



**BLACK HILLS**  
STATE UNIVERSITY

## Request for Experiential Substitution Form for ECE 328 Lab: Pre-Admission Practicum

Coursework will still be required – only 20 hours in the field are waived.  
(If approved. Contact the practicum instructor for required coursework)

Name \_\_\_\_\_ Date \_\_\_\_\_

I am formally requesting that my previous experience be counted as meeting ECE 328L field hours.

I had the opportunity to **observe and assist** an early childhood teach in a classroom.

**Candidate:** Please provide verification of successful work experience by having the **school principal, or other supervisor** complete the following information.

**Principal/Supervisor:** The candidate named above is requesting that her/his **previous work experience in your school** be substituted for the ECE 328L practicum field hours.

Please complete the information below.

Name of School \_\_\_\_\_

Position Held by Candidate \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

Amount of Time in Position \_\_\_\_\_ Grade Level(s)/Content Area(s) \_\_\_\_\_

Please verify whether or not that the candidate has met all of the outcomes noted above, check the appropriate statement below, and return the form directly to the Director of Field Experiences:

\_\_\_\_\_ Based on the outcomes noted above, I verify that the information stated above is accurate and I recommend that the candidate’s experience substitute in ECE 328L.

\_\_\_\_\_ Based on the outcomes noted above, I cannot recommend that the candidate’s experience substitute in ECE 328L.

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Email of Principal \_\_\_\_\_

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**Director of Field Experiences Only.** \_\_\_\_\_ Request Approved \_\_\_\_\_ Request Denied

Signature of Director of Field Experiences \_\_\_\_\_ Date \_\_\_\_\_

Return to Jami Kesling, Office of Field Experiences/Certifications Officer at [Jami.Kesling@bhsu.edu](mailto:Jami.Kesling@bhsu.edu)

**BHSU School of Education – Field Experiences Office; 1200 University Unit 9038, Spearfish, SD 57799**