



## EFC 330 Clearance Policies

### Policy & Procedures

Spring 2018

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**Overview:** Candidates must apply for EFC 330, by the specified deadline which occurs the quarter before the experience. We may allow a short grace period after the deadline on a case by case basis; but once that is passed, candidates will need to reapply for their EFC 330, waiting for the next application window. Students must be cleared for their EFC 330 experience. They must have a 3.0 GPA or above and be admitted to the program. In most cases, the School of Education will accept a 2.9 GPA.

**Rationale:** EFC 330 is a field experience course that needs clearance to complete. The School of Education needs to have policies and procedures in place that allow for clearance and placement to occur in a timely manner. The requirements that each teacher candidate must meet before EFC 330 ensure that the students are meeting the School of Education standard.

#### Procedure:

- Teacher Candidate will apply to EFC 330 field experience by the designated time.
- In order to complete EFC 330 the student must have completed 40 hours of Pre-Admission Observation, Psych 314, EFC 210 and EFC 310 (or approved community college substitution). EFC 330 is a co-requisite or pre-requisite for EFC 340. The teacher candidate must also be conditionally admitted to the program, have at least a 2.9 GPA and have fingerprint clearance by the date of application.
- Teacher Candidate will receive an email from the certification officer outlining the issues they need to resolve within the next 2 weeks OR an email letting the teacher candidate know that they have been denied an EFC 330 placement because they did not meet requirements.
- If the teacher candidate would like to appeal the decision, they can contact, in writing, the Associate Director of the School of Education, Caitlin Morrison at [Caitlin.Morrison@cwu.edu](mailto:Caitlin.Morrison@cwu.edu) with a rationale of why their case should be appealed.
- The Associate Director will respond to the teacher candidate within one week regarding the appeal.
- If a candidate IS accepted to EFC 330 and does not complete the requirements outlined by the Certification Officer in the required period of time, the School of Education will notify the teacher candidate they will not be able to participate in EFC 330.