## 1) UNA Email

Check UNA email several times per week to avoid missing important information.

## 2) Advisor(s)

Education advisor will be assigned upon completion of 45 credit hours. This is the <u>primary</u> advisor. Education majors (6-12, P-12 ONLY) should visit the department of teaching field for assignment of a content advisor. Meet with primary advisor during advisement each semester for issuance of registration PIN(s).

## 3) Fingerprint Clearance (ASBI/FBI fingerprints) & Liability Insurance

Fingerprint clearance must be obtained before taking education classes. Visit the following website for more information: https://www.una.edu/education/educator-preparation/fingerprint-clearance.html

Once completed, submit the confirmation letter (received via USPS) to the Educator Preparation office via email to edprep@una.edu.

Liability insurance is required for all teacher candidates. More information can be found at 292 following link: https://www.una.edu/education/educator-preparation/liability-coverage.html

## 4) ED 292 & Admission to the Teacher Education Program (TEP)

Take ED 292 the semester applying to TEP. (example - If applying Fall 2024, take ED 292