

**EARLY CLINICAL EXPERIENCE REQUEST FORM**

**This form must be returned to the Department of Education Office by 4pm on the second Friday of the semester**

Name (Last, First)

ID 774xxxxxx

MyCU Email

Phone Number

Concentration(s)    Elementary    English    General Science    Music (Choral)    Music (Instrumental)    Social Studies    Special Education    Wellness

**Provide a CU Service Area county that you would like to request for placement.**

CU's service area includes the following counties:  
Bland, Fayette, Giles, Greenbrier, McDowell, Mercer, Monroe, Raleigh, Summers, Tazewell, Wyoming

**Counties below have additional requirements that must be met prior start of to clinical experience.**

- 1) Mercer: Clinical Experiences must be approved by the county Board of Education (BOE).
- 2) Monroe: Completion of volunteer training (contact BOE Office for information), FBI background check & approval by BOE
- 3) Tazewell: Federal background check (in addition to CastleBranch Background Check) & drug test.
- 4) Wyoming: Federal background check (in addition to CastleBranch Background Check) & drug test.
- 5) Giles: VA State Police background check (in addition to CastleBranch Background Check)

**List 2 public schools you would like to request for placement. List any special requests/comments:**

1.  
State immediate family members in #1 requested school.  
Include name, grade level during semester, position and relation

2.  
State immediate family members in #2 requested school.  
Include name, grade level during semester, position and relation

Note: Athens Elementary does not allow EDUC210L Clinical Experience Level I candidates. Princeton High does not allow graduates/alumni. Candidates in need of transportation to/from placement in Mercer County can utilize Bluefield Area Transit (BAT). BAT is free for CU students; shuttles make multiple stops in Princeton & Bluefield.

- Candidates are NOT permitted to contact schools, principals or mentors to arrange their own clinical experiences. This is to ensure that clinical experiences meet federal, state and CU licensure policies and requirements.
- Candidates are responsible for reading and following all policies within the 'Guidelines for Early Clinical Experience' outlined in the Department of Education Handbook, available online at <http://www.concord.edu/education>.
- Candidates are responsible for meeting any special requirements (i.e. background checks, drug tests, COVID-19 safety precautions/vaccinations, etc.) of the school and/or county where the experience will be completed, prior to the start of placement. Candidates will be required to provide the CU Department of Education Office with documentation upon completion of special requirements.
- Candidates are required to complete yearly background checks through CastleBranch. The Admission, Retention and Dismissal (ARD) Committee will review background check results with guidance and council from Concord's Service Area Superintendents, and the WV Department of Education Certification Office. Additional information and deadlines can be found in the Department of Education Handbook (available online at <http://www.concord.edu/education>).
- Candidates must purchase a LiveText Field Experience membership during their first CU education course in order to successfully complete any early clinical experience. All assessments, evaluations and time-logs completed by the mentor and/or candidate are completed via LiveText. LiveText memberships are to be purchased by the last day of February during the Spring semester, or by the last day of September during the Fall semester. If a student purchases a livetext access code through the CU bookstore, they must then register the access code at [livetext.com](http://livetext.com).
- Once the CU Department of Education Office confirms the placement, an email will be sent from LiveText to the candidate's email address confirming placement information (school, grade/content and mentor teacher). Candidates should check their @mycu account for the email from LiveText (may end up in spam/junk). Our department must manually create placements in LiveText, it's not an automated process. Meaning, just because a candidate purchased a LiveText account, doesn't mean that their placement will instantly appear when they login.
- Once a placement is established in LiveText it is final and cannot be changed, with the exception of extenuating circumstances, which will require approval from the Coordinator of Clinical Experiences in order to be changed.
- After receiving confirmation the confirmation email from LiveText that a placement is active, candidates are responsible for contacting the mentor teacher to establish a visitation schedule within one week of the email confirmation. Candidates must complete the 'Early Clinical Experience Contract' in LiveText within three weeks of the email confirmation. Failure to do so will result in cancellation of the early clinical experience.
- Candidates are responsible for ensuring that all required evaluations are submitted by their mentor via LiveText, and that their time-log has been approved by their mentor.
- Candidates must report to the school's office prior to going to their assigned locations each time they visit the school, and complete the visitor sign-in/out log for every visit.
- Candidates must contact their mentor in advance to notify them of an absence. Failure to maintain a consistent attendance at placement, or failure to notify the appropriate personnel can result in cancellation of the clinical experience.
- Candidates must inform Mrs. Conner, in the Department of Education Office, if there is an expectation of their mentor being absent for more than one week. If this is the case, a new mentor or placement may need to be obtained.
- Candidates are permitted to attend their clinical experience for a maximum of 4 hours per day. Candidates are allowed to attend their clinical experience 5 days per week. Candidates are permitted to attend 1 full day (8 hours maximum) one time per semester in order to observe the scope of an entire day of your mentor's classroom. Hours per day, and days per week are contingent upon the mentor's schedule. Candidates are permitted to participate in their mentor's planning period. Up to 7 hours of planning period time can be used towards their 45-hour early clinical experience.
- Candidates are subject to all policies, rules, and regulations of the county school system and placement school itself. A candidate's placement may be terminated by the principal or the University if their performance is unsatisfactory. This includes following all visitor rules, faculty rules/professional standards, and following the faculty/school dress code.
- Candidates must take an active and professional role in their early clinical experiences. This includes experiences that are categorized as "observation only."
- Candidates will be required to complete clinical experiences as all levels prior to their Year Long Residency. Elementary majors must complete a K-2 & 3-5 placement. Secondary & Special Education majors must complete an elementary & secondary (middle or high) placement. Please request placement accordingly to ensure you will be able to be placed at your preferred level for your Residency!

**I verify the information above is correct, and that I have read and understand the clinical experience requirements & expectations above. Violation of the above listed items will result in an Educator Disposition Assessment, and possible dismissal from the education program.**

Digital Signature

Today's Date