**CTOnline Paperwork for Cooperating Teachers**

**Initial Teacher Licensure**

NOTE: Paperwork will now be completed in hard copy, provided by the field supervisors who visits in your classroom, but you can find examples of these documents at the link below.

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| **First Placement** | | | |
| ***Check When Completed*** | ***Name of Form*** | ***Due*** | ***Directions*** |
|  | Cooperating Teacher Profile | Immediately When Placement Begins | [CT Training](https://www.lmunet.edu/academics/schools/school-of-education/clinical-experiences/cooperating-teacher-training-programs) |
|  | Cooperating Teacher Feedback Form | Last day of month  (January or August) | [CT Training](https://www.lmunet.edu/academics/schools/school-of-education/clinical-experiences/cooperating-teacher-training-programs) |
|  | Cooperating Teacher Feedback Form | Last day of month  (February or September) | [CT Training](https://www.lmunet.edu/academics/schools/school-of-education/clinical-experiences/cooperating-teacher-training-programs) |
|  | Evaluation of Program | At End of Placement | Provided by your field supervisor OR sent directly to you electronically |

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| **Second Placement** | | | |
| ***Check When Completed*** | ***Name of Form*** | ***Due*** | ***Directions*** |
|  | Cooperating Teacher Profile | Immediately When Placement Begins | [CT Training](https://www.lmunet.edu/academics/schools/school-of-education/clinical-experiences/cooperating-teacher-training-programs) |
|  | Cooperating Teacher Feedback Form | Last day of month  (March or October) | [CT Training](https://www.lmunet.edu/academics/schools/school-of-education/clinical-experiences/cooperating-teacher-training-programs) |
|  | Cooperating Teacher Feedback Form | Last day of month  (April or November) | [CT Training](https://www.lmunet.edu/academics/schools/school-of-education/clinical-experiences/cooperating-teacher-training-programs) |
|  | Evaluation of Program | At End of Placement | Provided by your field supervisor OR sent directly to you electronically On left side, click on CLINICAL EXPERIENCES; then COOPERATING TEACHER LOGIN; ENTER PASSWORD; CHOOSE FORM |