National College of Education

Teacher of Record
Paid Student Teaching

Information Packet
2026-2027

For Master of Arts in Teaching Programs

Early Childhood Education (ECE)
Elementary Education (ELE)
Middle Grades Education (MGE)
Secondary Education (SEC)
Special Education (SPE)

Introduction

This packet of information explains who is eligible in M.A.T. programs at National College of Education, National Louis University, **to apply for a Teacher of Record, Paid Student Teaching experience.**

Please note that the student teaching requirements for the traditional program also apply to paid student teaching candidates. Please reference your program's Handbook for more details:

Program Handbooks and Materials | National Louis University | Chicago, Illinois | Tampa, Florida

Illinois State Board of Education (ISBE) Student Teaching Qualifications

Section 25.620 Student Teaching

Student teaching must be done under the active supervision of a cooperating teacher who is licensed and qualified to teach in the area, has three years of teaching experience, has received a proficient or above performance rating in the most recent evaluation, and is directly engaged in teaching subject matter or conducting learning activities in the area of student teaching.

The requirements of this subsection do not apply in cases in which the student teacher:

1. **is serving on an educator license with stipulations endorsed for transitional bilingual educator;**
2. **is working in a school that is not legally required to employ teachers with licensure and either has two years of teaching experience at that school or presents to the employer the evidence described in Section 25.25(b) documenting that the student teacher has two years of teaching experience in one or more other schools in which the chief administrator is required to hold a PEL endorsed for either general administrative or principal and the majority of teachers are required to hold a PEL endorsed for the grade levels and in the content area in which they are employed;**
3. **holds a substitute teaching license and is not subject to the limitations of Section 21B-20(3) of the Code;**
4. **is completing student teaching in a community-based early childhood education setting, charter school, or non-public school, and the cooperating teacher holds a Gateways Level 5 credential.**

(Source: Amended at 50 Ill. Reg. 11318, effective July 21, 2026)

NLU Qualifications and Requirements for Teacher of Record, Paid Student Teaching Candidates

All Paid Student Teaching candidates must meet one of the following NLU requirements:

- **2 years of Teacher of Record experience in content/licensure area OR**
- **1 year Teacher of Record serving on an educator license with stipulations endorsed for transitional bilingual educator OR**
- **1 year of Teacher of Record experience in content/licensure area & Short Term Approval OR**
- **1 year of Teacher of Record experience in content/licensure area & Substitute Teaching License**

To be approved, the following additional criteria must be met:

1. All prerequisite and deficiency courses are complete
2. Verification of pre-clinical observation hours required by program are complete
3. Content Area Test(s) for licensure passed prior to the (linked) student teaching placement
4. A copy of the most recent academic year's teacher evaluation completed by the school administration or department chair
5. Agreement for Paid Student Teaching form signed by the school administrator (serves as the administrator's recommendation)

Additional Teacher of Record, Paid Student Teaching Details

1. The candidate's school administrator will appoint a qualified on-site **mentor teacher** who will support the candidate throughout the term (see the *Agreement for Teacher of Record, Paid Student Teaching* form below). The mentor will meet regularly with the candidate to provide day-to-day assistance in areas such as understanding the educational community, student-teacher-parent communication, and the ethics of teaching. In addition, the mentor will observe the candidate a minimum of two times. Each observation of the candidate will be supported by written documentation and a post-observation conference. Mentors will also complete a midterm and final Competency Appraisal of the candidate.

2. National Louis University will assign a **University Supervisor** to the Teacher of Record, Paid Student Teaching candidate. The supervision will be completed in the same manner as that of traditional student teachers, including a midterm and final Competency Appraisal of the candidate.

3. **Evaluation** by the NLU University Supervisor, mentor teacher, and the candidate will be completed using the same Competency Appraisals as that of traditional student teachers.

Application Process & Required Documentation

Please read the information carefully and submit all the required paperwork as listed below in the Sonia Online field experience management system (sonia.nl.edu). Application and materials are due on the following deadlines (based on your program and the term you're student teaching). If you have questions, please contact your Graduate Academic Advisor.

1. **NLU Teacher of Record, Paid Student Teaching Application:** Candidate must complete the application form and all required fields.

2. **Resume**: Candidates must submit a current professional resume. Candidates must have teaching experiences in grade levels as required by program policies.

3. **Administrator Agreement:** The candidate must submit a recommendation from a school administrator at the placement site and documentation of assignment to a classroom within the guidelines of the ISBE policies. This information is provided by the school administrator on the *Agreement for Teacher of Record, Paid Student Teaching* form – template is below. The form must include the IEIN and licensure information for the Mentor Teacher assigned to the candidate. Candidates upload the completed form in Sonia.

4. **Evaluation of Teaching Record:** The candidate must submit documentation of successful teaching experience in the form of the most recent teacher evaluation as completed by the school principal or department chair. Candidates upload the evaluation in Sonia.

Application Review & Approval

Approval is not guaranteed. Once all required documentation has been submitted in Sonia, the application will be forwarded to the **Director of Education Licensure** for review and approval. Upon approval, the Office of Field Experience (OFE) team will finalize and confirm the placement.

If the application for a Teacher of Record, Paid Student Teaching experience is not approved, the teacher candidate will be required to complete the traditional student teaching requirements for their respective program.

Termination of Paid Student Teaching

A decision to terminate this experience can be made. Procedures are in place for students experiencing difficulties in field experiences, and such procedures would apply to these student teachers. Each decision is made in the best interests of the children in the classroom. Candidates who are terminated from the paid position would be allowed to petition for an opportunity to request a traditional, student teaching experience in a more closely supported and supervised setting.

AGREEMENT FOR TEACHER OF RECORD, PAID STUDENT TEACHING POSITION
Completed by School Administrator

NATIONAL LOUIS UNIVERSITY
1886

An NLU M.A.T. candidate has requested a **Teacher of Record, Paid Student Teaching position** at your school in place of the traditional student teaching experience. To assure that the candidate receives a quality experience designed to facilitate professional development, NCE requires this signed agreement by a school administrator.

Candidate Information	
NLU Candidate Name:	
Current Position Name (including grade/subject):	
Site Information	
Name of School:	
School Address:	
Principal Name:	
Principal Email:	
Mentor Teacher Information A mentor (or cooperating) teacher is assigned to the NLU candidate to provide classroom observations and regular support. The mentor must meet the following qualifications: ● Three or more years teaching experience ● Licensed and endorsed in the areas congruent with this position ● Received a performance rating of proficient or above in his or her most recent evaluation	
Mentor Teacher Name:	
Current License/IEIN/Gateway ECE Level 5:	
Current Position (including grade/subject):	
# of Years Teaching Experience:	
Please describe why this mentor was selected:	
Acknowledgements	
I verify that this placement has been approved by the school district/administration in accordance with HR policies. ☐	
I understand that the candidate will need to make arrangements to meet the seminar and other assignments required for student teaching ☐	
I understand that the candidate will be evaluated by the mentor and a university supervisor ☐	
I agree to inform the university supervisor of problems that may arise in the student teaching experience and assist in their remediation or solution ☐	
Confirmation	
Signature of School Administrator	
Date	