**Cooperating Teacher Worksheet**

**Renewal Unit Calculation**

To be completed by applicant for record keeping of service. This cannot be submitted directly to the BoEE for renewal.

|  |  |
| --- | --- |
| Legal Name: Last, First Middle | Iowa License File Number |
| Mailing Address | Email Address |
| City State Zip | Telephone |

This form is to be sent by the applicant to the higher education institution(s) to request a Certificate of Professional Activities for Renewal Unit at the beginning of the license renewal process. Educators may only submit experiences that total whole units for licensure renewal through this process. You may work with more than one Iowa college or university as a cooperating teacher to achieve whole units.

Documented participation in any of the following activities may be used toward the maximum of two renewal units. These experiences must be accrued during the term of the current license or be no more than 5 years old if the license is expired.

* Serving as a cooperating teacher for a 14 week or more student teaching experience and completing requirements as defined by the higher education institution is worth **one** **renewal** unit.
* Serving as a cooperating teacher for a 7-13 week student teaching experience and completing requirements as defined by the higher education institution is worth **one-half renewal** unit.
* Serving as a cooperating teacher for **90 hours** of clinical experiences (pre-student teaching field experiences where the candidate is involved in the classroom beyond observation, e.g., methods, practicum or internship experiences) is worth **one-half renewal** unit and **180 hours** is worth **one renewal** unit**.**

Student Teaching:

|  |  |  |  |
| --- | --- | --- | --- |
| Semester | Candidate | Institution (IHE) | Placement Length (Weeks) |
|  |  |  | 7-13 |
|  |  |  | 7-13 |
|  |  |  | 7-13 |
|  |  |  | 14 or more |
|  |  |  | 14 or more |

Clinical Supervision (Pre-student teaching):

|  |  |  |  |
| --- | --- | --- | --- |
| Semester | Candidate | Institution (IHE) | IHE Course Name and Scheduled # of Hrs. |
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