

Practicum Placement Requirements

Finding a qualified cooperating teacher can be the most difficult part of this course since the State of California, Commission on Teacher Credentialing (CTC) has specific requirements for practicum placements. To successfully complete the practicum placement of this course, you will need to complete at least 54 hours throughout at least a 12-week period with a cooperating teacher.

Cooperating Teacher Qualifications

Cooperating teachers need to at least meet the Master Teacher Permit requirements. This means that if a potential cooperating teacher holds a Master Teacher, Site Supervisor, or Program Director permit, they automatically qualify as a cooperating teacher. If your potential cooperating teacher has one of these permits, you will only need to submit their permit number since I will be able to verify their qualifications on the CTC website.

If your potential cooperating teacher does NOT have at least a Master Teacher Permit, they may still qualify through one of the other options:

Either Option 1:

- AA degree (or 60 units) which includes 24 ECE/CD units with core courses
- 6 administration units
- 2 adult supervision units

OR Option 2:

- BA or higher (does not have to be in ECE/CD) with 12 units ECE/CD **plus** 3 units supervised field experience in an ECE/CD setting

OR Option 3:

- A multiple subject teaching credential

With Option 1 and 2 you will need to submit a copy of the potential cooperating teacher's transcripts so I can verify coursework. If your potential cooperating teacher qualifies under Option 3, I will need their credential number so I can verify on the CTC website.

Site Placement Qualifications

There are no official site placement approvals that we have to document. However, the site does have to be licensed or license exempt. This usually isn't an issue because of the cooperating teacher qualifications.

If you are currently working in the field, you are NOT able to complete the practicum experience

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at your current site. There is an inherent bias that will make being successful in this course difficult. The purpose of the practicum experience is to reflect on your teaching practices and to be mentored by someone who does things differently - this can't happen at the site where you are currently working. If you work for a multi-site program, you can complete the practicum experience at a different site within your program.

If you are a more experienced teacher, I suggest looking for a practicum placement that is different from what you have been doing. For example, if you are an experienced preschool teacher, look for a TK or kindergarten placement so you can see where your children are going next.

Lead Teacher Qualifications

Cooperating teachers must be the lead teacher in the classroom during the time you are completing your practicum hours. This means that Site Supervisors and Program Directors cannot be cooperating teachers unless they are also lead teachers in the classroom where you are completing your practicum hours. While this does happen, it can be tricky since Site Supervisors are often called out of the classroom, even when they are lead teachers. Your cooperating teacher has to be present for your practicum hours - if they are absent or unavailable for whatever reason and are not present in the classroom the hours do not count towards your practicum requirement. You are not there as an assistant in the classroom, you are there specifically to be mentored by your cooperating teacher.

Documentation Requirements

You and your cooperating teacher must document the hours you complete in the practicum placement - including the number of hours and the activities you participated in. You will need to submit this documentation to me at the end of the semester and your cooperating teacher will need to be able to confirm your total number of hours completed in the practicum placement.

If you do not have documentation of completion of your hours you will not get credit for the practicum placement. I cannot have just a statement that you completed 54 hours - I have to have documentation, signed off by the cooperating teacher, that shows you completed hours throughout at least a 12-week period.

Here is a sample form that can be used to document your hours so they are easy to submit at the end of the semester: [Practicum Placement Hours](#)