

**STUDENT TEACHING INTERN CERTIFICATE (STIC) PROCESS** This special program should only be followed if you plan on pursuing a teaching position for your program of study. PEP does not assist with the search process nor provide insight into districts for teaching positions. Finding, interviewing and securing a teaching position is the v ] š responsibility. If this is the v ] š intention, it would be appropriate to begin the process of obtaining a STIC program certificate. Go to the website: <https://nau.edu/Provost/PEP/StudentTeaching/Resources/ClickonStudentTeachingInternCertificate> and read through the information to better understand all parts. It is an involved, lengthy process. Complete and submit first to get the process started:

1. Special Placement Request form which includes providing names for recommendations. Follow the instructions on the form for submitting the document.
2. Passing scores for the NESE Elementary Subtests I and II and the Elementary Professional Knowledge exam. The following can happen while you are completing the exams:
  3. Once we have received the completed recommendations surveys, an interview will be scheduled with the College of Education.
  4. The district needs to complete the Supervisor Plan (located on the above website).
  5. The District needs to return the signed document (via email) to PEP Program Director, Chris Aungst (Chris.Aungst@nau.edu) once all of the above criteria has been met.
  6. The Candidate can complete the Application for Certificate (found on the above website).
  7. Send to Chris for completion and signature (Chris will complete once you are enrolled in the student teaching course).
  8. Chris will return for the Candidate to obtain the District signatures.
  9. The Candidate will take to ADE with all required resources.
  10. The Candidate will obtain the Student Teaching Intern Certificate.
  11. The Candidate must email a copy to Chris for the official records.