# Checklist and Timeline

**Special Education - ASL/English Interpreting (Educational Interpreter, CY12 and prior)**

Vacca Office of Student Services, College of Education, Health and Human Services - 304 White Hall, 330.672.2862

Name: _________________________    KSU ID#_____________________     Date: ____________

- For new and prospective students, a minimum 2.75 GPA is required for admission to program; **cumulative GPA must be maintained at 2.75**.
- **Meet with Faculty Advisor:** Dr. Jamie McCartney, jmccar15@kent.edu
- **Electronically sign Teacher Candidate Acknowledgements and Legal Questions for Licensure document** (required by EHHS to maintain licensure program eligibility). If you have not signed these online documents, please visit the EHHS Student Portal at [https://stuportal.ehhs.kent.edu](https://stuportal.ehhs.kent.edu) to do so.
- Meet minimum education coursework requirements for admission to advanced study. **Prior to beginning Advanced Study courses, students must complete the following courses with a grade of C or better:**
  - CULT 29535
  - ITEC 19525 (CY 13 and prior)
  - ASL 19201 & 19202
  - ENG 11011 or equivalent
  - ENG 21011

- **Submit Application for Admission to Advanced Study online no later than the second Friday of the semester, one semester before the term you will be eligible to start Advanced Study Coursework.** The Advanced Study Application is available on the EHHS Student Portal ([https://stuportal.ehhs.kent.edu/](https://stuportal.ehhs.kent.edu/))
- **Complete Intent to Student Teach form** (located on the EHHS Student Portal) electronically one year prior to intended semester of Advanced Practicum.
- **Score at Intermediate Level or better on the Sign Language Proficiency Interview (SLPI)** at least one semester prior to Advanced Practicum; contact your faculty advisor with questions.
- **Apply for graduation** online via Flashline the semester prior to your intended graduation. Deadlines
  - September 15th for Spring (May) graduation
  - December 15th for Summer (August) graduation
  - March 15th for Fall (December) graduation
  ($200 late fee assessed for late applications)

- **If applicable:** **Apply for licensure through ODE and provide fingerprints to BCII/FBI.** Basic fee for 5-Year Associate license is $100. Fingerprinting is valid for 1 year and must be on file with ODE at the time of application. ODE's licensure application is online. Once all program requirements are complete, go to [https://stuportal.ehhs.kent.edu/](https://stuportal.ehhs.kent.edu/) to fill out the Pre-Application.

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