Mentor Handbook

2020

World Class Teaching Program Information

Director:

Tammy Kirkland, NBCT (Middle Childhood Generalist)

Contact information:

Mailing address:

World Class Teaching Program

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P.O. Box 1848

University, MS 38677, 1848

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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

Facebook:

Closed group for active candidates and mentors only,

UM WCTP Candidates & Mentors

Table of Contents

It is ESSENTIAL that all mentors read this entire handbook.

Mentors are expected to be familiar with ***The Guide to National Board Certification***, which includes dates, information about components, details about the process, registration, purchasing a component, withdrawal, and receiving scores.

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 Video (REQUIRED) Login to WCTP 601, watch both introductory videos.
	Contact ALL candidates the week you receive their information (late August). Request that they have printed copies of the following: Their Standards, Component, Guide to National Board Certification, General Portfolio Instructions, and the Scoring Guide, WCTP 601 At a Glance (available in WCTP 601), and National Board Certification Survival 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: Cover talking points in this book and go over National Board Certification Guide.
Need to Know: Throughout the Semester	
	All mentors will/may service Face-to-Face and online candidates if the need exists
	Complete the WCTP Attendance Form and/or Assignment Tracking Form (This is required by procurement 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/Mentors	No Username	wctp1848
ATLAS		
WCTP 601		Changes every 90 days

Face-to-Face & Online Zoom Meetings

Fall/Six Meetings:

September (2)

October (2)

November (2)

* Attendance sheets should be submitted to the WCTP by December 1 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, <u>only once</u>. 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

The University of Mississippi also requires written proof that mentors have invested time working with candidates in order to issue payment for services. The provided attendance form should be submitted to the WCTP at the end of each semester for candidates. There is a sample of the attendance form in this booklet. The actual form can be found on the WCTP/Mentors page. There is only one mentoring form. Both Face-to-Face and online mentors should use this form.

The attendance forms are also used by the North Mississippi Education Consortium to issue CEUs.

IMPORTANT EXCEPTION: If an online candidate does not attend Zoom meetings, then the online mentor will have to complete the assignment form at the end of the semester. This form will allow you to receive credit for the candidate.

Mentoring Attendance Form (Face to Face & Online Mentors)

Use **only** the provided sign in sheet to track candidate attendance at the meetings. This form can be found on **WCTP website under /Mentors (password wctp1848).** Phone conversations and emails cannot be documented as a replacement for Face-to-Face mentoring.

This form, no substitute form, must be emailed to kirkland@olemiss.edu. each semester

WCTP MENTORING ATTENDANCE FORM

Mentor's Name				
Semester	Fall_____ (Req'd 12 hours)	Spring _____ (Req'd 16 hours)	Year	

Candidate's Name	Present	Face to Face (F) or Zoom (Z)	Time 1 or 2 Hours	Date
(Sample) Kate Walker	*X*	*Z*	*1*	*9/7*

Online Candidate Assignment Submissions Form

This form is to be used only for online candidates that do <u>not</u> attend Zoom meetings

Sample Online Candidate Tracking Form

This form is available at wctp.olemiss.edu/Mentors

Online Candidate Assignment Submissions Form
This form is to be used only for online candidates that do not attend Zoom meetings

Add candidate's name and the dates of when the assignments are submitted
This form should be submitted in the fall and the spring

Cycle year _____

Mentor's Name _____

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

Remember

- If online candidates choose not to attend Zoom meetings, they are required to follow our online candidate protocol in order to assure quality mentoring.
- Online candidates are required to submit work to their mentors as it is outlined in assignments in WCTP 601. Each module contains five assignments
- Mentors are required to complete the aligned feedback form that corresponds with each assignment and return it to the candidate with feedback

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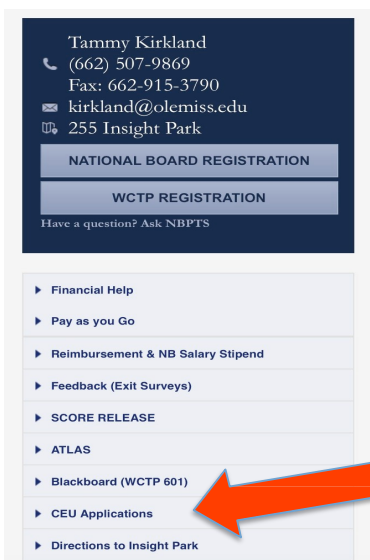
The option to purchase CEUs is made possible through the North Mississippi Education Consortium. Per Consortium policy, CEUs are available by the semester and the opportunity to purchase CEUs expires after 6 months from the training date. The WCTP does NOT have the ability to alter this policy. CEUs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

CEUs are available for **Face-to-Face mentoring, Zoom attendance, and WCTP 601 usage** or a combination of the above. 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.

NEW fall 2020 – Mentors can earn CEUs for leading mentoring sessions, and candidates can earn CEUs by attending Zoom meetings.

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-2- Face/Online combined with WCTP 601	Fall 1.2 Spring 1.6	September 1 – November 30	January 1 – May	2.8

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🖥 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.

Link for CEU application

A contract will be supplied to all mentors each fall.
Retired mentors will be asked to complete an additional form for PERS.
Below is listed the Scope of Work that mentors agree to when they sign their annual
contract. Mentors are referred to as Consultants in the contract.

I.   **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 candidates and to the Project PI, Tammy Kirkland, within two weeks of the first meeting.

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

d) Hold six meetings in the fall and eight meetings in the spring for a total of 12 hours in the fall and 16 hours in the spring. Meetings can be a combination of Face-to-Face and/or online.

e) Provide mentoring for all **four** components, utilize WCTP 601, and provide mentoring for all candidates on your list including online candidates.

f) Complete the mentor training.

g) 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.

MENTOR/CANDIDATE AGREEMENT

Mentors, this agreement is provided for you if you would like to use it. Sometimes, candidates are not aware of expectations. A copy can be found on WCTP/Mentors. You may keep the copy or give it to your candidate(s). You are welcome to print it out or just read it to your candidates. **This will help you establish boundaries with your candidates.**

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.
Make candidates aware of CEU opportunity, 2.8 for the entire process. Maintain attendance records.	Accept constructive criticism as an attempt to make you the best teacher you can be.
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 questions, 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:

World Class Teaching Program

DISTINGUISH

YOUR PRACTICE | YOUR STUDENTS | YOURSELF

OleMiss
WORLD CLASS
TEACHING PROGRAM

National Board
Teacher Certification

wctp.olemiss.edu

GET ahead Certify and receive a $6,000 annual raise

experienced MENTORS Experience free candidate support

boost KNOWLEDGE Improve practice and increase student achievement

HIGH tech Review our extensive online resources

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.

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kirkland@olemiss.edu
255 Insight Park

WCTP REGISTER (START HERE)

NATIONAL BOARD REGISTRATION

CANDIDATE LOGIN

Have a question? Ask NBPTS

National Board Certification

1 Learn about the Certification Process
2 Prerequisites
3 Incentives
4 Register with the National Board
5 Register with the WCTP
6 Receive Candidate Support

- MS NBCT Network
- Pay as you Go
- Financial Help
- Reimbursement, Stipend, and Teaching License Renewal
- 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

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 certification journey**.
- To provide **highly qualified and well-trained mentors** that consistently support and assist candidates.
- To increase program accessibility, communication, and effectiveness through the **use of technology and social media**.
- To **partner with school districts** in supporting their candidates and by providing meaningful professional development opportunities for their faculty.
- To aid in the **continual and professional growth of certified teachers** as teacher leaders by providing additional leadership opportunities.

Candidate's Toolbox

WCTP Website

Top of the Page Menu

About – all about the National Board process

Applications for WCTP and WCTP 602

Mentoring (Types of) New, Continuing, Advanced, and Renewal

WCTP 601 (MS) – Password help is located here and information about our course

WCTP 602 (National Course)

Mentors – password protected (wctp1848). All your resources.

Workshops – Information about Summer Standard Study workshops, Super Saturday, Pinning Ceremony, and any other training we offer. Also our Virtual Interest Meeting is located here.

Zoom – how to create an account, step-by-step

Center of the Page

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

MS NBCT Network (open to all certified NBCTs to join. Annual dues are $20.00)

Pay as You Go!!! (This rolled out with the NEW process)

Financial Help

Reimbursement, Stipend, and Teaching License Renewal (This is where the candidates go to get reimbursed for the components they have already completed and their license renewed for completing the NB process.)

Feedback (Exit Surveys) – for mentors and candidates

Score Release (always the most updated information that I have)

ATLAS Login

WCTP 601/602 Blackboard Login

CEU Application and Instructions. (Candidates no longer have to email the WCTP)

Directions to Jackson Avenue Center and Insight Park

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.

WCTP Participation Terms

WCTP Participation Terms Agreement
ALL PARTICIPATION TERMS MUST BE MET prior to receiving candidate support from the WCTP.

Down Payment *
☐ I have made my "Good Faith" down payment on a component

Commit to UM WCTP *
☐ I agree to only participate in the University of Mississippi's WCTP

3rd Party Release *
☐ I have released my information to 3rd party (NB & WCTP)

National Board *
☐ I have paid the $75 National Board Registration fee

Please Note:

Applicants from the following counties will receive a *University of Mississippi Candidate Support Scholarship* that will cover the enrollment fee. These counties were identified by the MS Legislature in an effort to increase teacher retention and strengthen Mississippi schools: Adams, Amite, Bolivar, Claiborne, Coahoma, Holmes, Issaquena, Jefferson, Leflore, Quitman, Sharkey, Sunflower, Tallahatchie, Washington, Wilkinson, and Yazoo. These counties receive **$10,000** annual stipend once certification are achieved.

ONLINE APPLICATION

For candidates that start in the fall, the fee is due November 1.
For candidates that join after November 1, the fee is due February 28.

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
$100 Enrollment Fee if applicable

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.

If a candidate withdraws, their WCTP 601 account will be deleted. Candidates have access through the summer until August 1.

Who is Eligible? University of Mississippi, World Class Teaching Program National Board Candidates welcomes any Mississippi Educator. Candidates from other states will join our national program, WCTP 602.

Email for noncompliant candidate who does NOT attend Zoom meetings.
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.

Two Types of Mentoring

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

* Due to COVID, Face to Face mentors may transition to Online mentors

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 prepared candidates 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 assignment based on the course. The pages are number.
- You may make homework assignments
- **If the mentor is holding Zoom meetings and a candidate chooses not to attend Zoom meetings, the WCTP requires the candidate must complete the WCTP 601 assignments prior to receiving feedback and the mentor will respond by using the aligned Feedback Form.** This is done to maintain the quality of the WCTP's candidate support.

Online

- Includes placement in WCTP 601, modules w/videos for all four components
- Includes course navigation tour
- Feedback forms align with assignments
- Monthly Zoom (or Google Meet) meetings
- Mentor's Choice for candidates that attend Zoom meeting: Mentors can choice to or not to require candidates to complete the assignments in WCTP 601.
- **If a candidate chooses not to participate in monthly Zoom meetings, the WCTP requires the candidate must complete the WCTP 601 assignments prior to receiving feedback and the mentor will respond by using the aligned Feedback Form.**
- Assignments will be submitted electronically to an NBCT mentor for feedback.
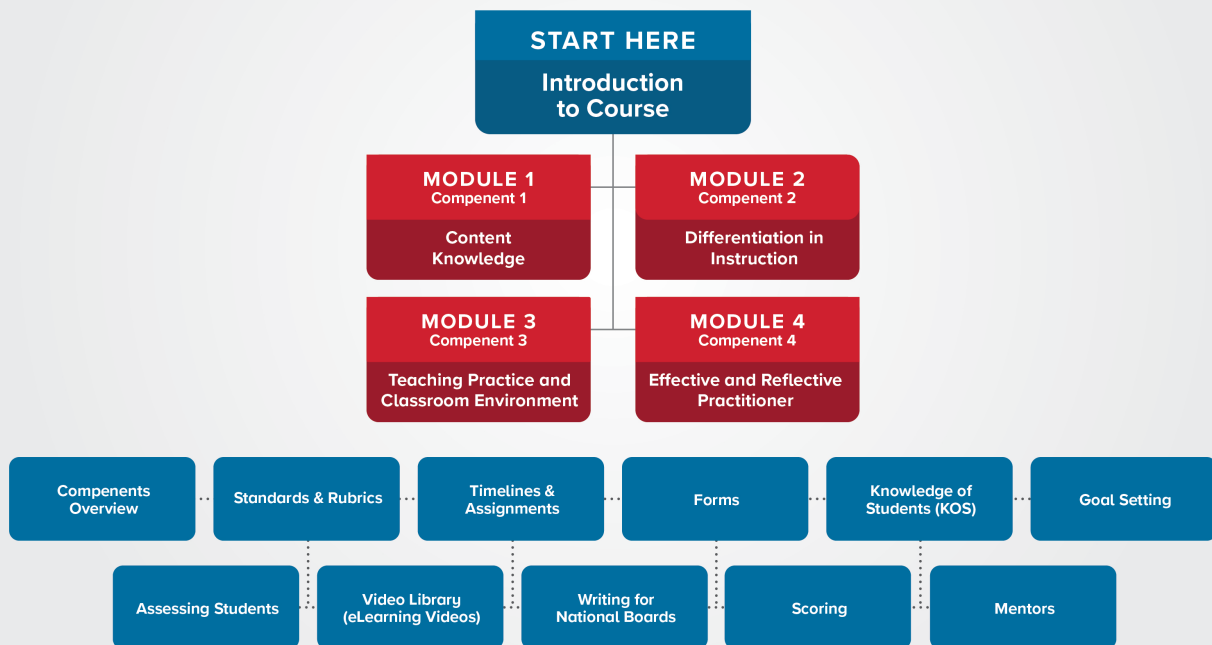- This is done to maintain the quality of the WCTP's candidate support.

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.

WCTP 601
Getting Started with National Boards
COURSE GRAPHIC

START HERE
Introduction to Course

MODULE 1 Compenent 1
Content Knowledge

MODULE 2 Compenent 2
Differentiation in Instruction

MODULE 3 Compenent 3
Teaching Practice and Classroom Environment

MODULE 4 Compenent 4
Effective and Reflective Practitioner

Compenents Overview • Standards & Rubrics • Timelines & Assignments • Forms • Knowledge of Students (KOS) • Goal Setting

Assessing Students • Video Library (eLearning Videos) • Writing for National Boards • Scoring • Mentors

THE UNIVERSITY OF MISSISSIPPI

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Each component module in WCTP 601 includes 5 assignments. These assignments are what candidates must do anyway (except we include an initial planning document). The assignments help candidates identify a starting point and allow them to "chunk" what they had to do into manageable tasks. Underneath the Mentor module, you will find Feedback Forms that align with each assignment. These forms provide an initial starting point for mentors.

Suggested Component Assignments & Deadlines

Component 1	Component 2	Component 3	Component 4
Assignment #1 Create Assessment Notebook Suggested Deadline: Summer/Fall	**Assignment #1** Contextual Information Sheet Component 2 Planning Sheet Suggested Deadlines: Fall - October 1 Spring - February 2	**Assignment #1** Candidate will submit Introduction to Entry Form and Component 3 Planning Document **(Completed Lesson Plan)** Suggested Deadlines: Fall - October 1 Spring - February 1	**Assignment #1** Contextual Information Sheet Knowledge of Students (Section 1 of the Written Commentary) & Group Information and Profile Form Evidence Component 4 Planning Sheet Suggested Deadlines: Fall - September 21 Spring - February 8
Assignment #2 Create Selected Response Standard Organizer and complete sample questions Suggested Deadline: Fall	**Assignment #2** Varies by Certificate (See Chart) Suggested Deadlines: Fall - October 30 Spring - February 28	**Assignment #2** Video Packet #1 Candidate will submit Video #1 Instructional Context Form Instructional Planning Form and Materials Writing about Planning Written Commentary Planning Document (Completed Lesson Plan for video #2) Suggested Deadlines: Fall - October 30 Spring - February 28	**Assignment #2** Instructional Context Form Generation and Use of Assessment Data (Section 2 of the Written Commentary) Formative Assessment Form, Formative Assessment, & Data/results from formative assessment Summative Assessment Form, Summative Assessment, Data/Results from summative assessment Suggested Deadlines: Fall - October 15 Spring - March 8
Assignment #3 Create Constructed Response Standard Organizer and complete sample questions Suggested Deadline: Fall	**Assignment #3** Varies by Certificate Suggested Deadlines: Fall - November 12 Spring - March 30	**Assignment #3** Video Packet #2 Candidate will submit Video #2 Instructional Context Form Instructional Planning Form and Materials Writing about Planning Written Commentary Suggested Deadlines: Fall - November 12 Spring - March 30	**Assignment #3** Participation in Learning Communities (Section 3 of the Written Commentary) Description of the Professional Learning Need Form and evidence Description of the Student Need Form and evidence Suggested Deadlines: Fall - November 26 Spring - April 8
Assignment #4 Practice Online Tutorials Suggested Deadline: Spring	**Assignment #4** Reflection Suggested Deadlines: Fall - November 26 Spring - April 15	**Assignment #4** Final Overview (Completed Component) Suggested Deadlines: Fall - December 10 Spring - April 15	**Assignment #4** Reflection Suggested Deadlines: Fall - December 1 Spring - April 19
Assignment #5 Submit any questions to mentor or Discussion Board (Think Tank)	**Assignment #5** Entire Written Commentary Suggested Deadlines: Fall - December 10/ Spring - May 10	**Assignment #5** Candidate's Choice - Resubmit any material at any time to your electronic mentor.	**Assignment #5** Entire Written Commentary (12 pages) Suggested Deadlines: Fall - December 15 Spring - May 1

Component 2 - Assignments by Certificate

ASSIGNMENTS BY CERTIFICATES
Candidates should also submit any student work samples that accompany the assignment

CERTIFICATE	ASSIGNMENT 1	ASSIGNMENT 2	ASSIGNMENT 3	ASSIGNMENT 4	ASSIGNMENT 5
Art	Contextual Information Sheet/Form, Component 2 Planning Sheet	Instructional Context, Planning Instruction	Analysis of Instruction and Assessment,	Reflection	Complete written commentary
Career Tech	Contextual Information Sheet/Form, Component 2 Planning Sheet	Instructional Context The Two Assessments (Assessment #1 & Assessment #2)	Analysis of Student Work (Student A & Student B),	Reflection	Complete written commentary
English as a New Language	Contextual Information Sheet/Form, Component 2 Planning Sheet	Instructional Context, First Assessment	Unit Plan, Second Assessment,	Reflection	Complete written commentary
English Language Arts	Contextual Information Sheet/Form, Component 2 Planning Sheet	Instructional Context, Analysis of Student Work – Student A	Analysis of Student Work- Student B	Reflection	Complete written commentary
Exceptional Needs	Contextual Information Sheet/Form, Component 2 Planning Sheet	STUDENT PROFILE, Discussion of One Question	Discussion of Assessment Tools	Reflection	Complete written commentary
Early Childhood Generalist	Contextual Information Sheet/Form, Component 2 Planning Sheet	Instructional Context, Analysis of Two Children's Literacy Development	Supporting Literacy Development-	Reflection	Complete written commentary
Middle Childhood Generalist	Contextual Information Sheet/Form, Component 2 Planning Sheet	Instructional Context, Planning and Teaching Analysis	Analysis of Two Students' Responses	Reflection	Complete written commentary
Health	Contextual Information Sheet/Form, Component 2 Planning Sheet	Instructional Context, Planning and Instruction	Analysis of Student Work Samples	Reflection	Complete written commentary
Library Media	Contextual Information Sheet/Form, Component 2 Planning Sheet	Instructional Context, Planning for Instruction	Documentation of Differentiation, Four Student Work Samples	Analysis of Instruction and Student Work, Reflection	Complete written commentary
Literacy	Contextual Information Sheet/Form, Component 2 Planning Sheet	Instructional Context, Assessment(s)/Analysis of Student Writing Ability- Planning and Instruction One-	Description and Analysis of Student Work Sample #1 – Planning and Instruction Two, Description and Analysis of Student Work Sample #2	Reflection	Complete written commentary

Visit the WCTP website (wctp.olemiss.edu) to login to WCTP 601.

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.

Make sure you are familiar with this course.

Actually this course was originally created for MENTORS
so they would know how to mentor

WCTP 601 Passwords

Passwords expire every 90 days. The WCTP does **not** have the ability to reset passwords. **Instructions are provided at wctp.olemiss.edu/wctp601**. If you need additional help resetting your password, please, contact the IT Helpdesk at 622-915-5222.

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 - Need Help? 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

Mentoring Candidates

Communication
- Make contact with your candidate the week you receive their application.
- Host monthly meetings
- Email your candidates regularly to check in on them.
- If you are serving multiple candidates, you may want to create an email group, which could serve as format for group discussions.

Initial Email
Your initial introduction email should introduce yourself and welcome them to their National Board journey.
- 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. You might want to consider creating a gmail account just to use with your candidates.
- Ask all candidates to watch the introduction video in WCTP 601
- Provide them a mentoring schedule (Face to Face or Zoom)
- Make sure your candidates know about the opportunity to purchase CEUs.
- 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.
- Gently remind candidates that if they choose not to participate in meetings (face to face or online) that they will be expected to complete the module assignments in WCTP 601 in order to receive feedback. (WCTP Policy)

WCTP 601
- Pull up WCTP 601 and give the candidates a tour. You can share your screen in Zoom
- 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 required mentoring hours for fall (12) and spring (16)
- Use WCTP 601 especially for Component 1. Mentoring for Component 1 has been difficult in the past, but WCTP 601 makes it easy. 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.

Provide Reading Deadlines
You do NOT want to read over Thanksgiving or Christmas or be swamped the week before submission! Make sure you provide your candidates with a reading deadline before these holidays.

ATLAS

There is a link to ATLAS on the WCTP webpage, lower right side

ATLAS is a library of authentic video cases showing National Board Certified Teachers at work in the classroom. It includes access to more than 1,300 cases covering most subjects, grades and school settings. Indexed to standards and frameworks for teachers and students, ATLAS cases offer a visual representation of these standards providing a clear image of accomplished teaching. **All ATLAS cases are from National Board Certified Teachers** and certified with a 3.75 or higher score. Video cases are comprised of an authentic unedited video, the teacher's written reflection about the lesson, and related instructional materials.

For MENTORS: If you do not have an account, email me. The WCTP does NOT have access to your login information. **This is an extremely valuable tool to use with your candidates. Face-to-Face mentors AND Online mentors can use ATLAS. WCTP 601 mentors can share ATLAS videos through the Zoom module**

For CANDIDATES: National Board created an ATLAS for candidates. **There is an ATLAS module in WCTP 601 with information**. ALL candidates should be made aware of this resource by the mentors and asked to activate their ATLAS account. The National Board has provided four cases for the candidates. It does not matter if the videos are not their certificate area. The purpose of ATLAS is for the candidates to see what Accomplished Teaching and writing looks like.

Candidate's Toolbox

This RED Toolbox is located on the lower right side of the WCTP homepage.

A common mistakes candidates make is not using all the available resources provided by the National Board. They are all located here. Please, make sure the candidates read the instructions. These are all LIVE links to the National Board resources, which are regularly updated.

Give us the tools, and we will finish the job. -Winston Churchill

Using All the Tools in Your Toolbox
(Instructions, please read.)

National Board Resources
Guide to National Board Certification

Registration Guide

Standards and Component Instructions

General Portfolio Instructions

Scoring Guide

World Class Teaching Program Resource
All of our resources are embedded into this FREE online, self-paced, step-by-step Blackboard course

WCTP 601 (**About**) (**Login**)

WCTP Application for FREE Candidate Support

* Only available to Mississippi teachers.

Every year, mentors should check to see if they have the most up to date version of the

Components, Guide to National Board Certification, General Portfolio Instructions, Scoring Guide, and the Standards.

These documents are regularly updated. Also prompt continuing candidates to check for updates. Components 2, 3, 4 and The General Portfolio Instructions have ALL been updated due to COVID.

ALL Mentors should have a following copy of these documents.
The WCTP will assume that you are familiar with these documents.

- Guide to National Board Certification (Overview of the process, includes submission dates, and how to register)
- General Portfolio Instructions (Includes import retake instructions)
- The Scoring Guide (1.75 is floor score and not passing)
- Component Instructions
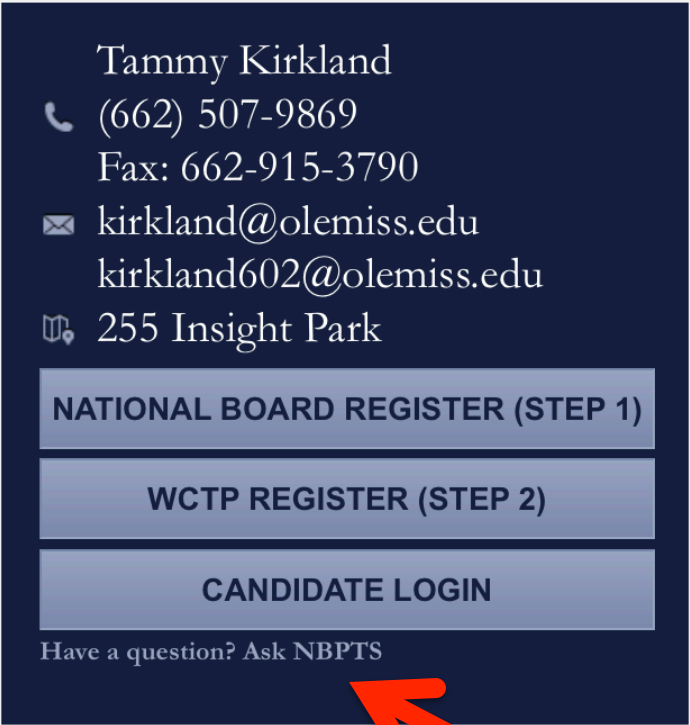- Your Standard

Additional Questions?

Contact the National Board. You can do this in two ways.

Phone Call (1-800-22-Teach)
This is for a quick answer concerning where to locate resources, questions about submission windows…etc.

Email
When you send an email, a content specialist will respond. However, keep in mind the specialist will not make recommendations but rather help you (or your candidate) understand what the instructions say and mean about your particular topic of question.

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NATIONAL BOARD REGISTER (STEP 1)

WCTP REGISTER (STEP 2)

CANDIDATE LOGIN

Have a question? Ask NBPTS