Before You Apply

Early Field Experience students are required to submit the following documents with their Early Field Experience Student Application. Please gather these documents before beginning your application:

1. Letter of Recommendation with the following:
   - Written by a professional contact, i.e. an employer, faculty member, or a coach. Letters from friends, roommates, relatives, or the course instructor will not be accepted.
   - Written on official letterhead with appropriate contact information.
   - Dated within four (4) years of your application.
   - A statement of how and for how long they have known you and your suitability for a classroom setting.

2. Tuberculosis (TB) Assessment or Test
   - TB Assessments are required if you are placed in a Chico Unified School. A healthcare professional administers a questionnaire and will give you a copy of the results. TB Assessments are valid for four (4) years.
   - TB Tests are required if you are placed with older adults and may be required in school districts. The test is administered on the first visit and the results are read at the second visit. Students must wait 48 hours but no more than 72 between the test and the reading. TB Test results are valid for one year for older adults and 4 years for working with children.
   - The Student Health Center administers TB Assessments and Tests for free by appointment. For their current TB Testing Clinic Hours, please see their website at https://www.csuchico.edu/healthcenter/services/immunizations/tb-testing.shtml or call them at (530) 898-5241. We will also accept copies of TB Assessment or Test results from your doctor or the school district.

3. *OPTIONAL* Certificate of Clearance (COC)
   - A completed Certificate of Clearance (COC) is not required to receive or be cleared for an Early Field Experience placement. A COC is required when applying for a California teaching credential program and is good for five (5) years.
   - Obtaining a COC now is recommended for students who are intending to apply for a California teaching credential program within five (5) years.
   - Please refer to the Certificate of Clearance Instructions and Live Scan Form (PDF) for a complete guide to the COC.
   - Please contact your course instructor for more information about whether or not completing the COC now is a good choice for you.
EARLY FIELD EXPERIENCE CLEARANCE PROCESS

Once you have finished gathering your supplemental documents, you’re all set to fill out the Early Field Experience Student application! Please follow the below steps to submit all of your documents as part of our clearance process.

STEP ONE: LOG INTO S4

Log into S4 by clicking the “Student/Faculty Log In” button in the top corner of the homepage (as seen below). You will need to log-in with your Chico State credentials (the username & password you use to log into the Portal).
STEP TWO: COMPLETE THE EARLY FIELD EXPERIENCE STUDENT APPLICATION

Once you have logged into S4, the first step is to fill out the Early Field Experience Student Application found on your profile homepage. The links for the Earl Field Experience Student Application and Early Field Experience Student Availability Forms can be found under the “SOE Early Field Experience Students” heading in the text box with student notes (see image below, form links are highlighted). To begin, please click on the first form link for the Early Field Experience Student Application.
Please fill out the Early Field Experience Student Application in its entirety. If you have found your own placement, you are enrolled in a “clearance only” class (please see our Early Field Experience Class List on our website or ask your instructor if you are not sure), or you are a distance student, please select the applicable answer to the question “Do you need to be placed by the School of Education?” If any of these statements apply, additional text boxes will pop up for you to enter your own placement information. If you are a clearance-only student (you do not need a placement from the School of Education), PLEASE DO NOT SUBMIT YOUR APPLICATION WITHOUT ENTERING YOUR PLACEMENT INFORMATION. Students who do not include their placement information or complete contact information for their Mentor(s) will be asked to resubmit their Applications.

LETTER(S) OF RECOMMENDATION MUST BE DATED WITHIN FOUR (4) YEARS AND MUST INCLUDE THE FOLLOWING:

- Written by a professional contact, i.e. an employer, faculty member, or coach. Letters from friends, roommates, relatives, or the course instructor will not be accepted.
- Written on official letterhead with appropriate contact information.
- A statement of how and for how long the recommender has known you and your suitability for a classroom setting.

You are required to upload their Letter of Recommendation(s) and TB Assessment or Test Results to your application prior to submitting it. If you are also completing the OPTIONAL Certificate of Clearance (COC) you should also upload proof of submission to your application with the rest of your supplemental documents. To upload your documents, simply click the “Choose File” box for the submission item at the bottom of the application and upload the appropriate document. PDF files are preferred, but images are accepted as well.

ONCE YOU HAVE UPLOADED YOUR SUPPLEMENTAL DOCUMENTS, SUBMIT YOUR EARLY FIELD EXPERIENCE STUDENT APPLICATION AND PROCEED TO STEP 3.
STEP THREE: COMPLETE THE EARLY FIELD EXPERIENCE STUDENT AVAILABILITY FORM

The Early Field Experience Student Availability Form can be found on your S4 homepage. Please fill out this form in its entirety.

Clearance-only students may skip the “Student Availability” portion of this form as you are not being placed by the School of Education. Please select the applicable reason for skipping the “Student Availability” section under the “Availability Waiver” question (highlighted below in yellow). Students who skip the “Student Availability” section without selecting a reason under the “Availability Waiver” question will be asked to resubmit the Early Field Experience Student Availability Form in its entirety.

ONCE YOU HAVE COMPLETED AND SIGNED THE EARLY FIELD EXPERIENCE STUDENT AVAILABILITY FORM, PLEASE SUBMIT IT. REMEMBER, STUDENTS CANNOT BE CLEARED FOR A PLACEMENT WITHOUT SUBMITTING BOTH THE EARLY FIELD EXPERIENCE STUDENT APPLICATION AND STUDENT AVAILABILITY FORM.

THANK YOU FOR COMPLETING THE EARLY FIELD EXPERIENCE APPLICATION PROCESS!

Applications will be reviewed in the order they were received and generally take 7-10 business days for processing and review. Students, Mentor Teachers, and Course Instructors will all receive an email of the student’s EFE Placement Form which will include their clearance verification, contact information, and placement information, as well as any further instructions (as applicable). Please do not forget to submit your Risk Management forms to Megan Mann in Tehama 102 or by emailing them to efe@csuchico.edu!