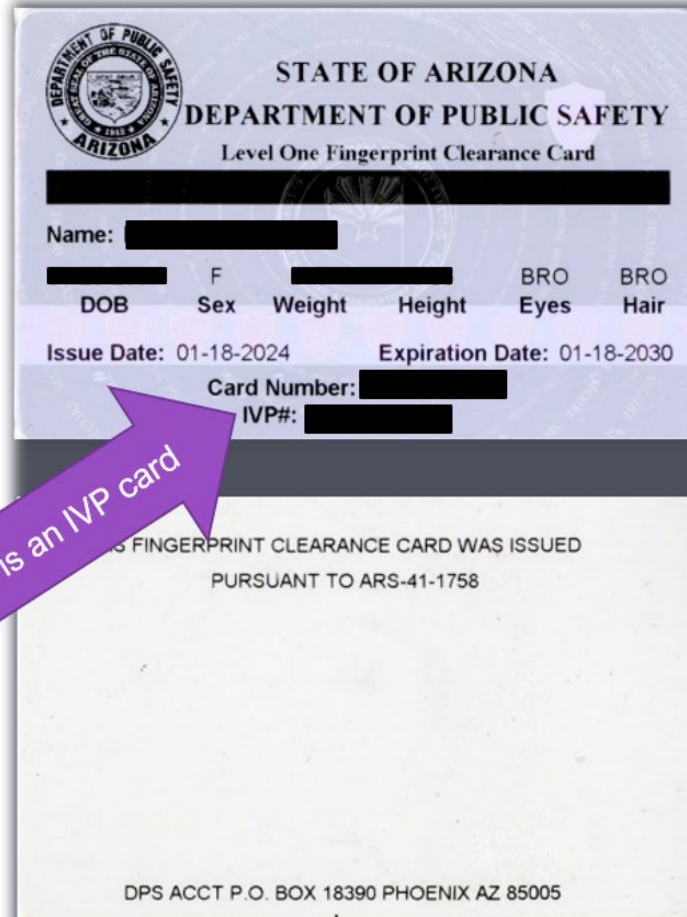


Step 1: Maintain IVP Fingerprint Clearance

- You will turn in a photocopy of the front and back of your IVP Fingerprint Clearance card with your application packet.
- Current, accurate IVP fingerprint clearance card is required to be with you at all times on school campuses.
- Wrong name on your card? Order a replacement card through the [Arizona Department of Public Safety](#). This takes a couple of weeks.

Check for IVP

If your card is not “IVP,” then you need to get a new fingerprint clearance card ASAP



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

Name: [REDACTED]

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

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

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

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

DPS ACCT P.O. BOX 18390 PHOENIX AZ 85005

Make sure your card is an IVP card

Step 2: Coursework Checklist

- If you haven't, schedule a meeting with your **academic advisor** to fill out your **Coursework Checklist**
- Bring a blank copy of your Coursework Checklist to your advising meeting.
- Art Education (only): Then, schedule a meeting with **Dr. Ryan Shin** discuss it.
- **Coursework Checklist to Fill Out with your Advisor:**
 - [BM Music Education Pre-Student Teaching Coursework Checklist](#)
 - [BFA AVCE Pre-Student Teaching Coursework Checklist](#)
 - [MA Art Teaching Option Pre-Student Teaching Coursework Checklist](#)

Step 3: Fulfill AZ/US Constitution Requirement

You choose one of the following:

- AEPA Exam (~\$100, 2 ½ hours, 100 multiple choice questions)

Or....

- Take the class and **get it transferred to the UA transcripts.** Make sure the class title contains BOTH the US and the AZ constitutions.
- The fulfillment of this degree requirement is noted on your Coursework Checklist.

Step 4: Register for NES Test

- Register at <http://www.aepa.nesinc.com/> for:
Assessment of Professional Knowledge: Secondary
 - 100 multiple-choice questions, 1 case study written assignment, and 1 work product written assignment
 - Passed test is required for your teaching certificate (score of 220+)
 - \$145, 3 hours long, & computer-based at their testing center
- **DO NOT TAKE THE ART/MUSIC SUBJECT TEST!!!!!!!!!!**
 - Your degree in music/art education waives the requirement for this test. You only need to take one NES test called Assessment of Professional Knowledge: Secondary.
 - Note: if you didn't take the course, you would also need to sign up for the AEPA US and AZ Constitution Exam.
- There is info on our Field Experiences [website](#) about this test and how to apply for a fee waiver (if you are receiving financial aid). You will need to apply for the waiver and submit it to UA Financial Aid prior to registering for the test, so do that ASAP.
- The exam also has the option to purchase 30- or 90-day subscriptions to a new NES support called **Right Start**, an interactive modular testing support platform: <https://www.nestest.com/rightstart>
- As a reminder, we have some direct Pearson contacts who are happy to answer questions, and are highly responsive:
 - Madison Cooper, madison.cooper@pearson.com
 - Kim Grady, kim.grady@pearson.com

Step 5: Fill out Application

- Fill out your Application to student teach.

THE UNIVERSITY OF ARIZONA, COLLEGE OF FINE ARTS **cfa** **Office of Field Experiences**

Application for Student Teaching

Last Name: _____ First Name: _____
 Street Address: _____ State: _____ Zip: _____ Cell Phone: _____
 City: _____
 University E-mail: _____
 Permanent (non-UA) E-mail: _____ Student ID Number: _____
 Student Major(s): _____

IVP Fingerprint Clearance
 All field experiences are contingent on eligibility and current fingerprint clearance card.
 Public Safety IVP fingerprint clearance card.
 Card Number: _____ IVP Number: _____

Attach a copy of your IVP Fingerprint Clearance Card (if applicable) to the application submitted to the AZ DPS Fingerprint Office. IVP number at the bottom of the front of the card, you must attach a card from an authorized AZ DPS Fingerprinting location.

Student Teacher Placement Options
 Preferred Area and Grade Level for Student Teaching: _____
 If there is someone specific you would like to be assigned to, please list teachers' names with their email addresses:
 Option 1: _____
 Option 2: _____
 Option 3: _____
 To ensure the widest breadth of experience, please list schools where they worked. List:

Required NES "Assessment of Professional Knowledge: Secondary" Certification Test
 This test is required for your degree completion and teacher certification (Website: <http://www.azpa.nesinc.com/>). You need to take and pass the "Assessment of Professional Knowledge: Secondary" exam prior to student teaching. **Attach your NES Test results or the test scheduling confirmation page to this application.**
 NES Test Date completed or scheduled: _____ Score if taken: _____

Required AZ/US Constitution Test/Class
 This must be completed prior to student teaching. Select which option below applies to you (test or class).
☐ **AEPA Test:** Date Taken/Scheduled: _____ Score if taken: _____
☐ **Class:** What class (label and title)? _____ When (sem/year): _____
 Where (list institution): _____ Grade: _____

Background
 Are you currently under any type of investigation or have you ever been convicted or pled "No Contest" for any violation of the law? ☐ YES ☐ NO
 If "YES," please explain below (even if it was expunged): _____

Please read these agreements and sign:

- I understand that there is a minimum required Major GPA of 3.0 and minimum required cumulative GPA of 2.5 and that all major coursework must be passed with a grade of C or higher.
- This includes all required Art/Music Education and all required College of Ed coursework.
- I understand that all coursework (with the exception of 12 credits of student teaching), the NES test, and the AZ/US Constitution class (or AEPA test) must be completed prior to student teaching and that I may not take any courses or additional credits while student teaching.
- I understand that I must always carry a current and valid IVP Fingerprint Clearance Card while on school premises and at school events.
- I understand that I will follow the school site's calendar during student teaching, not the UA calendar.
- I understand that providing inaccurate information, failing to complete any outstanding courses prior to student teaching, and/or not following the standards listed on the following pages may result in my removal from student teaching.
- I understand that it is my duty to promptly disclose anything academic, professional, behavioral, and/or legal that would cause me to become ineligible to student teach.
- I understand that I am responsible for reading and following all policies laid out in the [Teacher Candidate Guidebook](#).

All the information in this application is accurate. I understand that if any information contained in this application changes, I will inform the College of Fine Arts Office of Field Experiences immediately.

Student Signature: _____ Date: _____

Rev. 7/25/2026

THE UNIVERSITY OF ARIZONA

Step 6: Standards Contract

- Read all professional standards and then sign the contract.

The University of Arizona
Teacher Preparation Program Professional Standards

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.

Academic Standards:
The Arizona State Board of Education has adopted the InTASC and ISTE NETS-T standards for teachers. You are required to review these standards:

- InTASC Standards (<https://cfa.arizona.edu/?download=3398>)
- ISTE NETS-T Standards (https://id.iste.org/docs/pdf/20-14_ISTE_Standards-T_PDF.pdf)

All University of Arizona certification programs have aligned their curricula and assessments to these standards. Throughout your teacher preparation program, there will be a series of benchmark assignments, including the capstone experience of student teaching, to assess your progress in meeting them.

Behavior Standards:
You are expected to behave professionally during the program, both as a student and a teacher, while on the UA campus, school district campuses, and related field experience events. There are three categories of behavior standards to which you must adhere:

- State of Arizona Standards:
 - Arizona State Board of Education Professional Practices for Certificate Holders (page 4 of <https://cms.azed.gov/home/GetDocumentFile?id=57a4d00caadeb130c51857a>)
- University of Arizona Standards:
 - Student Code of Conduct (<https://public.azazents.edu/Policy%20Manual%205-308-Student%20Code%20of%20Conduct.pdf>)
 - Threatening Behavior Policy (<http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>)
 - Non-Discrimination and Anti-Harassment Policy (<http://policy.arizona.edu/human-resources/non-discrimination-and-anti-harassment-policy>)
 - Academic Integrity Policy (<http://deansofstudents.arizona.edu/policies-and-codes/code-academic-integrity>)
 - Professional Expectations for UA Teacher Candidates (page 41 of <https://cfa.arizona.edu/?download=1363>)
- School District Standards:
 - District codes of conduct for faculty and staff. (Faculty codes of conduct can be found in the faculty handbook at your assigned school(s). It is your responsibility to obtain these from your site.)

Adherence to Standards:
Successful completion of the teacher preparation program is dependent upon a student's ability to meet the academic and behavior standards. If a student's performance raises concerns about their ability to successfully complete the program, University, or field-based professional educators in the program may initiate a *Performance Concern Form*. Depending on the severity of the issue, the student may be placed on a *Professional Growth Plan*, which identifies steps for remediation, provides support, and establishes expectations that must be met within a given timeline. Possible consequences for not meeting the expectations in the *Professional Growth Plan* include removal from a course or clinical placement, failing grade in a course, withdrawal from the program with the right to petition for re-admission, or dismissal from the teacher preparation program. It is important to note that severe violations of the standards may lead directly to consequences listed above in lieu of a *Professional Growth Plan*.

Teacher Candidate Agreement

- I have read the state and University standards distributed to me in this document and via the online links provided.
- I will read the school district standards before I begin my clinical placement(s).
- I agree to abide by these academic and behavior standards. 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 clinical placement, failing grade in a course, withdrawal from the teacher preparation program with the right to petition for re-admission, or dismissal from the teacher preparation program.

Printed Student Name: _____ Date: _____

Student Signature: _____

 THE UNIVERSITY OF ARIZONA,

Step 7: Perfect your Résumé

- Update your teaching résumé and make sure it is professional.
- You will submit a ONE-PAGE teaching résumé as part of your application packet.
- You may wish to utilize UA Career Services career counselors for resume feedback through their drop-in "LifeLab" hours (<https://career.arizona.edu/career-coaching/lifelab>) or by scheduling a phone, email, or Zoom appointment

Step 8: Unofficial Transcripts

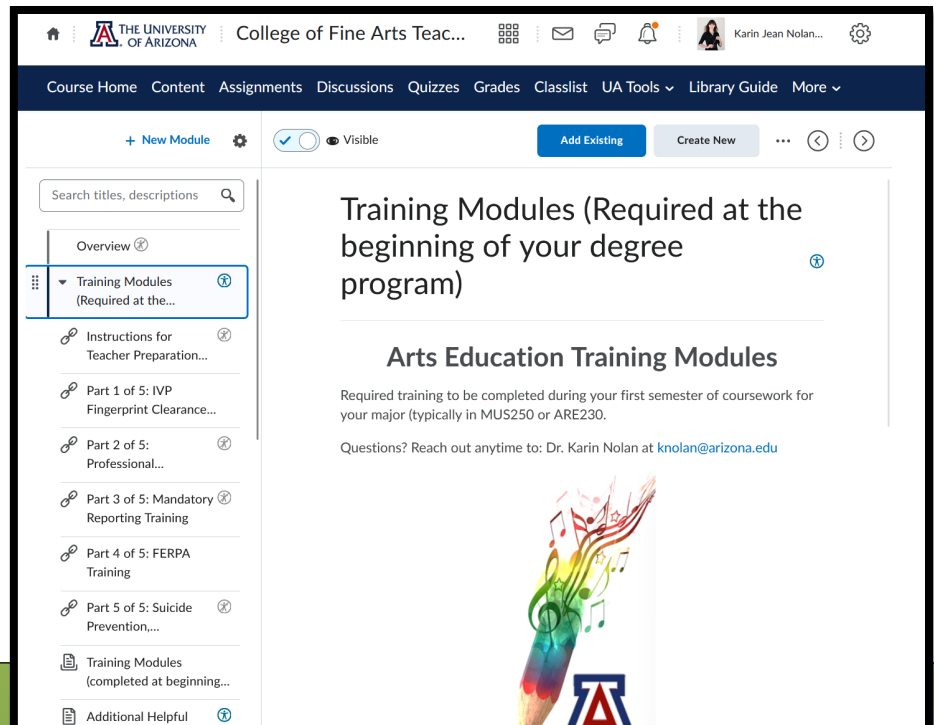
- From UAccess, save a PDF of your current, unofficial transcripts.
- You will submit this as part of your application packet.

Required Training

Step 9: Provide Evidence of Mandatory Reporting, FERPA, & Suicide Prevention Training

- This should have been completed early in your program.
- If you never completed this, do it ASAP! Follow the D2L directions.
- Note: some of you MAY NOT have completed the new Suicide Prevention Training, as it was a recent state law added. Make sure it's completed now.

Click on “Content” tab
and then go through the
Training Modules



The screenshot displays the D2L LMS interface for The University of Arizona. The top navigation bar includes the university logo, the user's name (Karin Jean Nolan), and various utility icons. Below this, a secondary navigation bar lists course-related options like Course Home, Content, Assignments, Discussions, Quizzes, Grades, Classlist, UA Tools, Library Guide, and More. The main content area is titled "Training Modules (Required at the beginning of your degree program)". It features a sidebar on the left with a search bar and a list of modules: Overview, Training Modules (Required at the...), Instructions for Teacher Preparation..., Part 1 of 5: IVP Fingerprint Clearance..., Part 2 of 5: Professional..., Part 3 of 5: Mandatory Reporting Training, Part 4 of 5: FERPA Training, Part 5 of 5: Suicide Prevention..., Training Modules (completed at beginning...), and Additional Helpful. The main content area on the right provides details about the "Arts Education Training Modules", stating they are required during the first semester of coursework for the major (typically in MUS250 or ARE230). It also includes contact information for Dr. Karin Nolan at knolan@arizona.edu. A decorative graphic of a pencil with musical notes is visible in the bottom right corner of the interface.

Final Step: Turn In Application Packet to D2L Dropbox:

All items must be PDFs. **Combine all PDFs into one packet** and save it as "lastname_StudentTeachingApplication.pdf"

This one combined PDF will have the following:

- Your [application](#)
- IVP [fingerprint clearance card](#) copy of front and back
- Your scheduled [NES test](#) (or a copy of your results)
- Professional standards [contract](#) signed
- Completed coursework checklist:
 - [BM Music Education Pre-Student Teaching Coursework Checklist](#)
 - [BFA AVCE Pre-Student Teaching Coursework Checklist](#)
 - [MA Art Teaching Option Pre-Student Teaching Coursework Checklist](#)
- Updated professional [résumé](#)
- Unofficial transcripts from [UAccess](#)
- Completed [Mandatory Reporting Workbook](#)
- [FERPA Training](#) Certificate
- [Suicide Prevention Training](#) Certificate

Upload the PDF packet to **D2L College of Fine Arts Teacher Prep Program** assignment dropbox titled "Student Teaching Paperwork" by the deadline in 2 weeks.

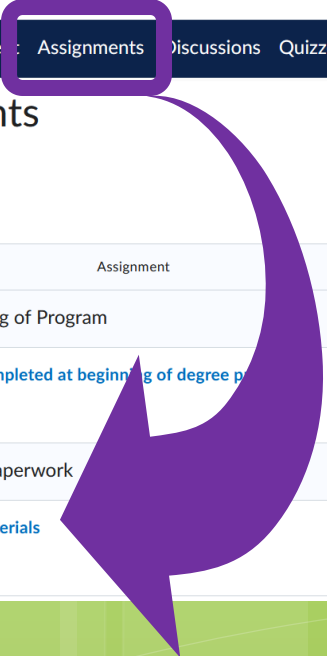
THE UNIVERSITY OF ARIZONA College of Fine Arts Teacher...

Course Home Content **Assignments** Discussions Quizzes Grades Classlist UA Tools Library Gu

Assignments

View History

Assignment	Completion Status	Score
Training at Beginning of Program		
Training Modules (completed at beginning of degree p ⓘ	Not Submitted	- / -
Student Teaching Paperwork		
Student Teaching Materials ⓘ	Not Submitted	- / -



**Combine All Items in ONE
(yes, one) combined PDF!**
“Lastname_StudentTeaching
Application.pdf”

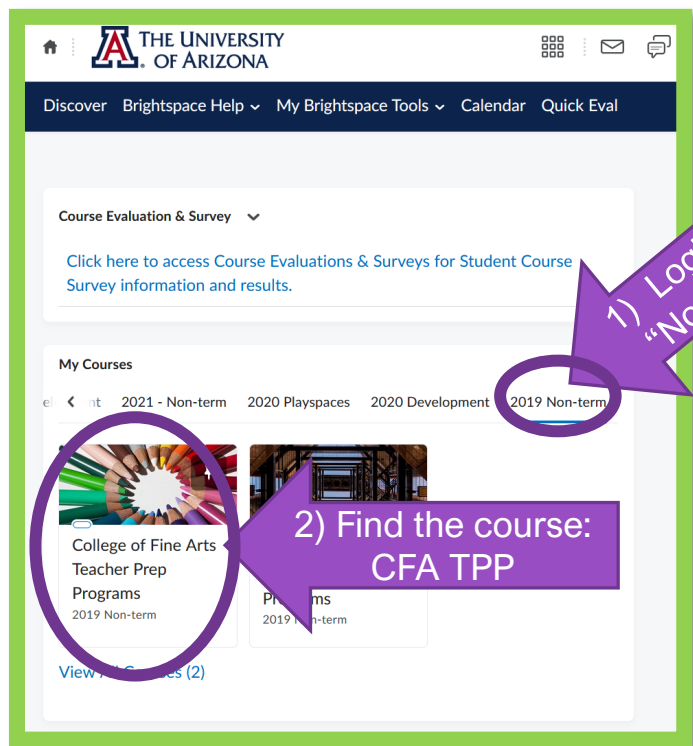
Application Packet

Due to Student Teaching
Materials Dropbox in 2 weeks

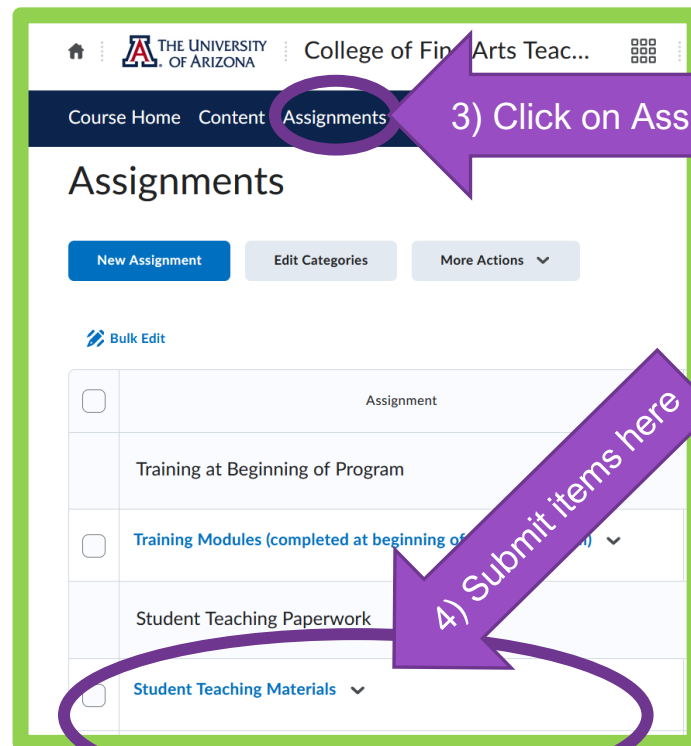
Student Teacher Application Packet will contain the combined PDFs of:

1. Your application
2. IVP fingerprint clearance card copy of front and back
3. Your scheduled NES test (or a copy of your results)
4. Professional standards contract signed
5. Completed coursework checklist
6. Updated professional résumé
7. Unofficial transcripts from UAccess
8. Completed Mandatory Reporting Workbook
9. FERPA Training Certificate
10. Suicide Prevention Training Certificate

Submit the five items to the D2L Brightspace Assignments Page



The screenshot shows the D2L Brightspace homepage for The University of Arizona. The top navigation bar includes links for Discover, Brightspace Help, My Brightspace Tools, Calendar, and Quick Eval. Below this, there is a section for Course Evaluation & Survey. The main content area is titled 'My Courses' and displays a list of courses. A purple arrow points to the '2019 Non-term' link in the course list, with the text '1) Login & Click on "Non-Term 2019"'. Another purple arrow points to the 'College of Fine Arts Teacher Prep Programs 2019 Non-term' course card, with the text '2) Find the course: CFA TPP'.



The screenshot shows the 'Assignments' page in D2L Brightspace. The top navigation bar includes links for Course Home, Content, and Assignments. A purple arrow points to the 'Assignments' link, with the text '3) Click on Assignments'. Below the navigation bar, there is a section for 'Assignments' with buttons for New Assignment, Edit Categories, and More Actions. A table lists assignments, including 'Training at Beginning of Program', 'Training Modules (completed at beginning of program)', 'Student Teaching Paperwork', and 'Student Teaching Materials'. A purple arrow points to the 'Student Teaching Materials' row, with the text '4) Submit items here'.



Placement Process – Behind the scenes steps after you submit your application packet.

- Put your desired mentors/placements on your application. We try to honor your desired placement, but ultimately, the placement decision is made from our professors.
- **You can go observe teachers but DO NOT ask them directly to agree to be your Mentor Teacher for Student Teaching.** Your professors and I do all formal requests with district officials per their protocol.
- When a placement is secured, you receive an email from me with your Student Teaching Assignment and forms to sign.

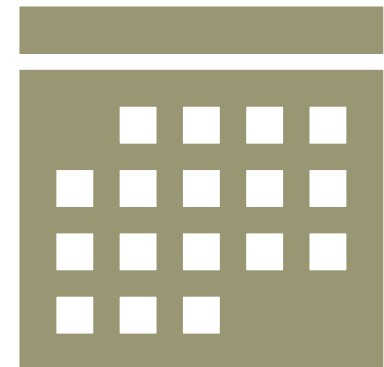
Finances

- Start planning now for finances during your student teaching semester
- Expectation is Student Teaching is a priority next semester, and it is a full-time and intense commitment.



Future Commitments this semester...

- **In Two Weeks from Now:**
Completed Student Teacher Application Packets due to D2L.
- **Throughout Semester:** Your professors and I will work on your placement and then send you an Agreement Form to be signed after placement has been finalized.
- **Reading Day at the end of the Semester, 9-11am:** Professional Development Conference Part I via this same Zoom link.



Your Start Date for Student Teaching Semester



- **Please note:** for student teaching, your first day is when your assigned school site starts for teachers.
- **You DO NOT follow the UA academic calendar, but instead you follow the school district/school site calendar** where you are placed.
- Depending on where you're placed, the start date is often 2-4 weeks before the UA starts classes.

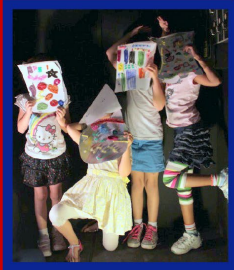
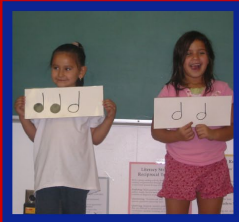
3 Parts to ST Semester

1. The day-to-day teaching at your placement site following teacher contract days/hours
2. Office of Field Experience meetings (3 meetings within the next year)
3. Student Teaching seminars at the U of A with all the other student teachers in your discipline (between 4-8 meetings)

THE UNIVERSITY OF ARIZONA
COLLEGE OF FINE ARTS

cfa

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](#)

