

# Illinois State University

## Teacher Education Gateway/Milestone Requirements Checklist & Guide

- Performance Based Assessment (PBA) requirements are called milestones and they are divided into two Gateways
  - Gateway 1 (GW1) - Pre-student Teaching
    - **Completion deadline:** July 15<sup>th</sup> for fall student teachers
    - **Completion deadline:** December 15<sup>th</sup> for spring student teachers
  - Gateway 2 (GW2) - Student teaching
    - **Completion deadline:** At program completion/Graduation

### PBA Gateway Checklist

The following checklist identifies milestone requirements for each gateway and estimated timeline in which items are completed. The subsequent guide, started on page two, gives additional information on each milestone.

Gateway 1	Milestone Requirement	Completion timeline
1	PBA Workshop	First semester as an education major - Should be completed to learn education requirements and how/when to complete them
2	National Criminal Background Check (NCBC)	Before registering for a clinical course, advised to complete when you become an education major or before transferring to ISU
3	Violence Against Youth and Sex Offender Registries	Completed by ISU staff as part of NCBC and PBA process
4	30 credit hours at ISU	Once 30 hours are taken at ISU
5	Communication 110 or equivalent course (C or better)	During freshman or sophomore year
6	English 101 or equivalent course (C or better)	During freshman or sophomore year
7	Mandatory Reporter Training	Before going into a clinical setting
8	Safety Education Assessment	Before going into a clinical setting
9	Cumulative GPA (Varies by major)	GPA should be maintained throughout time at ISU
10	Department Approval	Varies by department, but should be given before student teaching deadline above
11	Disposition concerns Assessment(s) - 3 in each gateway	Marked as complete and only become <b>incomplete</b> if a disposition concern is written
12	ISBE State Content Test(s)	Early part of senior year (Should be passed before student teaching)
13	Tuberculosis (TB) Test	By student teaching deadlines (ECE majors should complete before going into a daycare clinical setting)
14	OPI Assessment ( <b>only for foreign language majors</b> )	Before student teaching
15	Gateway 1 (Completed when GW1 milestones above are completed)	By student teaching deadlines (Fall Student teacher- July 15 <sup>th</sup> , spring student teachers December 15 <sup>th</sup> )
Gateway 2	Milestone Requirement	Completion timeline
16	100 clinical hours	Before student teaching, but can be combined with student teaching if needed
17	50 clinical hours in a diverse setting	Before student teaching, but can be combined with student teaching if needed
18	Disposition concerns Assessment(s) - 3 in each gateway	Marked as complete and only become <b>incomplete</b> if a disposition concern is written
19	Student Teaching Grade (C or better)	Student teaching semester
20	Gateway 2 (Completed when all GW2 milestones are completed)	At program completion/Graduation

\*See Following Guide for information about how to complete requirements. For questions, contact [teacheredcenter@ilstu.edu](mailto:teacheredcenter@ilstu.edu)

## PBA Guide - Milestone Requirements and information on completion

### Gateway 1: Pre-Student Teaching

<b>#1</b>	<b>PBA Workshop (online) - Required of all majors</b>
Completion Timeline	First semester as an education major - Should be completed to learn about education requirements and how/when to complete them
How to complete	Go the PBA workshop webpage, watch all training videos, and then complete the PBA verification/completion form and return it per directions found on webpage.
Notes/Resources	<p>Important: The PBA workshop covers all milestone requirements at ISU. Failure to watch the videos may result in missed deadlines or not properly completing requirements.</p> <p>PBA Workshop Webpage:  <a href="https://teachercenter.illinoisstate.edu/students/gateways/orientation/">https://teachercenter.illinoisstate.edu/students/gateways/orientation/</a></p> <p>Questions: <a href="mailto:pbaquestions@ilstu.edu">pbaquestions@ilstu.edu</a> or <a href="mailto:Teacherredcenter@ilstu.edu">Teacherredcenter@ilstu.edu</a></p>

<b>#2</b>	<b>National Criminal Background Check (NCBC)</b>
Completion Timeline	The National CBC must be completed before ISU students can register for an ISU clinical course. Clinical courses are identified via prerequisites in the course catalog. For freshmen, this is commonly completed in your first few semesters, while transfer students commonly will complete the NCBC before coming to campus to ensure you can register for clinical courses. If unsure of when you should complete it, contact your advisor. Once cleared, the NCBC milestone will be completed and valid for 10 years unless you have a change in your criminal status. Any changes should be reported to the Teacher Education Center.
How to complete	Go the NCBC webpage and follow the instructions to complete the process. The NCBC vendor for ISU is Bushue Background Screening. Once you have completed the Bushue forms and paid for the CBC, it commonly takes 3-5 business days for results to be returned to ISU. Once you are cleared, you will be notified, and your milestone will be marked complete.
Notes/Resources	<p>NCBC Webpage: <a href="https://teachercenter.illinoisstate.edu/students/gateways/background/">https://teachercenter.illinoisstate.edu/students/gateways/background/</a></p> <p>Questions: <a href="mailto:teacherredcenter@ilstu.edu">teacherredcenter@ilstu.edu</a></p> <p>To request a copy of your NCBC email - <a href="mailto:info@bushuebackgroundscreening.com">info@bushuebackgroundscreening.com</a></p> <p>The NCBC is for ISU usage only. School districts may require you to complete their CBC process to complete clinical hours at their sites.</p> <p><b>Estimated Cost- \$36.00</b></p>

<b>#3</b>	<b>Violence Against Youth and Sex Offender Registries</b>
Completion Timeline	The violence against youth and sex offender registries will be checked and updated by Teacher Education Center staff when you complete the PBA workshop and NCBC process.
How to complete	Teacher Education Center Staff will check and update these when you complete #1 and #2 above. If you have completed those items and your registries have not been completed, email <a href="mailto:teacherredcenter@ilstu.edu">teacherredcenter@ilstu.edu</a>
Notes/Resources	<p>Registries webpage: <a href="https://teachercenter.illinoisstate.edu/students/gateways/criminal-history-check/">https://teachercenter.illinoisstate.edu/students/gateways/criminal-history-check/</a></p> <p>Questions: <a href="mailto:teacherredcenter@ilstu.edu">teacherredcenter@ilstu.edu</a></p>

<b>#4</b>	<b>30 Credit hours at ISU</b>
Completion Timeline	The electronic milestone review system will update this milestone once you have completed 30 credit hours at ISU in your current academic plan.
How to complete	You must complete 30 credit hours at ISU.
Notes/Resources	If you believe the 30 credit hours should be updated, but the system has not marked it complete, email <a href="mailto:teacherredcenter@ilstu.edu">teacherredcenter@ilstu.edu</a> and staff will review your information.

<b>#5</b>	<b>Communication 110 or equivalent Course (C or better)</b>
Completion Timeline	This course is commonly taken during freshman or sophomore year. The electronic milestone review system will update this milestone once you have completed a Communication 110 or equivalent course at ISU or an evaluated transfer course equivalent.
How to complete	Take Communication 110 or equivalent and pass with a C or better. If using a transfer course, talk to your advisor.
Notes/Resources	If you believe you have taken a Communication 110 or equivalent course (C or better), but the system has not marked it complete, email <a href="mailto:teacheredcenter@ilstu.edu">teacheredcenter@ilstu.edu</a> and staff will review your information.

<b>#6</b>	<b>English 101 or equivalent course (C or better)</b>
Completion Timeline	This course is commonly taken during freshman or sophomore year. The electronic milestone review system will update this milestone once you have completed English 101 or equivalent course at ISU or an evaluated transfer course equivalent.
How to complete	Take English 101 or equivalent and pass with a C or better. If using a transfer course, talk to your advisor.
Notes/Resources	If you believe you have taken an English 101 or equivalent course (C or better), but the system has not marked it complete, email <a href="mailto:teacheredcenter@ilstu.edu">teacheredcenter@ilstu.edu</a> and staff will review your information.

<b>#7</b>	<b>Mandatory Reporter Training</b>
Completion Timeline	Should be completed to learn about mandatory reporter expectations before beginning pre-student teaching clinicals. Commonly this is your first semester taking education courses.
How to complete	Go to the website below and use the links to complete the following two requirements and return both documents to the Teacher Education Center: <ol style="list-style-type: none"> <li>1. Online mandatory reporter training through DCFS with printed ILMR certificate of completion</li> <li>2. Signed Acknowledgement of mandated reporter status form (also called CANTS 22 form)</li> </ol>
Notes/Resources	Mandatory Reporter website: <a href="https://teachercenter.illinoisstate.edu/students/gateways/child-abuse-training/">https://teachercenter.illinoisstate.edu/students/gateways/child-abuse-training/</a>

<b>#8</b>	<b>Safety Education Assessment</b>
Completion Timeline	Should be completed to learn about mandatory reporter expectations before beginning pre-student teaching clinicals. Commonly this is your first semester taking education courses.
How to complete	Go to the website below and use the link to complete the online Safety Education Assessment within your My.IllinoisState account. Once completed, the electronic milestone review system will update your milestones during its nightly review. If it does not update within 48 hours of completion, email <a href="mailto:teacheredcenter@ilstu.edu">teacheredcenter@ilstu.edu</a>
Notes/Resources	Safety Education Assessment website: <a href="https://teachercenter.illinoisstate.edu/students/gateways/safety/">https://teachercenter.illinoisstate.edu/students/gateways/safety/</a>

<b>#9</b>	<b>Cumulative GPA (Varies by major)</b>
Completion Timeline	Talk to your advisor about timeline needed to meet your department's minimum Cumulative GPA. Cumulative GPA must be met to complete Gateway 1 requirements to student teach.
How to complete	Review your major's GPA and earn grades that meet or exceed your major's minimum. By maintaining the minimum, the milestone electronic review system will update this to complete within your milestones.
Notes/Resources	Find your major's GPA within your milestones, but also on the following milestone webpage: <a href="https://teachercenter.illinoisstate.edu/students/gateways/gpa/">https://teachercenter.illinoisstate.edu/students/gateways/gpa/</a> Note: Cumulative GPA is based on your active academic plan. For graduate students, this would be graduate coursework.

#10	Department Approval
Completion Timeline	Department approval is given by your department. It is advised to talk to your advisor to ensure you have full approval and it's updated in your milestones before registering to student teach.
How to complete	Talk to your advisor as your department must give departmental approval.
Notes/Resources	Departmental approval must be given to complete Gateway 1 required to register for student teaching.

#11	GW 1- Disposition Concerns Assessment(s) - 3 in each gateway
Completion Timeline	There are three disposition concern milestones in gateway 1. These milestones are marked as complete when a student has milestones assigned electronically. If a disposition concern is written, the milestone will become incomplete until the time in which the disposition is resolved. If found unresolvable, the disposition will remain incomplete in milestones. Earning three unresolved dispositions in gateway 1 or 2 combined will stop your progress in teacher education as you will not meet Gateway 1 or Gateway 2 requirements.
How to complete	These milestones are automatically marked as complete when a student has milestones assigned. They will only impact progression in teacher education if you receive three unresolved dispositions.
Notes/Resources	Disposition website: <a href="https://teachercenter.illinoisstate.edu/students/gateways/dcc-assessment/">https://teachercenter.illinoisstate.edu/students/gateways/dcc-assessment/</a>  Note: A single disposition, if found to be egregious in nature, could lead to removal from teacher education. The website contains information about dispositions, a flow chart if you receive one, and appeal information.

#12	ISBE State Content Test(s)
Completion Timeline	ISBE licensure content tests, for your major, must be passed before you can register to student teach. Commonly students take their content test via the following timeline: <ul style="list-style-type: none"> <li>• Fall student teacher - The content test is commonly taken in spring semester before student teaching.</li> <li>• Spring student teacher - The content test is commonly taken in the summer before student teaching.</li> </ul> Taking the test early will allow for the possibility of retaking the exam if failed to ensure student teaching can begin on time.
How to complete	Pass your major's ISBE licensure exam(s). You can register for your exam at: <a href="https://www.il.nesinc.com/">https://www.il.nesinc.com/</a>
Notes/Resources	Note: Some majors may require more than one content test. Talk to your advisor to confirm your testing expectations. Content test website: <a href="https://teachercenter.illinoisstate.edu/students/gateways/content/">https://teachercenter.illinoisstate.edu/students/gateways/content/</a> ISU Guide to ISBE content tests: <a href="#">ISU Guide to ISBE Content Testing 23-24.pdf (illinoisstate.edu)</a> ISBE content testing is completed through the Pearson company and information about the exam can be found at: <a href="https://www.il.nesinc.com/">https://www.il.nesinc.com/</a>  <b>Estimated Cost: \$120.00</b>

#13	Tuberculosis (TB) Test
Completion Timeline	ISU requires proof of a negative TB test to complete Gateway 1. This should be completed before registering to student teach (Early childhood majors should complete this before going into a daycare clinical setting).
How to complete	Schedule an appointment with health services, public health, clinic, or other health care provider who offers TB testing. Once you have negative results, you can submit them in one of the following methods: <ul style="list-style-type: none"> <li>• Use the secure electronic sendto link found on the Teacher Education Center's TB website:  <a href="https://teachercenter.illinoisstate.edu/students/gateways/tb/">https://teachercenter.illinoisstate.edu/students/gateways/tb/</a></li> </ul>

	<ul style="list-style-type: none"> <li>Bring in proof of the negative test to the Teacher Education Center in DeGarmo 56</li> </ul>
Notes/Resources	<p>Tuberculosis (TB) test website:  <a href="https://teachercenter.illinoisstate.edu/students/gateways/tb/">https://teachercenter.illinoisstate.edu/students/gateways/tb/</a></p> <p>Test results must be no older than 3 years. As there are multiple TB tests available; any that show you are negative for TB are accepted.  <b>Estimated Cost: \$25.00</b></p>

#14	OPI Assessment ( <b>only for world language majors</b> )
Completion Timeline	Should be completed before student teaching.
How to complete	Talk to the world language advisor about registering for the OPI. Results that meet the expectations are sent to the Teacher Education Center by the world language department and staff will update your milestone.
Notes/Resources	World Language majors should talk to your department. <b>Estimated Cost: \$145.00</b>

#15	Gateway 1- Pre-Student Teaching
Completion Timeline	Should be completed by July 15 <sup>th</sup> for fall student teachers and December 15 <sup>th</sup> for spring student teachers (Many students complete all GW1 early in semester prior to student teaching.)
How to complete	All Gateway 1 items (Numbers 1-14) should be marked complete in your student milestones. Use the Teacher Education Center Gateways webpage for resources on how to complete each individual milestone. You will also learn about these items during the online PBA workshop you will complete.
Notes/Resources	Gateway 1 webpage: <a href="https://teachercenter.illinoisstate.edu/students/gateways/#gateway-1">https://teachercenter.illinoisstate.edu/students/gateways/#gateway-1</a>  Questions- E-mail <a href="mailto:teacheredcenter@ilstu.edu">teacheredcenter@ilstu.edu</a>

## Gateway 2: Student Teaching

#16	100 clinical hours
Completion Timeline	Students should have 100 clinical hours approved before student teaching begins.
How to complete	While enrolled in ISU clinical courses, you will document your hours within the online pre-student teaching document found in your My.IllinoisState account. If a student fails to complete the minimum 100 hours, additional hours during student teaching may occur.
Notes/Resources	Clinical Experience website (contains approved sites, resources on documenting hours, and additional information: <a href="https://teachercenter.illinoisstate.edu/students/clinical/">https://teachercenter.illinoisstate.edu/students/clinical/</a>

#17	50 clinical hours in a diverse setting
Completion Timeline	Students should have 50 diverse clinical hours approved before student teaching begins. If this requirement is not met before student teaching, then student teaching placements should be in a diverse setting.
How to complete	While enrolled in ISU clinical courses, you will document your hours within the online pre-student teaching document found in your My.IllinoisState account. Diversity may need to be overridden when your professor approves the hours for sites that do not give public diverse data (private schools and public non-school organizations). Talk to your professor about this when you document your hours.
Notes/Resources	Clinical Experience website (contains approved sites, resources on documenting hours and additional information: <a href="https://teachercenter.illinoisstate.edu/students/clinical/">https://teachercenter.illinoisstate.edu/students/clinical/</a>

#18	GW 2- Disposition Concerns Assessment (s) - 3 in each gateway
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Completion Timeline	There are three disposition concern milestones in gateway 2. These milestones are marked as complete when a student has milestones assigned electronically. If a disposition concern is written, the milestone will become incomplete until the time in which the disposition is resolved. If found unresolvable, the disposition will remain incomplete in milestones. Earning three unresolved dispositions in gateway 1 or 2 combined will stop your progress in teacher education as you will not meet Gateway 1 or Gateway 2 requirements.
How to complete	These milestones are automatically marked as complete when a student has milestones assigned. They will only impact progression in teacher education if you receive three unresolved dispositions.
Notes/Resources	Disposition website: <a href="https://teachercenter.illinoisstate.edu/students/gateways/dcc-assessment/">https://teachercenter.illinoisstate.edu/students/gateways/dcc-assessment/</a> Note: A single disposition, if found to be egregious in nature, could lead to removal from teacher education. The website contains information about dispositions, a flow chart if you receive one, and appeal information.

#19	Student Teaching Grade (C or better)
Completion Timeline	At the end of student teaching your posted student teaching grade must be a C or higher. If it does not meet the minimum requirement, you will need to repeat student teaching to meet licensure requirements.
How to complete	Successfully complete student teaching while following your department's student teaching expectations.
Notes/Resources	Talk to your department and student teaching supervisor.

#20	Gateway 2 - Student Teaching
Completion Timeline	Should be completed at the end of student teaching and your academic program. This will show you have met all ISU teacher education requirements of Gateway 1 and Gateway 2.
How to complete	All Gateway 2 items (numbers 15-20) should be marked complete in your student milestones along with maintaining completion of gateway 1 items.
Notes/Resources	Gateway 2 webpage: <a href="https://education.illinoisstate.edu/teacher/gateways/">https://education.illinoisstate.edu/teacher/gateways/</a> <a href="https://teachercenter.illinoisstate.edu/students/gateways/#gateway-2">https://teachercenter.illinoisstate.edu/students/gateways/#gateway-2</a> Questions: email <a href="mailto:teacheredcenter@ilstu.edu">teacheredcenter@ilstu.edu</a>

- PBA workshop presentation and milestone information can be found at <https://teachercenter.illinoisstate.edu/students/>
- For any questions, email [teacheredcenter@ilstu.edu](mailto:teacheredcenter@ilstu.edu) or discuss with your academic advisor