

EARLY FIELD EXPERIENCE APPLICATION GUIDE

BEFORE YOU APPLY

Early Field Experience student volunteers are required to submit the following documents as part of 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 by other 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.
 - Unless otherwise specified by your volunteer school site or district, you may submit a TB assessment *rather than* a TB test.
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 CHECKLIST

Please use the below checklist as a guide to be sure that you have submitted all of your items as part of the Early Field Experience clearance process.

SUBMITTED IN S4

- Early Field Experience Student Application
 - Letter of Recommendation (uploaded as part of application)
 - TB Assessment **OR** Test Results
 - *OPTIONAL* Certificate of Clearance (or proof of submission)
- Early Field Experience Student Availability & Acknowledgement Form

SUBMITTED VIA EMAIL TO EFE@CSUCHICO.EDU

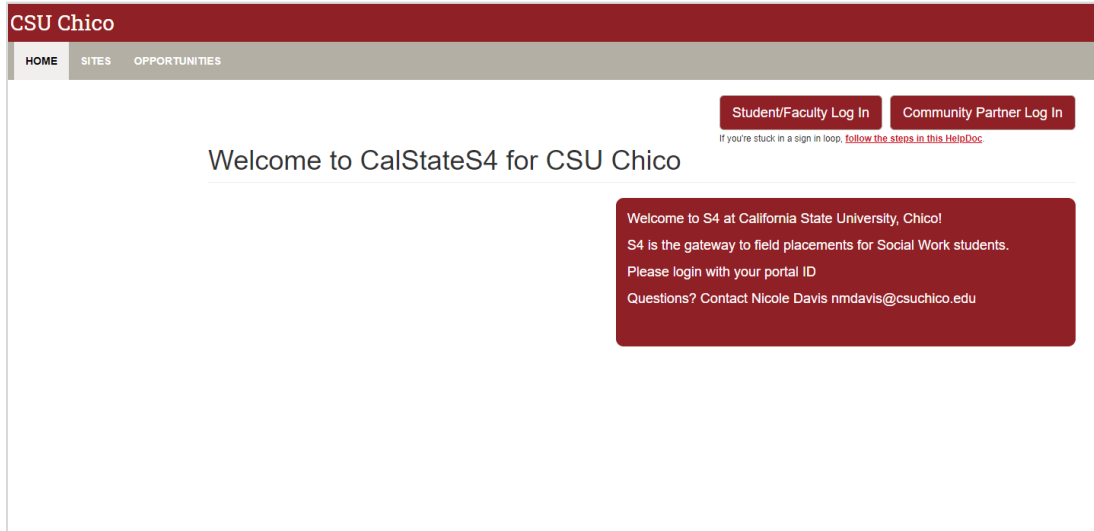
- [Waiver of Liability Form](#)
- [Emergency Contact Information Form](#)

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EARLY FIELD EXPERIENCE CLEARANCE PROCESS

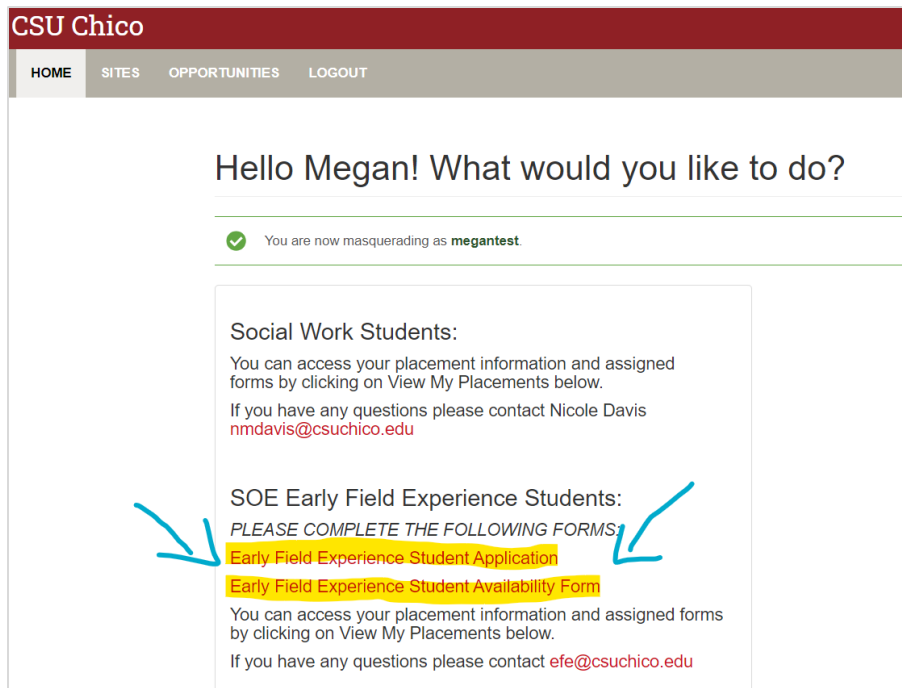
STEP ONE: LOG INTO S4

Once you have finished gathering your supplemental documents, you're all set to fill out the Early Field Experience Student application! [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 Early Field Experience Student Application and Early Field Experience Student Availability & Acknowledgement 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 start the clearance application process, please click on the first form link for the Early Field Experience Student Application.



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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), you are a distance student, or you are a paraprofessional or other professional educator who has been approved to complete their service hours through their regular employment, 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, 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, please submit your Student Application and proceed to Step 3.

The screenshot shows a web form with four main sections, each with a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button. Each section also includes a 'More information' link. At the bottom, there are 'Save Draft' and 'Submit' buttons.

- Letter of Recommendation** (Required): Letters of recommendation must be dated within four years.
- *Optional* Second Letter of Recommendation**: Letters of recommendation must be dated within four years.
- TB Assessment or Test Results** (Required): TB assessment and/or test results must be dated within four years.
- *Optional* Certificate of Clearance**: Obtaining a Certificate of Clearance is optional, but highly recommended as it will prepare you for applying to a California Credential program! Please provide documentation that you have started the Certificate of Clearance process.

STEP THREE: COMPLETE THE EARLY FIELD EXPERIENCE STUDENT AVAILABILITY FORM

All students are REQUIRED to complete the Student Availability & Acknowledgement Form as part of their clearance application. Failure to submit the Student Availability & Acknowledgement Form will result in your application being marked as INCOMPLETE and will severely delay the clearance process.

The Early Field Experience Student Availability Form can be found on your S4 homepage (highlighted in yellow in the screenshot on page 3 of this guide). Please fill out this form in its entirety.

If you are enrolled in EDTE 255, EDTE 265, or SPAN 425 and you have not found your own volunteer placement, please fill out your availability for volunteering in the schedule that appears when you select “Yes, I need a placement!”. Volunteers are typically scheduled with their Mentor Teachers for 3-5 hours per week (1-2 hours a day, twice a week). If you do not have enough availability in your schedule to accommodate volunteering for 5 hours per week at your school site, please email efe@csuchico.edu.

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STEP FOUR: SUBMIT YOUR RISK MANAGEMENT FORMS VIA EMAIL

The final step of the Early Field Experience clearance process is to submit your [Waiver of Liability](#) and [Emergency Contact Information](#) forms to our team at efe@csuchico.edu. We are required to collect these forms in accordance with campus Risk Management policy; **student clearance applications will be considered INCOMPLETE without submission of these forms.**

Don't forget to double check the date range on your Waiver of Liability Form prior to submission to ensure that it is the correct form for the semester that you will be volunteering!

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. Volunteers are typically cleared and/or placed by Week 4 of the Chico State semester. Once cleared, 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).

REMEMBER, STUDENTS ARE NOT PERMITTED TO BEGIN VOLUNTEERING IN ANY CAPACITY UNTIL AFTER THEY HAVE RECEIVED THEIR EFE PLACEMENT FORM. THIS INCLUDES VOLUNTEERING IN THE CLASSROOM, AT THE SCHOOL SITE, AND AT SCHOOL SITE-ASSOCIATED EVENTS.

Placement Forms are only valid for the specific Mentor Teacher and school site listed on the form. If you need to update, change, or add a volunteer placement at any time during the semester, please complete the Update My Volunteer Placement(s) Form in S4. Please refer to the [Add/Update EFE Placements Guide](#) for full instructions on completing this form.

For more information on the Early Field Experience clearance process or links to all our forms and instructional guides, please visit our website at <https://www.csuchico.edu/soe/early-field-experience.shtml>.