

**Instructions and Checklist
For Completing the
School of Education Admission Portfolio**

The following items must be contained in the portfolio in the order shown:

- 1. Interview Time Availability Form
Note: Fill out this form immediately prior to submission of admission portfolio to ensure that availability information is accurate.
- 2. Application for Admission Cover Sheet
- 3. Resume - See item 1 of FYI pages at the back of this packet for helpful hints.
- 4. Teacher Education Recommendation Form #1.
Note: The individual completing this form must not be a faculty member in the School of Education at BYUH or a relative. It should be someone who has directly observed your performance in a public school classroom setting or can address your potential for success in the education profession (i.e. teachers, professors, employers, church leaders). This completed form may be mailed or hand delivered to the School of Education Teacher Clearance Clerk who will insert it in the portfolio.
- 5. Teacher Education Recommendation Form #2 (Two recommendations are required.)
Note: Same as above
- 6. Essay Responses #1 #2 #3
- 7. Bloodborne Pathogen Form
- 8. Clearance Form for Public Schools
- 9. Approved MAP (Major Academic Plan) updated within one month of the interview application. Meet with your Academic Advisor to approve your MAP.
To make an appointment, email chingm@byuh.edu or joselyn.akana@byuh.edu
The MAP must show a cumulative grade point average of 2.5 before interview and admission.
If you are pursuing a DUAL Hawaii Teacher License (ELED/SPED or SCED/SPED) you must have this approved by your Academic Advisor and noted on your MAP.
- 10. (ONLY FOR Post-Baccalaureate Teacher Licensing Applicants – those who have completed a bachelor’s degree and are seeking a teacher’s license only) – Graduates from institutions other than BYU Hawaii must submit an official transcript from all other institutions attended.

Please note: All candidates seeking a Hawaii license must pass PRAXIS in their content area before beginning EDU492 Student Teaching.

Interview Time Availability Form

Note: Fill out this form just immediately prior to submission of admission portfolio to ensure that availability information is accurate.

Please mark an “X” through each box to represent the days/times you are NOT available for the admission interview for the School of Education. The faculty will contact you through your campus e-mail to confirm an appointment. Please be sure you read your e-mail frequently.

Name:			Email:		
Address:			Contact#:		
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					

**Application for Admission Cover Sheet
School of Education
Brigham Young University – Hawaii**

Applicant's Name _____
(First) (Middle) (Last)

Mailing Address: _____

Cell Phone: _____ Email Address: _____

Declaration of Fitness:

The Hawaii State Department of Education (DOE) is authorized to conduct an Employee Background Check (EBC) on applicants for teacher licensure and employment in the public schools (HAR§ 8-8-7). The DOE has the option to refuse employment, refuse to issue a teaching license, revoke a teaching license, and/or terminate the employment of a person who has a record involving: (a) violence; (b) alcohol or drug abuse; (c) sex offense; (d) offense involving children; and/or (e) any other circumstance which indicates a risk to the health, safety, and/or well-being of children. These circumstances include the following:

- failure to provide required information
- non-compliance with fingerprinting requirements
- falsification of information on the self disclosure Form 90
- questionable ability to responsibly manage, supervise, control or interact with children
- other unsuitable, inappropriate or non-professional behavior(s).

The DOE verifies through law enforcement agencies information on offenses including felony and misdemeanor violations for which incarceration is a sentencing option. Verification includes conducting Hawaii State and the United States Federal Bureau of Investigation criminal history checks. With changes to the state law in 1999, the DOE is now required to conduct background and criminal history checks on teacher trainees (HRS § 846-43).

Therefore, all applications to the School of Education must submit the following:

At the time of this application:

- A signed Clearance Form for Public Schools (item 13 of this application)
- This signed Declaration of Fitness

At the time of placement into 491: Observation and Practicum:

- Form 90
- FBI Criminal History Record Check

Details of the process are available in a separate document at the School of Education (see Academic Advisor). Individuals with concerns in any of these areas are encouraged to contact the DOE regarding the likelihood of problems with in the public schools as a teacher trainee.

Your signature on this Declaration of Fitness is *verification that you were notified* of this legal requirement with the DOE prior to the start of your teacher education program. *Failure to sign and complete this statement will automatically disqualify your application.*

Signature/Date

Date

**BRIGHAM YOUNG UNIVERSITY-HAWAII
SCHOOL OF EDUCATION
TEACHER EDUCATION PROGRAM RECOMMENDATION FORM**

APPLICANT: Before requesting a recommendation, please check one of the following boxes and sign in accordance with Family Education Rights and Privacy Act (FERPA) of 1974.

I () waive () do not waive my right of access to this recommendation.

Applicant's signature _____ Date _____

Name _____
(first) (middle) (last)

Applying for the Teacher Education in: ___Elementary ___Secondary: _____
Content Area

WRITER OF RECOMMENDATION: The School of Education seeks your input regarding the applicant's ability to pursue and maintain success in the teaching profession. This recommendation should be completed by someone outside the School of Education who has directly observed the applicant's performance in a public school classroom setting or can address the applicant's potential for success in the Education profession. Please rate the applicant by checking the appropriate column below:

	Above Average	Average	Below Average	No opportunity to observe
Oral Expression				
Written Expression				
Uses tact & judgment				
Flexible in school setting				
Shows initiative				
Works well within school setting				
Scholastic Ability				

1. In what capacity have you known the applicant? Include a brief description of the specific contact with the applicant (e.g. "The applicant volunteered for two hours each week for a total of twenty-two hours in the Fall of 2012" or "The applicant was my student worker and assisted in the lab weekly from Fall 2001 to Spring 2012").
2. In order to assess the applicant's qualifications for teaching, please provide any information to support your ratings on the previous page. Commentary on the applicant's interpersonal skills, experience with children and/or adolescents, and potential as a teacher is vital to the review process (you may attach a separate sheet if necessary).

Signature _____ Date _____
Print Name _____ Phone _____
Position _____
Mailing Address _____

Check this box if you would like a member of the School of Education to contact you regarding this recommendation.

Please Email to: teacherclearanceclerk@byuh.edu

Or mail recommendation to:

Teacher Clearance Clerk
Brigham Young University-Hawaii
School of Education Box 1954
55-220 Kulanui Street
Laie, Hawaii 96762

Or FAX to: (808) 675-3988

We realize you are extremely busy and get numerous requests such as this.
However, we wish to sincerely thank you for your time and
your contribution in completing this recommendation.

**BRIGHAM YOUNG UNIVERSITY-HAWAII
SCHOOL OF EDUCATION
TEACHER EDUCATION PROGRAM RECOMMENDATION FORM**

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Applicant's signature _____ Date _____

Name _____
(first) (middle) (last)

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Signature _____ Date _____
Print Name _____ Phone _____
Position _____
Mailing Address _____

Check this box if you would like a member of the School of Education to contact you regarding this recommendation .

Please Email to: bchowen@byuh.edu

Or mail recommendation to:

Teacher Clearance Clerk
Brigham Young University-Hawaii
School of Education Box 1954
55-220 Kulanui Street
Laie, Hawaii 96762

Or FAX to: (808) 675-3988

We realize you are extremely busy and get numerous requests such as this.
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your contribution in completing this recommendation.

Essay Responses

Answer the following questions. Your responses must be within 400-500 words for each question.

1. *Select two life experiences that have influenced your decision to become a teacher. Describe each experience and tell how it influenced your interest in teaching.*

2. *Describe a situation in which you were given corrective feedback. How did you react and what did you do as a result of the feedback?*

3. *How do you view diversity, and how might your background influence how you relate to a diverse student population?*



Bloodborne Pathogen Exposure Control Plan Acknowledgement

Each teacher education pre-service student must complete this acknowledgement as part of their formal application for admission into the School of Education.

1. Preview the questions below before viewing the video.
2. View the Hawaii State Department of Education's video entitled Bloodborne Pathogens in the School Setting.
<http://vimeo.com/6578874>
3. Answer the following questions as a guide to familiarize you with the Hawaii State Department of Education's manual entitled **Bloodborne Pathogens (Updated July 2015)**. These questions are not intended to provide an exhaustive coverage of the manual, only a brief review to make you fully aware that the Department has an excellent document dealing with this important topic for its employees.

By my signature, I certify that I have viewed the video referenced in item #2 and have completed the questions referenced in item #3.

Printed Name	ID#	Signature	Date
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1. The Exposure Control Plan is provided to decrease or eliminate the possibility of an employee contracting diseases spread through blood or OPIMs. OPIM stands for _____.
2. Other potentially infectious material may include _____ with visible blood present.
3. Bloodborne pathogens, like HIV and Hepatitis B, are not transmitted through casual contact like _____, _____, and _____ or drinking fountains.
4. In accordance with Hawaii Revised Statute 325-101, all _____ regarding an individual's HIV status, whether written or verbal, shall be treated with strict confidentiality. Violations of this confidentiality may be subject to financial penalty.
5. Persons informed of a student's HIV status may not disclose this information to anyone without specific _____ of the parent or legal

guardian.

6. Universal Precaution is a prevention approach to _____
_____ to prevent exposure to bloodborne pathogens.
7. Contact with bloodborne pathogens only pose a risk if it can enter your
_____.
8. Practice Universal Precaution at all times by using personal protective equipment
such as _____ and _____.
9. After contact with blood or OPIM and to prevent infection and cross-contamination,
all equipment, environmental and working surfaces shall be cleaned and
decontaminated using an EPA approved disinfectant. A recommendation is sodium
hypochlorite which is diluted one part sodium hypochlorite to _____
parts water.
10. If you have been exposed to blood or OPIM, cleanse area of exposure, receive first
aid or wound care, then contact the immediate supervisor to complete the
_____.

Score: _____/10

BP Form revised 2.1.16

Clearance Form for a BYUH Course Activity conducted in a Hawai'i Public School

(This completed CONFIDENTIAL form is to be filed with the Administrative Assistant in the School of Education)

A. PERSONAL DATA (Please print or type)

BYUH STUDENT ID:	NAME (Last, first, middle)		
Any alias(es) former names – including maiden name:			
ADDRESS (Street, city, state, zip)			
Date of Birth (mo/day/year)		Place of Birth (City, state, country)	
Other previous (identify most recent) or current DOE employment:			

B. STATEMENT OF PERSONAL BACKGROUND, EMPLOYMENT AND CRIMINAL HISTORY

1	Have you at any time been suspended, fired, terminated, dismissed, discharged or asked to resign from employment?	YES	NO
2	Have you at any time separated from military service under conditions other than honorable?	YES	NO
3	Have you at any time been arrested and/or convicted? If arrested were you charged?	YES	NO
4	Have you at any time had a professional license or certification (for example, attorney, nurse, psychologist, teacher school administrator, etc.) suspended, revoked, denied or not renewed?	YES	NO

If you answered "Yes" to any of the above, you must meet with the Chair of the School of Education before participating in this course activity. A "Yes" response does not automatically prohibit you from participating in this course activity. Decision for approval will depend on the circumstances of each situation.

C. SWORN CERTIFICATE

I swear that the above statements and information are true, complete and correct to the best of my knowledge and belief. I agree that failure to declare, concealing, or falsifying criminal history, employment history, or background information to the department will constitute sufficient reason for immediate dismissal.

Date	Legal Signature of Trainee
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BACKGROUND

Chapter 7 of Title 8, Hawaii Administrative Rules, entitled "Public School Personnel: Criminal History Record, Employment History and Background Checks," requires employees, applicants, and institute of higher education (IHE) trainees who work in close proximity to children to be of reputable and responsible character. According to this rule, the Department of Education (DOE) may conduct screening checks and may refuse to employ/place, and/or may terminate the employment of any employee, applicant, or IHE trainee who has a history, or background involving violence. Alcohol or drug abuse, sex offense, offense involving children and/or any other circumstance with indicates that the applicant or employee may pose a risk to the health, safety, and/or well-being of children. This confidential form is used by authorized officials to identify possible areas of concern about an IHE trainee's criminal employment end/or behavioral history.

The SOE may withdraw, or refuse to admit an IHE trainee who fails to complete this form, falsifies information and/or fails to cooperate fully with this screening process.

FOR YOUR INFORMATION

The full Hawaii DOE Personnel Form 90 is completed by the IRE trainee; prior to O&P placement. Persons with placing and supervisory responsibility (principals, program coordinators, etc.) must ensure the proper completion and submittal of this form. They are also required to screen the completed form for each new trainee prior to the effective date of O&P. Additional clarifying information may be sought from this person if needed. When appropriate, former employers and/or other background references should be contacted to clarify or secure additional screening information. Appropriate action should be taken to delay, suspend, cancel or terminate the employment/placement of this person if information provided on this form or follow-up information indicates this person poses or may pose a possible risk to children. A short explanatory report of such action taken must be attached and submitted with the form. All reported information will be recorded on computer files for future reference. Supervisors and other persons with hiring/placing authority may call and consult with the district personnel regional office or the Office of Human Resources regarding related legal, contractual and/or procedural issues.

For Your Information

Please Keep This Form to Prepare For Your Interview

Interviewer Response Form

(Note: This is the criteria that will be used by the interviewers to rate the items contained in your portfolio. The interviewers will review your portfolio prior to the interview and complete their ratings following the interview. A decision will be made by the committee regarding your application for admission into teacher education upon completion of the portfolio review and interview.)

1. Resume

While there is no single format for the resume, there are generally accepted common items. There are a number of commercially available books, booklets, kits, etc. to assist in the preparation of resumes. Libraries also provide a number of helpful publications. Some computer word processing programs also include resume templates that are user friendly. Your resume will be rated partly on its overall appearance, the quality and clarity of the information and on the overall professional quality. Perhaps the criteria for rating the resume is best summarized with the following question: "Is this a person we would want to interview for a teaching position in our elementary or secondary school?"

2. Teacher Education Recommendation Forms

These recommendations will be reviewed to assess the applicant's strength in the areas of communication skills, interpersonal skills, ability to work in school settings, and scholastic ability. Additional information provided by the writers of the recommendations on the applicant's experiences and personal qualities will also be considered.

3. Written Communication Abilities: Essays #1, #2, and #3

Each of these essays will be rated based on the written communication skills expected of a university student. These would include, but not necessarily be limited to: focus on the question, use of specific and valid support for the information presented or position taken, organization, transitions, depth of thought, maturity of style, command of grammatical mechanics, etc.

4. Portfolio

An overall assessment of the portfolio will be the basis of this item. Items for consideration would include the professional care and attention given to the compilation of the items, general clarity and neatness, and overall appearance. In other words, does the quality of the portfolio reflect the same care and attention to detail and excellence the applicant will give to the work required to complete the teacher education program, including course work, field experiences, and student teaching.

5. Oral Communication Abilities: Interview

This item will be rated based on the clarity and quality of responses made during the interview as well as overall impressions including articulation, speech quality, voice intonation, ideas expressed with consistency, eye contact, energy level, level of participation throughout the interview, etc.

All applicants will be asked to respond to the same questions. These include the following:

- a) Why do you want to be an educator?
- b) What personal and professional abilities do you possess and how would you use them to become a quality educator?
- c) Follow-up questions may be asked relating to your submitted essays.

In addition, applicants will be asked a few questions as a measure of their ability to think and respond extemporaneously. Applicants can also anticipate one or more questions based on the specific information submitted with their portfolio.

6. Overall Professional Judgment

This area is a summative or an overall assessment of the portfolio content and the interview. Factors considered include the applicant's ability to set and achieve goals, self-confidence, awareness of educational issues, commitment to the profession, professional appearance, and personal qualities suitable to working in schools and with students, their parents/guardians, and other school personnel.