



**Early Childhood Education
@ Community College of Beaver County**

ERCH 250 Practicum Application Guide

You must complete the following STEPS in order to be placed in the practicum course:

APPLICATION

STEP#1 YOU must obtain and complete an ERCH 250 Practicum Application. Forms are available in Student Resource Center at the Information Registration Center (IRC) or Counselors; or from the Faculty Contact (listed on the Application Form).

STEP#2 YOU must request an unofficial transcript from the (IRC) or print one from MYCCBC and have it attached to your application.

STEP#3 YOU must meet with the Faculty Contact (listed on Practicum Application).

APPROVAL

STEP#4 YOU must take the application and transcript to the appropriate Faculty Contact. The documents will be reviewed for faculty approval.

STEP#5 YOU will be notified of the decision by phone or e-mail within 7 business days.

STEP#6 Once approved, you can discuss your practicum site options with the appropriate Faculty Contact. **Early Childhood students must have their site approved by faculty. Child care facilities must be a Keystone STAR 3 or higher with a Bachelor's level cooperating teacher unless approved by faculty.**

Community College of Beaver County

<h3>Practicum Confidentiality and Waiver Form</h3>
--

Statement of Confidentiality

As a student at the Community College of Beaver County I hereby agree:

- That I will not divulge any confidential or non-public information concerning the employees, operations, or strategic plans which I may acquire through my affiliation;
- That I will not divulge or misuse any such information at any time during the term of my affiliation or after such affiliation ends.

Statement of Disclosure

Depending upon the location of the Practicum, the student may be required to meet specific requirements such as criminal background checks, bonding, drug testing, health information disclosure or other specific requirements.

Waiver Statement

In consideration of my acceptance and participation in the Practicum program, I understand that I, myself, my heirs, administration, and executors are legally bound hereby and do waive, release, hold harmless and forever discharge from and against any and all liability claims and damages against the participating company. I willingly accept any and all risk associated with my participation in the Practicum and involvement with the company and their work related activities.

Date: _____

Student ID # _____

PRINT Student Name: _____

PRINT Name

Student Signature: _____

Signature

Revised: 11/23/2004



**Early Childhood Education
@ Community College of Beaver County**

ERCH 250-PRACTICUM APPLICATION FORM

Practicum Prerequisites*

- Minimum of 15 credits in ECE coursework with no grade lower than a C.
- QPA of at least 2.5 in major or faculty recommendation
- Sophomore status (30 credits completed in Program by start of Practicum)
- Faculty approval for registration

*Exceptions to the above stated prerequisites require Division Director approval.

Semester: FALL SPRING SUMMER Year _____

Name _____ ID# _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Phone #: Home _____ Cell _____
(Optional)

Top Three Choices for Practicum Sites:

(See list of approved sites; only one practicum student per site will be approved.
You may only complete ½ of your hours at a facility where you work; the other half of the hours MUST BE at a facility where you do not work).

1. _____

2. _____

3. _____

Tentative Class Schedule (If Known):



**Early Childhood Education
@ Community College of Beaver County**

ERCH 250 PRACTCUM APPROVAL AND REGISTRATION FORM

Name _____ Student ID # _____

Transcript Information:

	Cumulative	Overall
GPA		
Credits		

Approval Yes _____ No _____

If "No", state reason: _____

Faculty Signatures: _____
_____ **Date** _____

If Exception: Division Director _____
Signature and Date

	FACULTY	
	<u>CONTACT E-MAIL</u>	<u>PHONE-EXT.</u>
Early Childhood	jacqueline.black@ccbc.edu	724-480-3477
Early Childhood	lia.hazelwood@ccbc.edu	724-601-0035

COUNSELOR: _____ DATE: _____
Signature

**AFTER REGISTRATION RETURN THESE FORMS TO EITHER:
PROFESSOR, JACQUE BLACK, OR PROFESSOR, LIA HAZELWOOD.**

ERCH 250 Practicum Field Site Choices

Pitter Patter Place

416 Constitution Blvd, New Brighton, PA 15066
(724) 843-7080
Contact: Debbie Beirnesser

Prima Learning Center

1 13th St, Midland, PA 15059
(724) 643-8184
Contact: Stacy Mouldevan

Tiny Tots

393 Adams St
Rochester, PA
(724) 774-4140
Contact: Nadine Rose

Bullfrogs and Butterflies Child Care Center

709 3rd Ave New Brighton, PA 15066
(724) 846-5599
Contact: Joe Marie Henry

Noah's Ark (Beaver Falls)

616 17th St, Beaver Falls, PA 15010
(724) 843-9333
Contact: Gretchen Wickline

Noah's Ark 3

(Chippewa-school building -5 yr old pre-K)
2226 Darlington Rd Beaver Falls PA 15010
(724) 843-2131
Contact: Shannon

Noah's Ark 2-(Chippewa-infants-4 yr preschool)

2400 Darlington Road
Beaver Falls, PA 15010
(724) 843-4362
Contact: Julie

Lifesteps

138 Friendship Cir, Beaver, PA 15009
(724) 774-6494 Jocelyn

Just Like Home Daycare

3117 Green Garden Rd #900
Aliquippa, Pennsylvania 15001
Contact: Karen Hartman

Head Start-various facilities to choose from

205 Beaver Valley Mall
Monaca, PA 15061
Contact: Jennifer Garvin

Kindercare (Moon)

Julie or Ragan 412-269-9122

Footprints in the Sand

1205 Gringo Rd.
Aliquippa PA 15001
Rick or Kim
724-203-0097

Ellwood City Children's Center

Jodie 724-752-1308

Bright Horizons Cranberry

Avery Zacharias
724-940-8323

MOMA Good, Inc.

Angel Good, 724-378-8622

Hildebrant Learning Center

Masonic Village Child Care Center
Sewickley
Candy Doncevic 412-741-1400/3460

Kiddie Korner

Beaver
Kelly 724-774-7272

PreK Counts Classrooms:

Riverside School District

Beaver Falls School District

Ambridge School District

Western Beaver School District

This list is not exhaustive. If you have a preschool or facility that is NOT on this list, please let us know and we can see if it can be an approved site. You may not choose a K-4 elementary school classroom for this practicum course. Childcare facilities must be a Keystone STAR 3 or higher unless special approval is given.



ERCH 250 Practicum FAQ's

HOW DO I CHOOSE MY FIELD EXPERIENCE PLACEMENT?

- You can choose the type of site/facility or classroom you would like to conduct your field experience in. It must be ONE of the following:
 1. a Keystone STAR 3 or higher childcare facility, unless approved by faculty;
 2. Pre K Counts or Head Start preschool program;
 3. any other modified location that is approved by ERCH faculty

WHAT DO I DO AFTER I DECIDE WHERE I WANT MY PLACEMENT TO BE?

- **Call the facility** and tell them what you would like to do including the following information:
 1. Find out who the appropriate person to speak with regarding the Practicum is.
 2. You will need to accumulate 150 hours in the classroom
 3. You will be observing the first few weeks and gradually increasing responsibility within the classroom.
 4. You will have all 3 required clearances, a current physical evaluation and TB test.
 5. Your lead teacher or someone at the facility who can guide you needs to have at least a Bachelor's degree in ECE or EL ED or related field.
 6. Offer to send them an unofficial copy of your transcripts and ask if they would like to speak with the early childhood program coordinator regarding the Practicum process.
 7. Tell them your approximate start and end dates for the semester.
 - 8. Ask them if you will need CPR and First Aid training.**
- Ask them what their requirements (paperwork) will be for you to be able to complete your Practicum there.

WHAT DO I DO AFTER I HAVE APPROVAL FROM THE FIELD PLACEMENT SITE AND CCBC?

- Have a current physical and TB test (Mantoux method) completed (within past 12 months unless they specify otherwise)
- Make sure your 3 clearances are still current and suitable for the placement
- If the placement site required CPR /First Aid get the appropriate certification. Red Cross and Medic Rescue run certification classes monthly.
- Connect with your CCBC Practicum instructor to be sure everything is in place once the semester begins.
- If all is in place, you are ready to attend the first ERCH 250 class to get further instructions.

CAN I DO MY PRACTICUM WHERE I WORK?

- Yes, you may complete ½ of your practicum hours at your place of employment. The other ½ must be at another field placement.

WHAT IF I HAVE A “BLEMISH” ON MY CRIMINAL RECORD OR FBI CLEARANCE?

- If you have a record and it has nothing to do with children it is probably best to be open and honest about it from the beginning. You can explain the circumstances surrounding the incident and it may not be an issue.

HOW DO I REGISTER FOR ERCH 250 FIELD EXPERIENCE (PRACTICUM)?

- Complete an ERCH 250 Application Packet (available from counselors, IRC or on Bb under Early Childhood Student Resource)
- Have Assoc. Professor, Jacque Black; or Adjunct Professor, Lia Hazelwood sign the approval form
-
- Professor Black's Contact Information: Professor Hazelwood's Contact Info:
 - Office Location: HSB 6-015 Phone #: 724-601-0035
 - Office : 724-480-3477 lia.hazelwood@ccbc.edu
 - Jacqueline.black@ccbc.edu
- Take forms to IRC or counseling office to register for course