A red text on a black background

Description automatically generated with medium confidence

**STUDENT TEACHING, GRADUATION, & CERTIFICATION CHECKLIST**

**[Professional Education Services](https://www.missouristate.edu/ProfessionalEd/default.htm)**

[PES@MissouriState.edu](mailto:PES@MissouriState.edu)

417-836-5429 or 417-836-8772

Hill Hall 212/213 (8:00 am - 5:00 pm)

For detailed information visit: <https://education.missouristate.edu/Advise/education-senior-checklist.htm>

**BEFORE STUDENT TEACHING**

Review degree audit

Apply for student teaching

Review Student Teaching Handbook

Apply for out-of-area student teaching if needed

Apply for student teaching as Teacher of Record if a job offer is made

Submit compliance documents

Register for student teaching course(s)

Attempt the state-required student teaching assessment

Visit the Career Center

Receive student teaching placement information

**DURING STUDENT TEACHING**

Apply for graduation

Maintain communication

Check the calendar

Take surveys

Certification process

**Request a letter at midterm if applying for a job**

**Apply for Initial Professional certificate when notified by the certification office**

**Check certificate status on DESE profile**

Review commencement details

Complete financial aid counseling

**AFTER STUDENT TEACHING**

Stay connected with Bear in Every Building

Visit the Career Center

Explore the Graduate College