Welcome to the introduction video for the Early Field Experience clearance process through the School of Education at Chico State. You are seeing this video today because one or more of your courses has a 45-hour classroom volunteering component. The School of Education uses our Early Field Experience clearance process to clear and/or place students in their 45-hour placements within local classrooms. This in-classroom service component is a requirement from the California Commission on Teacher Credentialing (CTC) as a prerequisite for aspiring teachers intending on applying to a California teaching credential program.

To get started, please allow me to introduce myself. My name is Megan Mann and I am the Early Field Placement Coordinator for the School of Education. I myself am also a graduate of Chico State and I am delighted to work with you all! If at any time you have questions about our clearance process, policies, or requirements, you can always reach me by email at efe@csuchico.edu. You can also call me at my direct line, 530-898-6293, or you can stop by my office in Tehama 102.

Now that we’ve established who I am, let’s quickly go over some common terms that are frequently used when we are discussing the Early Field Experience clearance process.

- **Clearance only course** - a course where students are not assigned placements by the School of Education. Instead, students are either required to find their own placements, can select a placement from a list of opportunities that their instructor provides them, or is otherwise assigned one by their instructor.
- **Clear & place course** – a course where students will be assigned placements by the School of Education. Placements are assigned with a Mentor Teacher at one of our local partner school sites.
- **Clearance only students** – a student who is either enrolled in a clearance only course, is a distance student, or has otherwise found their own placement and therefore does not need to be assigned one by the School of Education. Distance students are required to find their own placements in their preferred area.
- **Clearance/Cleared/Clear** – verification that a student is authorized to volunteer in a K-12 classroom setting. The official stamp of approval from the School of Education that you are all good to go and may begin volunteering!
- **S4** – the online database/system where students submit their applications and supplemental documents, as well as where student placement information is stored and assigned.

Now, you may be wondering, “Megan, how will I know if I need to be assigned a placement by the School of Education?”. Well, it’s easy! If you are enrolled in EDTE 255, EDTE 265, EDTE 570 or SPAN 425 and you are not a distance learner and you have not already found your own placement, then you will receive a placement assignment from the School of Education once you are clear to volunteer. If you are enrolled in AGED 210, MATH 195, MATH 241, MATH 295, MUSC 220, MUSC 221, MUSC 323, PHYS 489T, or SPED 569, you will not receive a placement
from the School of Education. For a full list of the classes Early Field Experience is servicing this semester, please check out the Early Field Experience Class List on our website under the “Early Field Experience Guides” tab in the “Forms & Guides” section.

Okay, we’ve learned the common phrases and we know the difference between clear and place and clearance only courses. How do you get started on the clearance process? The best place to start is with the documents you are required to submit as part of your Early Field Experience Student Application. All students must submit a Letter of Recommendation and TB Assessment or Test Results. These documents will be uploaded directly to your Student Application in S4.

The Letter of Recommendation must be dated within four years of your Student Application and must be written by a professional contact. Letters written by your roommate, a family member, friend, or the course instructor will not be accepted. The Letter must be written on official letterhead with appropriate, full contact information for your recommender. It should include a statement of how and for how long they have known you and describe your suitability for a classroom setting. Letters of Recommendation that do not meet these requirements will not be accepted and you will be asked to submit another one.

TB Assessment or Test Results must also be dated within four years of your Student Application and must clearly indicate a negative result. The Wellcat Health Center here on campus administers TB Tests by appointment; please visit their website for more information.

You are also welcome and highly encouraged to complete the optional Certificate of Clearance (COC). While the COC is not required at this time to receive clearance for an Early Field Experience placement, it is required when you apply for a California teaching credential program. As this certificate is good for five years, obtaining a COC now will be extremely helpful for you as you continue down the path towards a California teaching credential. If you have additional questions about the Certificate of Clearance and if completing it now is a good option for you, please reach out to your course instructor.

Once you have collected your supplemental documents (your Letter of Recommendation, TB Assessment or Test Results, and Certificate of Clearance (if you choose to complete it now)), you are all set to complete your Early Field Experience Student Application! Please log into S4 and fill out the application via the link on the website’s homepage. Remember, if you have found your own placement or are being provided one by your instructor, you must include your placement information on your application. If you have more than one placement, you must include the information for all of your placements when you submit your application.

After you have completed the Student Application, please return back to the S4 homepage and complete the Early Field Experience Student Availability Form (the link to which can be found directly underneath the link to the Early Field Experience Student Application). If you need a placement assigned to you, you must complete the schedule portion of the Availability Form as we use the availability schedule you provide on this form to match you with a Mentor Teacher.
Once you have completed the Early Field Experience Student Application and Early Field Experience Availability Form in S4, the last step in the process is to submit your two Risk Management forms (the Emergency Contact Information Form and Waiver of Liability Form) to me. Please email your completed forms directly to me at efe@csuchico.edu.

Please visit our website for our full Early Field Experience Application Guide, which details submission guidelines and full instructions for completing the Early Field Experience clearance process. The Application Guide can be found in the “Early Field Experience Guides” tab under the “Forms & Guides” section of the website.

But how will you know that you are allowed to begin volunteering at your school site? Once you have been cleared to begin volunteering, you will receive an email from S4 containing a link to your official Placement Form. This form is your official verification that you are all set to begin working with your Mentor Teacher. For students receiving a placement from the School of Education, the Placement Form will also notify you of your school site, Mentor Teacher, and placement schedule for the semester. If you will be volunteering at multiple sites or with multiple teachers, you will receive a Placement Form for each unique assignment. Your Course Instructor and Mentor Teacher(s) will also receive emails with link to this form so they may view it as well.

As a reminder, students are not permitted to begin volunteering until after they have received their Placement Form(s). This includes volunteering in the classroom, at the school site, and at school site-associated events.

And that’s it! I know that this is a lot of information at one time, so if you have any questions at all about the clearance process or deadline, the Application Guide, or submission guidelines for your Letter of Recommendation or TB results, please reach out to me, Megan Mann, at efe@csuchico.edu or by calling 530-898-6293. For more information including links to our guides and supplemental forms, please visit our website.

Thank you so much for your time and I wish you an exceptional semester!