



Student Teaching Application Instructions

This application process must be completed one year prior to the intended student teaching semester. Applications are due by 3:30 p.m. on September 15th for Fall Student Teaching or March 1st for Spring Student Teaching. Failure to apply online could jeopardize the procurement of a placement.

If you are unsure of the semester in which you will be student teaching, please make an appointment with your advisor to review your pending coursework and map out a semester-by-semester plan prior to applying for Student Teaching.

Eligibility for applying for Student Teaching rests on the following criteria (you must wait to apply if these conditions have not been met at time of application):

1. PPES (Pre-Professional Educator Status) must have been achieved
2. A minimum of a 3.0 York College of Pennsylvania Cumulative GPA (Grade Point Average)

If you are not able to meet the above to eligibility requirements, you cannot student teach and should consult with your advisor immediately.

The York College of Pennsylvania initial Student Teaching Application, conducted one year prior to Student Teaching, is a three-pronged process as follows:

1. Execution of a CAPP Evaluation with annotations and approved by an advisor.
2. A self and advisor signed Professional and Personal Dispositions document.
3. Submission of a completed online "Student Teaching Application" including a scanned copy of the evaluated and approved CAPP.

Directions for each of the above processes follow.

Execution of a CAPP (Curriculum Advising and Program Planning) Degree Evaluation with Written Explanations and discussed/signed Professional and Personal Dispositions document.

- You are responsible for completing a CAPP Degree Evaluation. This document is submitted along with your online Student Teaching Application. CAPP is an online tool that allows students and advisors to compare transcripts to major and

minor requirements. The analysis will reveal which major requirements have been met and which have not been met.

- To access CAPP:
 - Log-in to [MyYCP](#)
 - Click on the YCP Web icon
 - Select “Student Services”
 - Click “Student Records”
 - Select “CAPP Degree Evaluation”
 - Select the current academic term and click “Submit”
 - Click on the action entitled, “Generate New Evaluation”
- Print the pages generated.
- Examine the information on the CAPP carefully. On the left side, you will see a “YES” or “NO” for each course. You will see some NO’s, since you have not fulfilled all major requirements needed for graduation. If you see a NO where you feel there should be a YES, please consult with your advisor as soon as possible, to get the discrepancy remedied (there may need to be a target/substitution form completed by your advisor and signed by the Chairperson of the Education Department).
- Wherever there is a NO, you must make a notation as to why there is a NO:
 - If there is a NO because you haven’t yet taken the course, write the semester and year you will be taking the course beside the NO directly on the CAPP printout.
 - If there is a NO, but you feel it should be a YES (because you think the course requirement has been fulfilled for some reason), you must consult with your advisor and he/she will need to annotate the CAPP as to why there is a NO (perhaps they are targeting it to another course you have taken). If this is the case, your advisor must write this directly on the CAPP and sign the bottom of the CAPP.
- **After all annotations are completed (written explanations of all NO’s), you must sign and date the bottom of your CAPP on the last page. Your advisor must also sign-off on your annotated and clearly marked CAPP.**
- Use a scanner to scan the annotated/signed CAPP form and email it to yourself (if you do not have access to a scanner, they are available in the library for students’ use). Then, please save the file as a .pdf using the following naming convention:

your last name_your first name_CAPP

example: Glusco_Amy_CAPP

- Upload the following
 - your annotated CAPP through the Student Teaching Application.
 - Your completed and signed Professional and Personal Dispositions document.
- Access to Dispositions Self Evaluation: [Dispositions Self Evaluation](#)

Submission of the Online “Student Teaching Application”

[Student Teaching Application](#)

- The application is only available/visible online during the application window.
- Click on the words “Student Teaching” (about half-way down the page).
- Under “Information and Forms,” click on the link for “Student Teaching Application” (the semester/year is also noted- be sure you are completing the correct year’s application).
- Complete the entire online application. You must submit your evaluated and approved CAPP and your self/advisor signed professional and personal dispositions document or you will not be permitted to submit your application. There is a window at the start of the application where you submit your CAPP.
- When completing the application, please be accurate and attend to spelling. Some of the information may be sent to school districts when requesting placement, as well as to Student Teaching College Supervisors.
- Don’t forget to read the acknowledgements at the end of the application, sign-off electronically, and hit the submit button prior to closing your browser.