Concord University Department of Education

Clinical Teacher of Record (CTR) Application

The goal of the CTR placement in the public school is to meet the need of the school district to place a well-prepared, highly effective teacher in a position for which no fully certified teacher has been employed. The identified, eligible CTR will receive a stipend while the CTR placements serve as the required clinical experience for completing their program of study.

Candidate Recruitment, Eligibility, and Placement

Recruitment: When the West Virginia Board of Education (WVBE) approved CTR agreement is in place, the school district superintendent will communicate with the EPP partner if a need arises in a school to seek eligible CTR candidates. The school district will provide to the EPP and keep records verifying that the selected CTR was the most qualified person for the position (unable to employ a fully certified teacher in that position—copies of unfilled position postings) and that the position is the same content and programmatic level for which the candidate is seeking licensure.

Eligibility: To be eligible for the CTR position, the teacher education candidate must meet the requirements of Policy 5100:

a. Have completed the content preparation courses with a minimum 3.0 GPA;
b. Have met the proficiency score(s) on the state competency exam(s) in preprofessional skills or qualify for an exemption as described in §126-114- 6.2.c of policy 5100; and
c. Have met the proficiency score(s) on the state competency exam(s) in content or qualify for an exemption as described in Policy 5202 in the area for which s/he is seeking certification

Placement: The Coordinator of Clinical Experiences will verify that the CTR candidate meets all requirements of Policy 5100 and sends the information to the school district. If the school district finds the CTR candidate acceptable, the school district will enter a formal agreement with the EPP and place the CTR in the vacant position. The agreement will contain all pertinent arrangements and details, assessments to be used during the CTR service, and grounds for dismissal from the CTR program if the teacher candidate does not meet the expectations and requirements of Concord University and the school district. The CTR's placement will be based upon the EPPs student teaching schedule.

CTR Candidate Contact Information:

Name	
Student ID Number	
Campus Box Number (if applicable)	
Home Mailing Address	
City ST ZIP Code	
Home Phone Number	
Cell Phone Number	
Concord E-Mail Address	

Content Area:

Elementary K-6	
English 5-Adult	
General Science 5-Adult	
Music PreK-Adult	
Social Studies 5-Adult	
Multi-categorical Special Ed. K-12	
Wellness PreK-Adult	

Eligibility: Initial here

All content preparation courses have been completed with a minimum GPA of 3.0	
Basic skills have been met by Praxis CASE exam(s) or an exemption is on file	
Praxis Content Exam(s) have been successfully completed	

Interest: Provide a brief statement explaining why you are interested in the CTR position.

Selection: Provide a brief statement explaining why you feel you should be selected for the CTR position.

Agreement and Signature

By submitting this application, I understand that my position as a CTR involves a contract between myself and the public school system. I agree to file for a CTR Permit with the WV Department of Education and will obtain an additional background check, if necessary.

Candidate Signature: _____ **Date:** _____