Mentoring Handbook

Director:

Tammy Kirkland, NBCT (Middle Childhood Generalist)

Contact information:

Mailing address:

World Class Teaching Program
850 Insight Park Avenue, Suite 253C
P.O. Box 1848
University, MS 38677- 1848

Office/Cell:
(662) 507- 9869 Fax: 662-915-3790

Email:
kirkland@olemiss.edu

For questions concerning candidates, attendance, and WCTP 601 please, send an email

Remind:

The WCTP communicates with mentors through the app Remind. Announcements are made using this method.

Website:
http://wctp.olemiss.edu

Table of Contents

Mentor Checklist and Important Information

At the Start of the Fall Semester	
	Read and Sign Contract, Complete W9 only if you are a new mentor or have moved to a new address
	Mentor Training Attend or Watch Mentor Training Videos Print out and read, *The Guide to National Board Certification* and *The Scoring Guide*
	Contact ALL candidates the week you receive their information. Request that they have printed copies of the following: Their standards, component, Guide to National Board Certification, General Portfolio Instructions, and the Scoring Guide
	Communication: Provide an email to all candidates The WCTP uses Remind. If you have not received a text contact the WCTP.
	Send a copy of your face-to-face meeting schedule to the WCTP as soon as possible
	First Meeting: Lead candidates in a tour of WCTP 601 and the WCTP website (www.wctp.olemiss.edu). **Assignment:** Candidates must turn in a timeline to you at the next meeting.
	Make candidates aware of purchasing CEUs. (Link and instructions are on the WCTP website)
Need to Know: Throughout the Semester	
	All mentors will/may service face-to-face and online candidates if the need exists
	Complete Attendance Sheets (This is required for Face-to-Face candidates and online candidates in order to receive payment).
	Face-to-Face mentors must hold 6 meetings in the fall and 8 in the spring.
	Use WCTP 601
	Make other teachers aware of the certification process by directing them to the WCTP website and the interactive graphic
At the End of the Semester	
	Email attendance sheets to the WCTP as soon as possible once the fall and spring mentoring sessions conclude. (Required for payment to be issued)
	Remind continuing candidates to complete a new application for the WCTP . Application is available on WCTP website
	Candidates and Mentors should complete Exit Survey at the end of the year in May. Link is on WCTP website

My Passwords and Login Information (Record your information here)

Site	Username	Password
www.wctp.olemiss.edu/Mentoring/Mentors	No Username	wctp1848
ATLAS		
WCTP 601		Changes every 90 days

Face-to-Face Mentoring Meetings

     Fall/Six Meetings:
       September (2)
       October (2)
       November (2)

       <u>* Attendance sheets should be submitted to the WCTP by December 1</u> to ensure payment is received before Christmas. Mentors who submitted attendance documentation after December 1 are not guaranteed payment prior to Christmas.

     Spring/Eight Meetings:
       January (1)
       February (2)
       March (2)
       April (2)
       May (1)   This meeting should address electronic submission.

In order to receive full mentor pay, you must hold the set amount of meetings. If a conflict arises, please reschedule. If you physically go to meet and no one comes, you may document that and count that meeting. Unattended meetings are not expected to be rescheduled. In the case of severe weather threats, please reschedule. There will be no scheduled meetings in December. Hold meetings each month. Email correspondence does not count as a meeting.

Documentation for Mentoring Candidates

Online (WCTP 601) Candidates
The University of Mississippi also requires written proof that online Mentors have invested time working with online candidates in order to issue payment for services. The following documents will be submitted to the WCTP at the end of each semester for online candidates.

The World Class Teaching Program
- WCTP 601 reports provide information on the amount of time candidates and mentors spend in WCTP 601. These forms are used for CEU credit.

The Mentor
- Candidate Tracking Form, which includes dates that assignments were submitted to you, the mentor, as well as tracks communication, candidate support, provided through email.

IMPORTANT: If an online candidate has NOT submitted an assignment to you, you should send an email verifying they are still participating. You will submit this email with your documentation at the end of the semester. This email will allow you to receive credit for the candidate.

Mentoring Face-to-Face Attendance

Use the provided sign in sheet to track candidate attendance at the meetings. This sheet is also available on the WCTP website under Mentoring/Mentors (password wctp1848). The same sheet will reflect fall and spring attendance. Please, only submit the **single** time sheet. Phone conversations and emails cannot be documented as a replacement for Face-to-Face meetings.

The attendance sheet is necessary to be turned in to receive mentor pay and for the obtainment of CEUs and must be done by semester.

SAMPLE ATTENDANCE LOG

WCTP Face-to-Face Mentoring Attendance Sheet

Mentor_____   Certificate Area_____

Location (Mentoring Site) _____

Fall Attendance

Candidate's Name						

* Six meetings

Spring Attendance

Candidate's Name								

* Eight meetings

Documenting Attendance/Participation for WCTP 601 Candidates
Both forms will be turned in at the end of each semester.

Sample Candidate Tracking Form(s).
This form is available under the **Mentor** tab in WCTP 601

WCTP 601

Tracking Form for Online Candidate's Submissions

Candidate's Name	Component	Assignment #1 Date Submitted	Assignment #2 Date Submitted	Assignment #3 Date Submitted	Assignment #4 Date Submitted	Assignment #5 Date Submitted

Online Communication Tracker
Please, include dates that you have communicated with your candidates through email.

Candidate's Name	Dates of Emails	+ (two-way communication) - (you contacted but received no reply)

<div align="center">

CEUs

Mentors are always invited (free of charge) to attend any Summer Standard workshop to earn CEUs. 4 day workshop = 2 CEUs, 2 day workshop = 1 CEU

</div>

The option to purchase CEUs is made possible through the North Mississippi Education Consortium.

Per Consortium policy, CEUs are available by the semester and the opportunity to purchase CEUs expires after 6 months from the training date. The WCTP does NOT have the ability to alter this policy. CEUs are based on attendance.

CEUs are available for Face-to-Face mentoring and WCTP 601 usage or a combination of the two. The WCTP will print off an activity report from the WCTP 601 course at the end of each semester to determine how much time candidates spent in the course.

CEUs are calculated as follows 5 hours = .5 CEUs
Cost of CEUs = $15.00

Mentoring Type	Possible Amount of CEUs	Fall Dates	Spring Dates	Total Number of CEUs Possible Per Year
Face-to-Face combined with WCTP 601	Fall 1.2 Spring 1.8	September 1 – December 31	January 1 – May 15	2.8
WCTP 601 only	Fall 1.2 Spring 1.8	September 1 – December 31	January 1 – May 15	2.8

Tammy Kirkland
📞 (662) 507-9869
   Fax: 662-915-3790
✉ kirkland@olemiss.edu
🏛 255 Insight Park

NATIONAL BOARD REGISTRATION

WCTP REGISTRATION

Have a question? Ask NBPTS

▸ **Financial Help**

▸ **Pay as you Go**

▸ **Reimbursement & NB Salary Stipend**

▸ **Feedback (Exit Surveys)**

▸ **SCORE RELEASE**

▸ **ATLAS**

▸ **Blackboard (WCTP 601)**

▸ **CEU Applications**

▸ **Directions to Insight Park**

* ALL candidates will be enrolled in WCTP 601

Candidate's Process to Purchase CEUs

- www.wctp.olemiss.edu/CEUs link
- Candidate should follow the instructions on the CEU form, include payment, mail to the Consortium not the WCTP.

  The WCTP cannot issue CEUs.

Link for CEU information and application

Starting in fall 2017, the University of Mississippi replaced the World Class Teaching Program's MOU with a Consulting Agreement. A contract will be supplied to all mentors each fall. Retired mentors will be asked to complete an additional form for PERS.

CONTRACTUAL SERVICES in CONSULTING AGREEMENT

SCOPE OF WORK

CONSULTANT shall:

a) Meet regularly with and provide support to my assigned candidate or group of candidates from September until all candidates have submitted their portfolios (component) in May. (See Mentor's Responsibilities in Mentor Handbook)

b) Provide a meeting schedule, which includes meeting dates, times and locations to my candidates and to the WCTP within two weeks of the first meeting.

c) Document all meetings by providing an attendance sheet by the end of November and after my last meeting in May. An attendance sheet will be emailed to the WCTP at the end of each semester.

d) **Provide mentoring for all <u>four</u> components, utilize WCTP 601, and provide mentoring for all candidates on my list including WCTP 601 candidates.**

e) **Complete the mentor training.**

f) Abide by the rules set forth by the National Board concerning ATLAS use. I will not allow candidates to download, record, or screen-shot the information.

Please, Note

• ALL face-to-face mentors will have a combination of face-to-face and online candidates. How to mentor online candidates is thoroughly covered in the provided mentor training.

• Because of the nature of mentoring, if you are unable to mentor, please, let the WCTP know in the spring. If you sign a contract and are assigned candidates, you will be expected to fulfill your obligations.

Mentors, please go over the candidate expectations with your candidates from the Mentor/Candidate Agreement. The copy of this contract belongs to you. You are welcome to print it out or just read it to your candidates. It can be found on the WCTP website/Mentoring/Mentors **This will help you establish boundaries with your candidates.**

MENTOR/CANDIDATE AGREEMENT

Mentor's Responsibilities	Candidate's Responsibilities
Make an investment of time, schedule meetings, and remain committed to the candidate and the schedule.	Make and investment of time, attend all meetings, and remain committed to the process and the schedule.
Offer challenging ideas and serve as a "critical friend"	Accept the challenge and be open to new and different perspectives on teaching and learning. Accept constructive criticism as an attempt to make you the best teacher you can be.
Make candidates aware of CEU opportunity, 2.8 for the entire process. Maintain attendance records.	
Help build self-confidence.	Share fears, concerns, and issues.
Be familiar with the National Board Standards and rubrics for each component.	Read, study, and internalize the National Board Standards and rubrics for each component.
Understand the assessment process.	Read all component directions. Know the portfolio and assessment center requirements.
Listen non-judgmentally and ask probing questions.	Listen non-judgmentally and ask follow-up question… reflect deeply.
Offer friendship and support.	Accept friendship and support.
Encourage analytical thinking and reflection.	Engage in analytical thinking and reflection.
Provide resources.	Research possible resources and utilize resources provided by the mentor.
Introduce Dropbox or Google Drive to the candidates.	Get organized, including personal life and work schedule. Set priorities.
Help candidate get organized and set priorities.	Maintain confidentiality.
Respect individual writing and teaching styles.	Know that what is in your portfolio is yours and that all decisions are ultimately yours.
Request a timeline.	Provide a timeline.
Maintain confidentiality.	Respect the mentor's time and other obligations. Have others read your component as well.
"I understand that the responsibility of the portfolio rests with the candidate. I agree to help the candidate show evidence more clearly; however, I will not help the candidate create the evidence."	"I understand that I am solely responsible for completing my own portfolio and meeting all deadlines. My achievement is based solely on my ability to provide clear, consistent and convincing evidence."
Guide candidates in a tour of WCTP 601	Login to and use WCTP 601
Signature:	Signature:

WCTP Website: www.wctp.olemiss.edu

THE UNIVERSITY OF MISSISSIPPI

Q Search UM

World Class Teaching Program

| About | Components | Applications | Candidate Support | Mentors | Resources | Workshops |

The World Class Teaching Program at the **University of Mississippi** is assisting school systems and teachers in understanding **National Board Certification**. National Board Certification is dedicated to defining, identifying, and recognizing accomplished teaching in the U.S.A. National Board Certification is a demonstration of teaching practice as measured against high and rigorous standards.

Please, use the interactive graphic below to find out more about the National Board certification process and candidate support provided by the University of Mississippi's World Class Teaching Program.

Tammy Kirkland
📞 (662) 507-9869
   Fax: 662-915-3790
✉ kirkland@olemiss.edu
🏫 255 Insight Park

WCTP REGISTER (START HERE)

NATIONAL BOARD REGISTRATION

CANDIDATE LOGIN

Have a question? Ask NBPTS

▶ **Financial Help**

▶ **Pay as you Go**

▶ **Reimbursement & NB Salary Stipend**

▶ **Feedback (Exit Surveys)**

▶ **SCORE RELEASE**

▶ **ATLAS**

▶ **Blackboard (WCTP 601)**

▶ **CEU Applications**

▶ **Directions to Insight Park**

▶ **Directions to Jackson Avenue Center**

▶ **National Board for Professional Teaching Standards**

▶ **Board Certified Teachers (National Board Website)**

Available Now – Two Types of Mentoring

1. Face to Face w/WCTP 601 Enrollment
2. **WCTP 601, *NEW* Self-Paced, Blackboard National Board Candidate Support Course**

Mission Statement

- To provide meaningful resources and beneficial trainings that **aid candidates in their**

WCTP Website

Top of the Page Menu
- About – all about the National Board process
- Components – At a Glance documents
- WCTP application (now, online only!). Under the Applications tab.
- Candidate Support – specific information about the services we offer including releasing to third party
- Mentor Resources. Click the Mentor tab and enter the password wctp1848. These resources include mentoring training videos, mentor handbook, attendance forms for face-to-face and online candidates, W9.
- Resources – A variety of free resources to candidates all of which is embedded in WCTP 601.
- Workshops – Information about Summer Standard Study workshops, Super Saturday, Pinning Ceremony, and any other training we offer.

Center of the Page

Our NEW interactive graphic. Information includes:
Learn about the Certification Process
Prerequisites
Incentives (Professional & Financial)
Register with the National Board
Register with the WCTP
Receive Candidate Support

Lower Right Side of the Page
- The WCTP Contact Information, WCTP Registration, NB Registration, Candidate Login to their NB account, and Ask the NBPTS a question
- Financial Help
- **Pay as You Go!!!** (This rolled out with the NEW process)
- Reimbursement & NB Salary Stipend (This is where the candidates go to get reimbursed for the components they have already completed)
- Feedback (Exit Surveys) – for mentors and candidates
- Score Release (always the most updated information that I have)
- ATLAS Login
- WCTP 601 Blackboard Login
- CEU Application and Instructions. (Candidates no longer have to email the WCTP)
- Directions to Jackson Avenue Center and Insight Park

The World Class Teaching Program
Candidate Support

State Level Funding Changes
Due to changes at MDE, the WCTP will ONLY receive funds to support Candidates. MDE will only recognize teachers as candidates once they have purchased a component and their name populates the NBConnect, the National Board Database. They only way a teacher's name will populate the database is if they register and release to 3rd Party. The 3rd Party is ONLY the National Board for Professional Teaching Standards and the WCTP.

Changes to WCTP admission policy

Teachers must
- Register with the National Board, which includes paying the $75 and release to 3rd party. This places the candidate in the National Board database, which is used by the MDE for reimbursement.)
- Complete WCTP application (Registration cannot be completed with a candidate ID). The application is now online only. **ALL of this is covered through the new interactive graphic.**

World Class Teaching Program
Candidate Support

ONLINE APPLICATION

The WCTP does not charge a participation fee for candidates, but the online application will **<u>not</u>** allow the candidates to complete it without the following information and/verification. No candidate will be placed in a mentoring group without successfully completing the application. Teachers MUST register with the National Board before we can serve them. This also applies to continuing candidates.

Required for successful competition of WCTP application

- Candidate ID
- Release to 3rd Party
- Paid the $75 Registration Fee

Once the WCTP receives the application, a special Blackboard account will be created for the teacher. This takes several days. The WCTP will email the candidate with their login information for the WCTP 601 Course and/or placed in a mentoring group.

WCTP 601: Preparing for National Board Certification

Course Description: Candidates will work through a series of modules, complete tasks and assignments, and submit work to a certified NBCT for feedback.

The World Class Teaching Program at the University of Mississippi is excited to share with its candidates a NEW candidate resource. All WCTP candidates will be placed in the WCTP 601 Self-paced Blackboard Course. This course is for two types of candidates.

If a candidate withdraws, their WCTP 601 account will be deleted.

Who is Eligible? University of Mississippi, World Class Teaching Program National Board Candidates welcomes any Mississippi Educator. We cannot serve teachers from other states.

Mentoring starts in September and goes until May.
Once enrolled in the WCTP, a mentor will contact you in the fall.

Two Types of Mentoring

All mentoring sessions are lead by highly trained National Board Certified Teachers

1. Traditional, Face–to–Face
   - Meets twice a month on Tuesdays from 5:00 to 7:00 p.m.
   - Available at Tupelo, Oxford, DeSoto, and Grenada
   - Includes placement in WCTP 601
   - All face-to-face candidates will complete the Component 1 module in WCTP 601. This module prepares them for the assessment.
   - Face-to-Face mentors will decide how to best implement the use of WCTP 601 (components 2, 3, and 4) into their mentoring.
   - Some face-to-face mentors use the feedback forms provided in WCTP 601, others use the course as a teaching tool, and make homework assignments based on it. The pages are numbered.
   - You may make homework assignments

2. Non-Credited National Board Independent Course, WCTP 601
   - Includes modules w/videos for all four components
   - Includes course navigation tour
   - Syllabus and Course outline
   - Feedback forms align with assignments
   - Assignments will be submitted electronically to an NBCT mentor for feedback
   - Discussion Board (Think Tank)
   - Available to any Mississippi educator, anywhere in Mississippi
   - All WCTP candidates and mentors are enrolled in WCTP 601
   - **USE OF THE SET ASSIGNMENTS AND FEEDBACK FORMS ARE STRICTLY ENFORCED**.
   - <u>Mentors working with online only candidates should not read or provide feedback on any material unless it is submitted in the format designated by the course</u>. Should a mentor receive candidate material in any other feedback, the mentor should respond with the following reply.
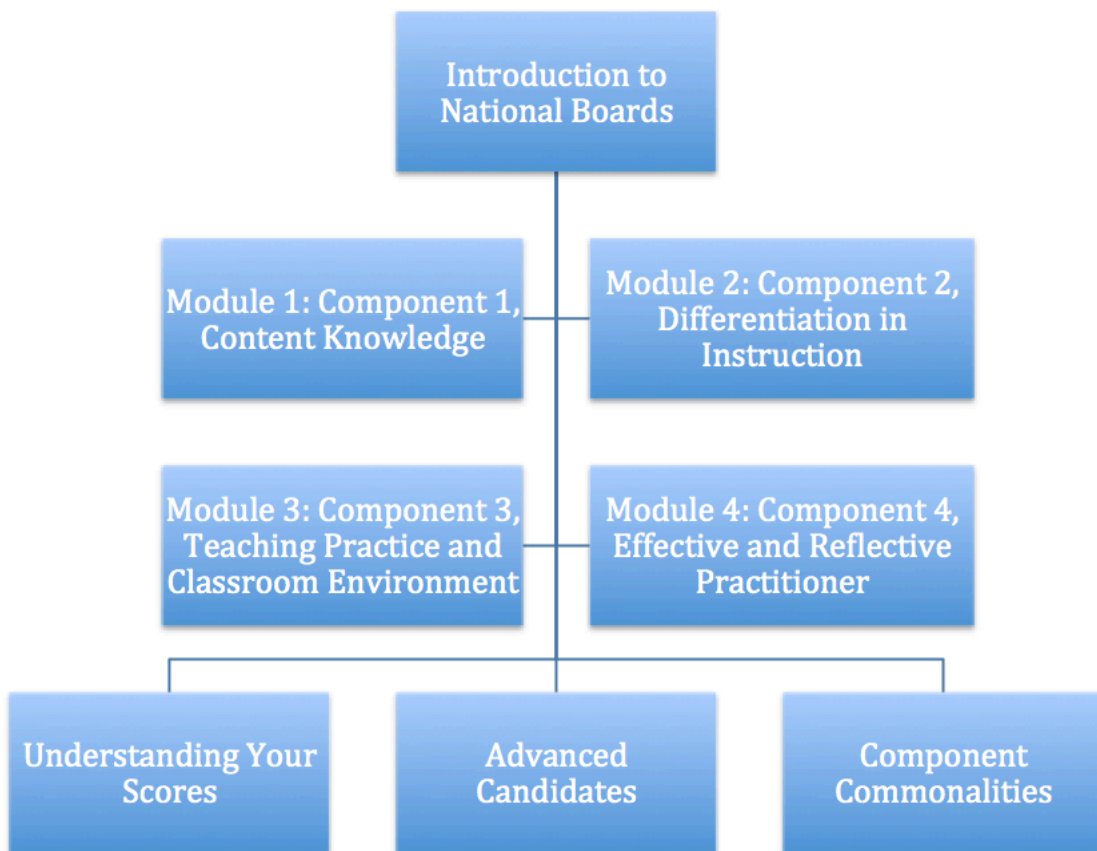
Email for noncompliant candidate:

Thank you for submitting your work to me, but the World Class Teaching Program only allows me to provide feedback for assignments that are submitted following WCTP 601 guidelines. Please, go back and format your work to align with the assignments as they are outlined in the component module. If you have any questions, please let me know. I look forward to receiving your assignments and providing feedback.

Also, please contact the World Class Teaching Program if you have any problem. We'll be glad to help you!

Candidates cannot be both face-to-face and online.

WCTP 601

WCTP 601: *Preparing for National Board Certification* is a flexible, self-paced, non-credited course that will enable National Board Candidates the ability to work through a series of thorough modules, which includes videos, voice-overlay Powerpoints, and assignments that will help the candidate better understand and successfully complete the selected components. The candidate will also be prompted to submit work to a NBCT mentor to receive feedback.

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                    ┌────────────────────┐
                    │  Introduction to   │
                    │  National Boards   │
                    └────────────────────┘

┌──────────────────────┐      ┌──────────────────────┐
│ Module 1: Component 1,│      │ Module 2: Component 2,│
│   Content Knowledge   │      │   Differentiation in  │
│                       │      │     Instruction       │
└──────────────────────┘      └──────────────────────┘

┌──────────────────────┐      ┌──────────────────────┐
│ Module 3: Component 3,│      │ Module 4: Component 4,│
│  Teaching Practice and│      │ Effective and Reflective│
│ Classroom Environment │      │     Practitioner      │
└──────────────────────┘      └──────────────────────┘

┌────────────────┐   ┌────────────────┐   ┌────────────────┐
│ Understanding Your│  │   Advanced     │   │   Component    │
│     Scores     │   │   Candidates   │   │ Commonalities  │
└────────────────┘   └────────────────┘   └────────────────┘
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Passwords expire every 90 days. The WCTP does **not** have the ability to reset passwords. If you need help resetting your password, please, contact the IT Helpdesk at 622-915-5222.

How to reset your password. (from the wctp.olemiss.edu/WCTP 601 Blackboard login)

WebID

Password

Login

Need Help?

Forgot Password?
Change It Now

Don't Have an Account?
Preview as Guest

Resources

Access Blackboard from your Mobile Device

Browser Compatibility Check

Look under - Forgot Password? Click Change it Now. Your WebID will NEVER change. To change your password, type in your old password and then select a new password. Again, if you need help, you will have to call IT HelpDesk.

Password Help

A WebID account insures authorized access to various University of Mississippi records and services. WebID provides a single sign-on for accessing **email**, **Blackboard**, the **campus wireless network**, and the **myOleMiss portal**. For additional security, WebID passwords expire and must be reset every 90 days.

You may **reset a forgotten password** if you have set up a security question or if you have registered your cell phone in myOleMiss.

RESET YOUR WEBID PASSWORD

WebID

Current Password

New Password   👁

Re-type New Password   👁

Password Requirements:

- Use upper and lower case letters (e.g. Aa)
- Use numbers (e.g. 1234)
- Use special characters (e.g. !@#$)
- Use 8 - 100 characters
- Do not use common words like "olemiss" or "rebel"
- Do not use any portion of your name or WebID
- Do not use any of your last 5 passwords

Submit

Where to Start in WCTP 601

- Watch the video hosted on the homepage first
- Complete/Read everything under Start Here
- Click the module, Preparing for National Board Certification, watch the course Navigation Video.

Mentoring Online Candidates

It is highly probable that all mentors will have a combination of face-to-face and online candidates.

Print out the Tracking Form(s) under the Mentors tab on WCTP 601. This is the attendance documentation that you will submit to the WCTP 601.

<u>Make contact with your candidate the week you receive their application.</u>

Communication:
- Provide an email to your candidate that would like to use to communicate. The email you provide is the email that the candidate will use to submit assignments to you. We do not email through Blackboard. (We discovered teachers do not check the Blackboard/Ole Miss email account regularly).
- Email your candidate every other week to check in on them. (The emails also serve as necessary documentation).
- If you are serving multiple candidates, you may want to create an email group, which could serve as format for group discussions.
- Record your communication on the Tracking Forms.

Initial Email
- Your initial introduction email should introduce yourself and welcome them to their National Board journey.
- 1.) Ask all candidates to watch the introduction video on the WCTP homepage
- 2.) Read the syllabus, take the syllabus quiz (It's only 10 questions and self-graded. Make sure you've taken it too!),
- 3.) Watch the WCTP 601 navigation video found under Preparing for National Boards. (The introduction video directs them here)
- Ask them to email you back once they have completed these tasks.
- Make sure your candidates know about the opportunity to purchase CEUs.

Assignment #2
- Ask your candidates to submit a timeline to you. This way you'll know what they are working on as they progress through the process.

Beyond this, follow up with your regular emails. Because it is self-paced it may be awhile before you hear from them.

<u>Provide deadlines.</u> You do NOT want to read over Thanksgiving or Christmas or be swamped the week before submission!!

Sample Initial Email for Online Candidate

Dear _____,

I am so excited to have you in my online mentoring group. My name is _____ and I am a NBCT. (Tell them what you want them to know about yourself).

There are a few things you need to know as we get started. First, you should start with the Component 1 module unless you have already taken the assessment. You should work on this throughout the year. It is very important that you do everything you are asked to do. If you have any questions, don't hesitate to contact me.

Second, we both have to follow the structure format of the WCTP 601. It is self-paced so you get to choose what and when, but you'll need to submit your assignments to me as they are lined out in the modules. Components 2, 3, and 4 each have five assignments. It is setup so that it is not overwhelming. It breaks down the components just like the National Board breaks them down in the submission at a glance. Hopefully this will make it manageable for both of us.

While this course is self-paced, there are a few things that I need you to do before we get started. These things will help you understand how the course works. Consider this your homework assignment. Don't worry it's not bad.

- Watch the introduction video on the WCTP homepage
- Read the syllabus, take the syllabus quiz
- Watch the WCTP 601 navigation video found under Preparing for National Boards.
- Email me back once they have completed these tasks.

Please, feel free to email me at this email address with any questions. I will check in on you every other week to see how things are going. Best of luck.

Let's get started!

PS. You can earn CEUs for using the WCTP 601 course!! Check out the CEU link on the WCTP website for details and instructions.

Mentoring Face-to-Face Candidates

Make contact with your candidate the week you receive their application.
Print out your attendance sheet.

First Meeting
- Introduce yourself
- Provide an email that you would like the candidates to use to contact you. You may give them your phone number if you like that is optional, and your choice.
- Provide a schedule of meeting dates. Tupelo dates are set for you.
- Pull up the WCTP 601 course either on a projection screen or on a laptop with everyone watching. Make sure you have internet access. (The Desoto Center and Tupelo's mentoring site will have. Plan to arrive early so you can secure the password).
- Watch the Welcome Video hosted on the WCTP 601 homepage
- Walk the candidates through the Start Here
- Show the candidates the syllabus and quiz. Ask them to make sure to take the quiz.
- Watch the WCTP 601 Navigation Video together. It is found under Preparing for National Boards.
- Point out the timelines. Ask them to supply you a timeline at your next meeting.
- Pull up Component 1. Instruct them to begin working on it.
- Pull up the WCTP website, www.wctp.601. Make sure you point out and look at the CEU link, application, and the link to ask an NBCT a question.

Suggestions for working with a group of adult learners
- Do NOT let one individual monopolize your time
- Try the "Jackie Method". Start whole group with you sharing something. You should always come ready to share something with your group. Next rotate around the room giving each teacher a turn, 5 to 10 minutes. This has proven effective. The candidates learn from each other.
- Alternative to the "Jackie Method". Meet the first hour for Component 1 and 2 and the second hour for Component 3 and 4.
- How you hold your meetings is YOUR choice. It advised that you do not put it to a discussion.
- Follow the set amount of meetings that you are outlined. Six in the fall and eight in the spring.

Using WCTP 601
- The WCTP mentors for the assessment center because it is 40% of the candidates' score. In the past this has been difficult. The WCTP 601 makes it easier! All face-to-face mentor groups are instructed to have their candidates use the module to help them prepare for the assessment. Feel free to provide any additional resources.
- Check out the feedback forms. They are certificate specific. Several mentors have found using them makes providing feedback easier. Material is chunked so no one should be overwhelmed.
- Assign homework!! Feel free to use WCTP 601. The pages are numbered so assignments should be easy.
- Use the modules to guide your mentor sessions. It's all laid out for you.

ATLAS

**If you do not have an account, email me. I do NOT have access to your login information.
The login to ATLAS is on the WCTP website, lower left-hand side.**

ATLAS includes videos (by certificate), commentary, and student work samples.

Currently the videos are the old process, NB 2.0, but new cases will be added that reflect the new process.

This is STILL an extremely valuable tool to use with your candidates.

ATLAS is only available for a limited time with Face-to-Face candidates only.

The National Board Process

* NEW* Classification of Teachers Pursing National Boards

The National Board has developed a new classification system just participating no longer qualifies the teacher as a candidate. The WCTP will "try" to move forward using these terms as well.

Participant – The teacher has created an account with the National Board and been issued a candidate ID but has not paid their $75 registration fee.

Registrant – The teacher has created an account with the National Board, been issued a candidate ID and has paid their $75 registration fee. They have completed registration.

Candidate – The teacher has completed registration and purchased a component.

* Teachers are required to be a Registrant to participate in the WCTP's mentoring program.

National Board Certification (3.0):   What is it?

Component 1: Content Knowledge
In this computer-based assessment, candidates demonstrate knowledge of and pedagogical practices for teaching their content area. Candidates must demonstrate knowledge of developmentally appropriate content, which is necessary for teaching across the full age range and ability level of the chosen certificate area. This is assessed through the completion of three constructed response items and 45 selected response items (SRIs) of which five are embedded field test items and do not contribute to the score. (Refer to the Scoring Guide for additional information). Candidates will have up to 30 minutes to complete each of the three constructed response items. The time allotted for the selected response section varies by certificate area, but will be no fewer 60 minutes.

Component 2: Differentiation in Instruction
This classroom-based portfolio entry is primarily comprised of samples of student work and an accompanying written commentary. Candidates will submit selected work samples that demonstrate the students' growth over time and a written commentary that analyzes their instructional choices.

Component 3: Teaching Practice and Learning Environment
This is a classroom-based portfolio entry that requires video recordings of interactions between candidates and their students. Two written commentaries, in which the candidate describes, analyzes and reflects on their teaching and interactions will also be submitted. Both the videos and the written commentaries should demonstrate how candidates engage students and impact their learning.

Component 4: Effective and Reflective Practitioner
This portfolio entry requires candidates to gather information from a variety of sources about a class of students with whom they work and demonstrate their knowledge of assessments and assessment practices to effectively plan for and positively impact student learning. The portfolio will also require candidates to provide evidence of collaboration with families, the community, and colleagues and the candidate's contributions to learning communities to advance student growth.

The certification process is now more flexible than ever!

The roll out is complete as of fall 2017.

Candidates can set their own pace and sequence and pay as they go.

- Each component costs $475, and you have the option to pay for and submit components separately.
- Components may be taken in any order. Candidates do not have to go in consecutive order.
- Candidates can complete the process in 1, 2, or 3 years. It is their choice.
- If candidates skip a year or take a year off, it counts as one of their eligibility years.
  Eg. Candidate completes component 1 & 2 (year 1), skips a year (year 2), must complete the remaining components (year 3)
- If candidates need to retake a component, they will have two opportunities.
- The WCTP suggests candidates wait for a final score before they consider retakes as certification is based on a weighted average of components.
- Exception: If a candidate scores below a 1.75, the floor score, on any component, the component must be retaken before certification can occur.

Guide to National Board Certification

This helpful document includes an introduction to National Boards, Certification Revision, The Certification Process, How to Register, Field of Certification, Eligibility Prerequisites, Fees, Deadlines, Scholarships and Rewards, What Next? Contact Us, and National Board Policies.
All candidates are asked to print out this document, which can be found on the WCTP website under **About**.

How to Register and Select Components

Candidate should print out the **National Board Candidate Management System Overview** document prior to attempting registration. This document can be accessed on the WCTP website by clicking on the **National Board Registration** link. This document has step-by-step instructions and screen shots for registering for National Boards AND purchasing components.

It is important to know that the National Board uses the term Purchase as a synonym for select. The candidate does not have to pay for the components until the deadline, but they must select them and place them in their cart before they are eligible for any scholarship.

Candidate Prerequisites

- **Possess a bachelor's degree (or higher) from an accredited Institution.**
    NOTE: Candidates registering for the Career and Technical Education certificate are required to hold a bachelor's degree only if their state required one for their current license.
- **Completed three years of successful teaching in one or more schools.** Note: Time spent on an alternate route certificate counts. Time spent student teaching, as a teacher assistant, or as a permanent substitute does not count.
- **Hold a valid state teaching license.**
    Additional Prerequisite for World Language: Candidates must obtain American Council on Teaching of Foreign Languages (ACTFL) Speaking and Writing Proficiency Certificates with a rating at or above the required level.

Withdrawals and Refunds

You are expected to complete all components for which you register during the assessment cycle in which the component is purchased. If you are unable to complete a component, you can withdraw the component through your National Board account prior to the withdrawal deadline by clicking "Service Requests" from the left-hand navigation menu. Note: The National Board does not offer a deferral service.

If you are a first-time candidate, you may withdraw your entire registration. Please note that if you intend to withdraw your entire registration, you will be required to withdraw all purchased components first. By withdrawing your registration, you are cancelling your candidacy and will be required to apply anew if you later wish to continue with your pursuit of certification.

Candidates with Disabilities

It is the policy of the National Board for Professional Teaching Standards to comply with the *Americans with Disabilities Act of 1990 (ADA)* regulations governing both facilities and administration. The National Board program is committed to serving candidates with disabilities by providing services and reasonable accommodations that are appropriate given the purpose of the assessments. If you have a disability that necessitates an accommodation under the ADA, your request must be made using the Request for Testing Accommodations Form and Instructions.

You are urged to submit your request form as early as possible to allow 6–8 weeks for review. All requests for accommodations must be approved in accordance with National Board policies and procedures.

Important Dates and Deadlines (Sample)	
Registration Window	April 1, 2017 – January 31, 2018
Fee Payment Deadline	January 31, 2018
Component Selection (includes payment of component fees)	January 31, 2018
Change of Certificate and/or Specialty Area	January 31, 2018
Change of Component Selection	January 31, 2018
ePortfolio Submission Window	April – May, 2018
Withdrawal Deadline	January 31, 2018
Component 1: Content Knowledge Testing Window	April – June 15, 2018
Scores Released	On or before December 31

Fee Type	Details	Amount	Cycle Deadline
Registration Fee	Charged once per assessment cycle. You will not be able to select a component without payment of this nonrefundable and nontransferable fee.	$75.00	Typically, January 31
Component 2-4 Fee	Required for each attempt (initial and retake) of all portfolio components.	$475.00	Typically, January 31
Component 1 Fee (first attempt)	Required for the Content Knowledge assessment.	$475.00	Typically, January 31
Component 1 Retake Fee	Required for each portion of Component 1 that you elect to retake.	$125.00 per exercise and/or the Selected Response section	Typically, January 31
Component 1 Reauthorization Fee	If you miss your assessment center testing appointment or do not cancel within 24 hours, you must be reinstated before you can schedule a new appointment.	$175.00	Typically, August 30
Returned Check Fee	This fee may be assessed if your personal check is returned for non-sufficient funds.	$35.00	30 days after notification

- Always refer to the Guide to National Board Certification for the latest deadlines and updated fees and information
- The Registration fee *must* be paid online via credit or debit card (Visa or MasterCard only), or via electronic check. This fee is required for each cycle in which you purchase a component(s).

Feedback Statements:

Feedback statements are provided if your score is less than 3.75 on a portfolio component. These statements reflect the Five Core Propositions and can guide you in general areas in which you may want to evaluate your performance. Refer to the "Understanding the Standardized Feedback Statements for Portfolio Components" section in this document for a list of feedback statements.

Retakes

Please be aware of the following rules and information:

- You must attempt each of the four components within the first three years of your candidacy.
- You have a five-year window to achieve certification. If you do not achieve certification within the five-year window, you may start the entire certification process again as a first-time candidate.
- There is no minimum or maximum score requirement to retake a component; you can elect to retake any component even if you have met the required minimum average score.
- You have up to two retake attempts for each component. You can retake at any time during the five-year window and retake years do not have to be consecutive. You can have a year when you take or retake no components; however, it does not extend your three-year window to initially attempt each of the four components or the five-year window within which certification can be achieved.
- For Component 1, you can elect to retake any combination of the three constructed response items (exercises) and/or the selected response part for each of the two retake attempts during the five-year window. **NOTE:** Although the topic of the constructed response items and/or selected response part you retake will be the same, you are likely to receive a different version of the item and/or selected response part than the one you took during your initial attempt.
- The highest numeric score received from all attempts of an individual component will be used for total score calculation.
- Portfolio components submitted in accordance with the National Board's retake rules and by the appointed deadline will be scored during the next regularly scheduled scoring cycle; scoring cycles are typically scheduled between June 1 and August 31 of each year.

Score Verification Service

The Score Verification Service offers candidates the option to have one or more scores verified. A fee of $75 per score verified, which can be paid by credit card online, is charged to the candidate for this service. No explanation of the request is required and a response is guaranteed within 30 days. In the past, many candidates who filed an appeal could have first verified the accuracy of their results at a lower cost through score verification. The National Board strongly encourages candidates to make use of the Score Verification Service before deciding if an appeal is in their best interest. For more information on the Score Verification Service, please contact our Customer Support team at 1-800-22TEACH.

Procedure and Timeline for Filing an Appeal
Candidates who wish to submit a letter of appeal must follow these instructions:

Submit your letter of appeal and appeal fee ($500) to: National Board

1525 Wilson Blvd, Suite 700 Arlington, VA 22209

- *Include in the letter all pertinent details supporting the appeal. Be specific. Enclose only materials that are directly relevant to a show of "good cause."*
- *The letter of appeal must be received within 60 calendar days of the date that is printed on the score report.*

Appeals are only received for a period of 60 days after the date that scores are released. During that period, a candidate can only appeal a certification or scoring decision that was rendered during that specific score release. Appeals filed for certification or scoring decisions rendered in former score releases will not be considered. Once the appeal deadline has passed and a candidate has not submitted an appeal, scores will be final and not

The cost to file an appeal is significant, National Board feels it is important to disclose that history has shown that most candidates who file an appeal do not establish good cause as defined by policy, expending time and personal funds unnecessarily.

Accordingly, for purposes of this policy, a candidate will **NOT** establish good cause to support a request for reconsideration of a certification or scoring decision by stating, for example, that:

1. *The candidate or others believe that the certification decision or one or more of the exercise scores received by the candidate do not accurately reflect the quality of the candidate's performance or teaching abilities; or*
2. *The candidate or others disagree with or seek an exception from or challenge the performance standard or some component of the performance standard that has been adopted by the board, the standards, the portfolio instructions, or scoring processes; or*
3. *The candidate failed to understand or follow National Board policy and procedures (as outlined in the* Guide to National Board Certification *and the online* Assessment Center Policy and Guidelines*), failed to understand or follow an instruction in the assessment materials, failed to submit documents, or failed to perform in a manner that best presented the candidate's qualifications for certification. Please note this includes, but is not limited to, the failure to report test center problems within seven days after a testing appointment.*

National Board Certification Assessment Weights
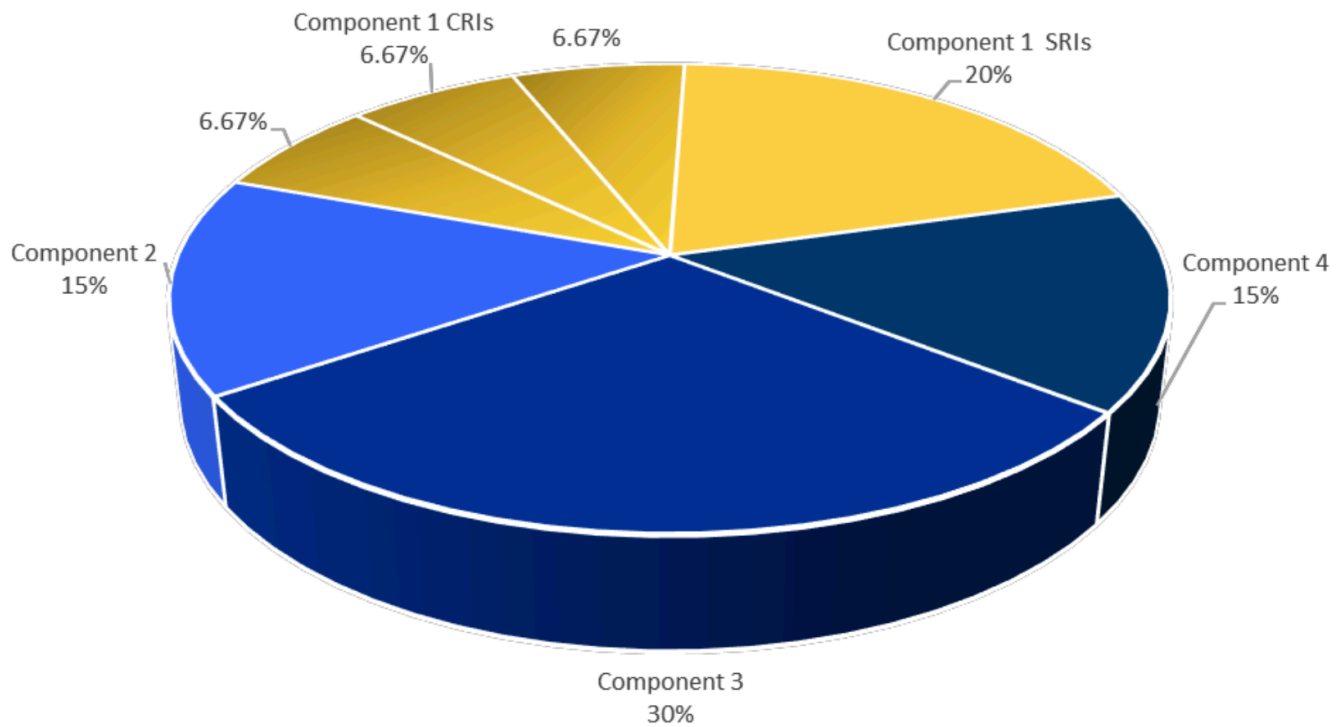
The table below lists the rubric level, score ranges, and associated qualities of evidence:

Rubric Level	Score Range	Quality of Evidence
Level 4	3.75–4.25	Clear, consistent, and convincing
Level 3	2.75–3.25	Clear
Level 2	1.75–2.25	Limited
Level 1	0.75–1.25	Little or none

The Five Core Propositions
The BIG ideas of National Boards.
All standards link directly to one of the Five Core Propositions.

Teachers....

Are committed to students and their learning.

Know the subjects they teach and how to teach those subjects to students.

Are responsible for managing and monitoring student learning.

Think systematically about their practice and learn from experience.

Are members of learning communities.

Common Names across Four Components

Candidates may complete the components in any order.

Component	Name	Evidence
1	**Content Knowledge**	**Assessment Center**
2	**Differentiation in Instruction**	**Student Work**
3	**Teaching Practice and Learning Environment**	**Video**
4	**Effective and Reflective Practitioner**	**TBD**

IMPORTANT: If candidates receive a not scorable (NS) due to disqualification or due to a portfolio component overlap with a previous submission, the NS replaces the previous score, and the highest rubric score does not carry forward.

FLOOR SCORE

IMPORTANT: CANDIDATES WILL NOT CERTIFIFY (EVEN IF THEY ACHIEVE THE PERFORMANCE STANDARD) IF THEY DO NOT SCORE A 1.75 OR HIGHER ON COMPONENT 1 (THE AVERAGE OF CONSTRUCTED RESPONSE AND SELECTED RESPONSE ACTIVITIES), COMPONENT 2, 3, AND 4.

The value of 1.75 sends the message to candidates and policymakers that:

1. National Board values both assessment center and portfolio aspects of teaching, and

2. Candidates cannot demonstrate little or no evidence of what each section measures to earn certification.

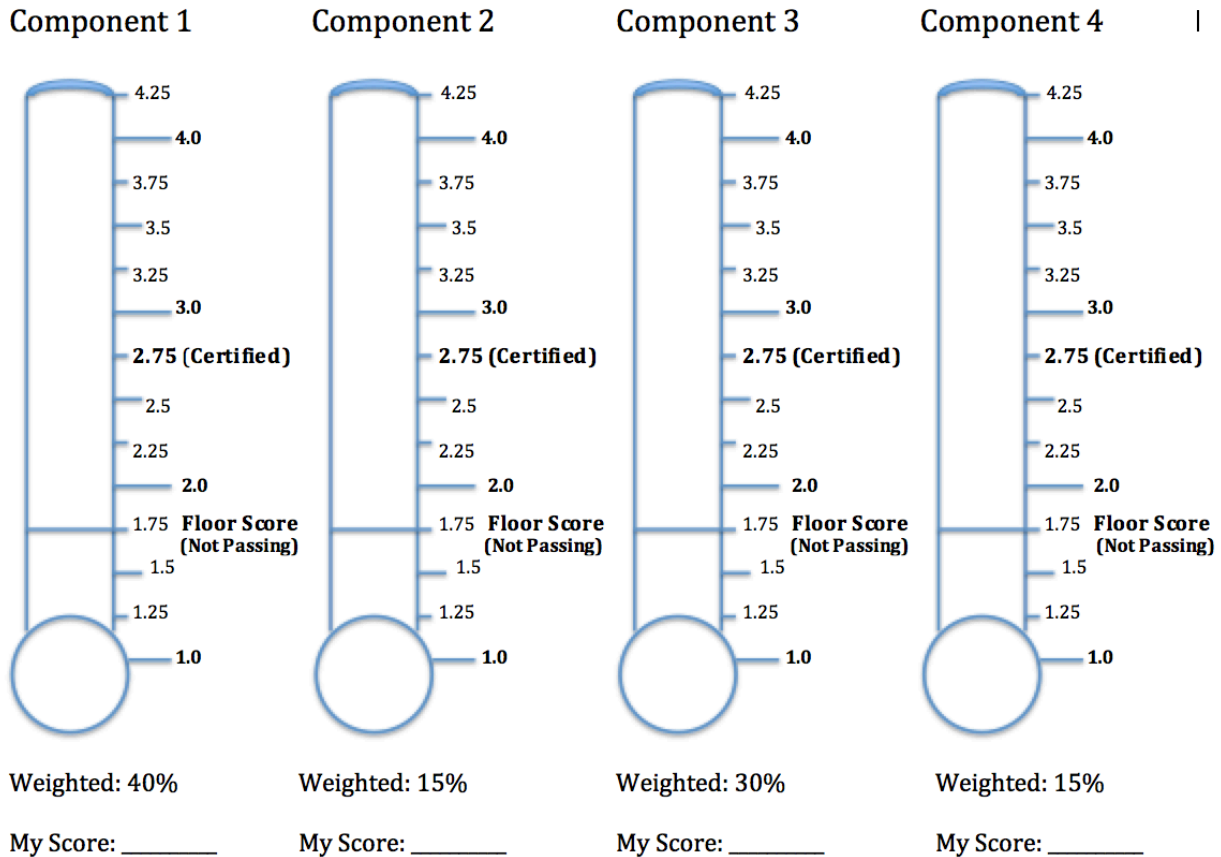**Specifically, the floor score requirements are:**

1. Candidates must earn a minimum average score of 1.75 on Component 1: Content Knowledge, which is also referred to as the Assessment Center Section. The average score for the Assessment Center Section is based on averaging the scores from the three constructed response exercises and the selected response section.

2. Candidates must earn a minimum average score of 1.75 on Components 2, 3, and 4, which is also known as the Portfolio Section. The average score for the Portfolio Section is based on averaging the scores from the three referenced components.

Candidates will NOT certify until they have retaken any component and scored a 1.75 or higher. If a candidate scores below 1.75 on a component, they should retake the next year.

Analyzing Scores

A copy of this analyzing score sheet can be found on WCTP 601/Understanding Your Scores. All mentors should go over this worksheet with the candidates during one of the first meetings. This will be a good opportunity to discuss the Floor Score.

Component 1	Component 2	Component 3	Component 4
4.25	4.25	4.25	4.25
4.0	**4.0**	**4.0**	**4.0**
3.75	3.75	3.75	3.75
3.5	3.5	3.5	3.5
3.25	3.25	3.25	3.25
3.0	**3.0**	**3.0**	**3.0**
2.75 (Certified)	**2.75 (Certified)**	**2.75 (Certified)**	**2.75 (Certified)**
2.5	2.5	2.5	2.5
2.25	2.25	2.25	2.25
2.0	**2.0**	**2.0**	**2.0**
1.75 **Floor Score (Not Passing)**	1.75 **Floor Score (Not Passing)**	1.75 **Floor Score (Not Passing)**	1.75 **Floor Score (Not Passing)**
1.5	1.5	1.5	1.5
1.25	1.25	1.25	1.25
1.0	**1.0**	**1.0**	**1.0**
Weighted: 40%	Weighted: 15%	Weighted: 30%	Weighted: 15%
My Score: _____	My Score: _____	My Score: _____	My Score: _____

Maintenance of Certification (MOC)

- The National Board recently revised its policy for maintenance of certification, and will require Board- certified teachers to demonstrate their knowledge and skills **every five years**. (Adopted February 2015)

- This new policy is aligned with the movement of 40 state licensure systems to a five-year renewal period, but also reflects efforts to make certification more affordable and efficient for all teachers, so that that it can become the norm in the profession.

Take Notice: This is ONLY for candidates who participate in the NEW process. Everyone else is grandfathered under the old process...unless, they recertify more than once.
Those under the MOC will only complete ONE component every five years.
The renewal components are expected to be ~$475

Final Notes

Every resource that WCTP has accumulated has been embedded in WCTP 601

Please, familiarize yourself with the course

Mentors should print out the following documents and be familiar with them.

- Your Standards
- General Portfolio Instructions
- The Scoring Guide
- The Guide to National Board Certification

You can find a link to all these documents under the Mentor tab on the WCTP website.