

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 candidate's responsibility. If this is the candidate's intention, it would appropriate to begin the process of obtaining a STIC program certificate.

Go the website:

<https://nau.edu/Provost/PEP/StudentTeaching/Resources/> Click on Student Teaching Intern Certificate 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 NES Elementary Subtests I and II and the Elementary Professional Knowledge exam.

**The following can happen while you are completing the exams:**

3. We have received the completed recommendation surveys from your reference check.
4. The district needs to complete the Supervision Plan (located on the above website).
5. The District needs to return the signed document (via email) to PEP Program Director, Shauna Scheffner (Shauna.Scheffner@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. Candidate to obtain the District signatures.
8. Send to Shauna for processing and EPP signature.
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 Shauna for the official records.