

Student Teaching Requirements
**Pre-Requisite Training Sessions

****IF** you are on schedule to participate in *Student Teaching* , you may now register on-line for required training sessions being offered for ALICE, CPR , and Child Safety, through the university, for those sessions listed through our on-line registration. Look for the appropriate training sessions at the following link: <https://commerce.cashnet.com/ehhsfees>

IMPORTANT NOTES

- Child Safety and CPR trainings have “participation fees”, ALICE training is FREE.
- Included in the \$65 CPR fee is a \$55.00 NON-REFUNDABLE cost to cover labor and materials for any student who is officially registered for a specific course offering and is a “no-show” on their scheduled date. No refunds if less than 30 calendar days prior to the scheduled event. It is the student’s responsibility to contact the Bursar for any reimbursements.
- All fee payments are submitted via **“electronic checks”** ; have your ‘routing number’ and ‘account number’ ready for completing your registration. You will NOT be able to use credit cards, or charge any fees to your Bursar account.
- There are NO “WALK-INS” for ANY Child Safety or CPR session! All participants **MUST** be pre-paid and registered on-line in advance!
- You will need to provide documentation to verify your completion of each session; be sure to collect a “certificate of attendance” for each training session.
- Once you have completed ALL THREE training sessions, you will need to upload copies of your documents confirming attendance/completion of the training through the ‘clinical experience’ link in the ‘student portal.’
- ***These should be submitted to the Office of Clinical Experience website the Semester **PRIOR TO** your Student Teaching.

****If** questions, contact Mike Englert, the Director of Clinical Experience in the Vacca Office of Student Services, 304 White Hall, during regular business hours, via phone 330-672-0541 or email mengler8@kent.edu .