EARLY FIELD EXPERIENCE CLEARANCE

Introduction to EFE clearance process & requirements
WONDERFUL TO MEET YOU!

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# Early Field Experience Courses

## Clear & Place Courses
- Assigned placements by School of Education

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>EDTE 255</td>
<td>AGED 210</td>
<td>MUSC 220</td>
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<tr>
<td>EDTE 265*</td>
<td>EDTE 570</td>
<td>MUSC 221</td>
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<tr>
<td>SPAN 425</td>
<td>MATH 195</td>
<td>MUSC 323</td>
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<td>MATH 295</td>
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## Clearance Only Courses
- Placements provided by Course Instructor

- AGED 210
- EDTE 570
- MATH 195
- MATH 295

*Note, students enrolled in EDTE 265 are assigned their primary, 30-hour volunteer placement by the School of Education (special education or elementary/secondary). EDTE 265 students are responsible for arranging to observe additional 15-hours in a classroom of the opposite subject at their same school site (for example, a student who is placed in a 5th grade, General Education classroom would be responsible for arranging to observe 15-hours in a special education classroom at the same school site). Students will report their 15-hour additional placement via the Add/Update Volunteer Placement(s) Survey & will submit a separate timelog for these hours.

Please visit our website for this semester's Early Field Experience course list!
REQUIRED FORMS, DOCUMENTS & SPECIAL POLICIES
REQUIRED FORMS & DOCUMENTS

Early Field Experience Student Application

TB Assessment or Test Results
- Dated within four (4) years of your application.
- Must clearly indicate a negative or “no risk” result.
- Appointments at the WellCat Health Center.

*Optional* Certificate of Clearance
- While optional, highly recommended if you know you are going to apply for the credential program
- Valid for 5 years
- For more information: Certificate of Clearance Instructions & Live Scan Form (PDF)

Letter of Recommendation
- Must be dated within four (4) years of your application
- Written by a professional contact (cannot be written by roommate, family member, friend, or course instructor)
- Must be on letterhead with appropriate, full contact information
- Statement of how and for how long recommender has known you
- Your suitability for a classroom setting
- NOTE: if you have a professional letter of recommendation for something else (a scholarship application, the credential program, etc.) and it’s dated within 4 years, we may accept it!
Volunteers Who Have Completed the EFE Clearance Process Before

- Students are required to complete a new Early Field Experience Student Application for each semester they are volunteering.
  - If you volunteered in Spring 2024 & your TB results and letter of recommendation are still dated within 4 years of the current semester you are applying to volunteer, you will not have to submit new ones. Please be sure to complete the "Previous Experiences" section of the application and our office will check the documents we have on file for you—we will notify you if you need to submit new TB results and/or a new letter of recommendation.

Paraprofessionals & Other Education Professionals

- If you would like to count your paraprofessional or other employment at a K-12 district/school site towards your service hours, please email Megan Mann at efe@csuchico.edu. If your request is approved, you will still be required to complete the EFE clearance process.

For more information on EFE policies, please check out our FAQs sheet!
APPLYING FOR CLEARANCE

An overview of the application submission process.
CLEARANCE PROCESS

**Step One:** Complete & Submit an EFE Student Application.

**Step Two:** Submit your TB test/assessment results & letter of recommendation.

All documents must be submitted via the EFE Document Submissions Box folder. We do not accept any documents over email or in-person for security purposes.

**REMEMBER**

- If you have found your own placement or are provided one by your course/instructor, you **must** include your placement information on your application.
- If you have multiple placements, you must include the information for all of your placements when you submit your application.
- If you are a distance student (meaning you require a placement outside of Chico) you are **required** to find your own placement.
AFTER SUBMISSION

When you can begin volunteering & other service requirements
Students are officially “clear” to begin volunteering once they receive the email from our office containing a copy of their Placement Form.

- Each unique placement will receive a form (three placements means three separate Placement Forms)
  - If you need to make changes to your volunteer placement (you move or would like to add a Mentor Teachers), please complete the Add/Update Volunteer Placement(s) Survey.
- Clear & place students will receive their placement assignment and schedule on the Placement Form.
- Your Course Instructor, Mentor Teachers, and Site Liaison (when applicable) will be CC’d on this email so that they will also receive a copy of your Placement Form(s).
  - Students volunteering outside of Chico Unified School District MUST submit a copy of their Placement Form to their school site’s main office.

Reminder: Students are not permitted to begin volunteering until after they have received their Placement Form. This includes volunteering in the classroom, at the school site, and at school site-associated events.
I’VE BEGUN VOLUNTEERING — WHAT’S NEXT?

Log Your Hours via the Early Field Experience Timelog

- Early Field Experience volunteers are required to log their service hours via the Early Field Experience Timelog. Your timelog must be completed, signed by your Mentor Teacher, and submitted to the EFE Document Submissions Box folder in order for your service hours to be verified.
  - Our office will provide a report of your hours to your Course Instructor at the end of the semester for grading purposes.

Remember: If for some reason you need to update or change your placement, please complete the Add/Update Volunteer Placement(s) Survey before you begin your volunteer service with your new Mentor Teacher so that a new Placement Form can be issued to you ASAP!

- If you are in EDTE 255/265 and you require a new placement assignment, please email efe@csuchico.edu.
- If you need to report an incident or conflict regarding your volunteer placement, please contact Megan Mann immediately at efe@csuchico.edu.
QUESTIONS?

Please email Megan Mann at efe@csuchico.edu or call us at (530) 898-6293. For more information, please visit our website!