

UNC Charlotte
Electronic Licensure Portfolio
Completion



Objective

- To clarify expectations for candidates (and supervisors) regarding electronic licensure portfolio completion
- Note: Components of the licensure portfolio have been merged into student teaching assignments, so assignments you complete are part of the portfolio.

TO BE CLEAR ...

- Successful completion of the electronic portfolio is a NC mandated state requirement for licensure recommendation ...

BUT

- Every program's portfolio may look a bit different. While there are similarities, not all candidates have to complete exactly the same assignments.
- **Bottom line: Check YOUR PROGRAM requirements for licensure portfolio completion.**

Background

- State mandated
- Way to measure that our candidates meet new standards (NCPTS)
- Electronic collection
- State has designated what will be in each evidence (our programs had some flexibility but not much!)
- Programs developed evidences (not OFE)
- All evidences completed during the student teaching/internship semester are submitted to the University Supervisor for evaluation.

When does it begin?

- Based on your admission date to the *College of Education*.
- Anyone admitted August 1, 2010 (Fall 2010 semester) or later must successfully complete the licensure portfolio to receive a licensure recommendation.
- Anyone admitted prior to August 1, 2010 will still have to complete pieces of the licensure portfolio as student teaching assignments.
- **Bottom line: EVERY CANDIDATE completes work for the licensure portfolio as part of student teaching requirements.**

There are 6 evidences for the portfolio

Completed BEFORE the student teaching semester:

- EE (Electronic Evidence) 2
 - Content Knowledge Project
- EE 3
 - Instructional Unit Plan
- Both of these are TYPICALLY completed BEFORE the student teaching course. **Candidates cannot begin student teaching until they are successfully evaluated on EE 2 and 3 with a rating of “proficient” or higher.**

Completed DURING the student teaching semester:

- EE 1
 - Passing PRAXIS II scores OR transcripts (depending on your program)
- EE 4
 - Certification of Teaching Capacity (CTC)
- EE 5
 - Impact on Student Learning (ISL) Project
- EE 6 (Parts A and B for many programs)
 - Professional Development Plan

Completed **BEFORE** the student teaching semester

- EE (Electronic Evidence) 2: Content Knowledge Project
 - Measures candidate's depth of content knowledge
 - Usually completed in a methods course; check your specific program
 - Evaluated by the course instructor
- EE 3: Instructional Unit Plan
 - Measures candidate's knowledge of instructional design
 - Usually completed in a methods course; check your specific program
 - Evaluated by the course instructor
- Both must be completed and passed (rated as "proficient") BEFORE the student teaching semester.

Evidence 6: Professional Development Plan

- For many programs (not all!), EE 6 is divided into two parts: A and B.
- For many programs (not all!), EE 6A is completed in a course PRIOR to the student teaching semester.
- **If** your program requires EE 6A in a course before student teaching, that evidence must also be completed and successfully rated as “proficient” before a candidate will be cleared to proceed with student teaching.
- **Bottom line: Any evidences that your program designates to be completed prior to student teaching must be finished and rated as “proficient” or higher BEFORE THE CANDIDATE WILL BE CLEARED TO BEGIN THE STUDENT TEACHING/INTERNSHIP SEMESTER.**

Evidences completed DURING the student teaching semester

- Remember! This varies from program to program!
Check your program's requirements.
- **EE 1: Passing PRAXIS II scores OR transcripts**
 - If the state requires passing PRAXIS II scores as a requirement of licensure for your program area, submit your passing PRAXIS II scores as ONE pdf file.
 - If the state does not require passing PRAXIS II scores as a requirement of licensure for your program area, submit university transcripts that show 24 hours of completed coursework in your content area with grades of C or higher.
 - Could be multiple transcripts from more than one institution
 - Unofficial transcripts are okay
 - **Submit as ONE pdf file**
 - Evaluation by supervisor as “met” / “not met”

Areas that require passing PRAXIS II for NC licensure (as of June 2011)*

*information available from the PRAXIS website at www.ets.org/PRAXIS/nc/requirements

Program Area	PRAXIS II Required?
Birth – Kindergarten	No test required. STRONGLY recommended to become Highly Qualified.
Elementary Education	Yes
Middle Grades	No test required. STRONGLY recommended to become Highly Qualified.
Secondary	No test required. STRONGLY recommended to become Highly Qualified.
Visual Art K-12	No test required. STRONGLY recommended to become Highly Qualified.
Music K-12	No test required. STRONGLY recommended to become Highly Qualified.
Dance K-12	No test required. STRONGLY recommended to become Highly Qualified.
Theatre Arts K-12	No test required. STRONGLY recommended to become Highly Qualified.
Foreign Language K-12	No test required. STRONGLY recommended to become Highly Qualified.
TESOL K-12	No test required. STRONGLY recommended to become Highly Qualified.
Special Education (General and Adapted)	Yes
<u>ALL LATERAL ENTRY TEACHERS, REGARDLESS OF SUBJECT AREA</u>	Yes

- **EE 4: CTC (Certification of Teaching Capacity)**
 - Form is available by “Googling” title and from OFE website
 - Comprised of SOME of the indicators from the NCPTS pre-service candidate rubric
 - Completed at end of student teaching / graduate internship but monitored throughout the semester
 - Progress feedback given on OFF at every observation
 - **All areas of CTC must be rated as “met” in order to receive licensure recommendation!!**

LEA/IHE Certification of Teaching Capacity

Candidate Name: _____

School: _____

Cooperating Teacher Name: _____

Grade: _____

LEA: _____

IHE: _____

In addition to all other state and institutional requirements, the candidate must meet each of the descriptors identified in this document to be recommended for licensure.

Standard/Element	Proficient Descriptor	Rating
Professionalism		
1e. Teachers demonstrate high ethical standards.	1e.1 Upholds the <i>Code of Ethics for North Carolina Educators</i> and the <i>Standards for Professional Conduct</i> .	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
Classroom Climate/Culture		
1a. Teachers lead in their classrooms.	1a.3 Maintains a safe and orderly classroom that facilitates student learning.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
	1a.4 Uses positive management of student behavior, including strategies of conflict resolution and anger management, effective communication for defusing and deescalating disruptive or dangerous behavior, and safe and appropriate seclusion and restraint.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
2a. Teachers provide an environment in which each child has a positive, nurturing relationship with caring adults.	2a.1 Maintains a positive and nurturing learning environment.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
2c. Teachers treat students as individuals	2c.1 Maintains a learning environment that conveys high expectations of every student	<input type="checkbox"/> Met <input type="checkbox"/> Not Met

EE 4: Continued ...

- Must be marked all areas as “met,” initialed on each page, and signed by principal, cooperating teacher, and university supervisor by end of semester. Usually signed by end of November (fall) or April (spring).
- Candidate will take the signed copy, scan it as a pdf file, and upload into EE 4 in TaskStream.
- Supervisor in TaskStream will evaluate as “met” or “not met.”

EE 5: Impact on Student Learning Project (ISL)

- Directions and rubric available on OFE website under “Resources” – use version from the website!!
- Ongoing seminar sessions will be held on the ISL Project throughout the semester.
- Supervisor evaluates in TaskStream using rubric. **Sends back to candidate for revision and resubmission as needed.**
- Candidate must be rated as “proficient” or higher on all standards.

EE 6: Part A

- Many (not all!) programs have Part A embedded in previous course prior to the student teaching/internship semester.
- If your program is one of these, EE 6 Part A must be completed, submitted, and evaluated as “proficient” before the student teaching/internship semester.

EE 6: Part B / all

- Your program PROBABLY will require candidates to complete all of EE 6 or Part B of EE 6 during the student teaching / internship semester. Directions are available on the OFE website. (EXCEPTION: Undergrad ELED!)
- Supervisor evaluates in TaskStream using rubric. **Sends back to candidate for revision and resubmission as needed.**

So to recap what is required during the student teaching/internship semester on the electronic portfolio...



EE 1: uploading PRAXIS II scores OR transcripts (depending on your program requirements)

- Candidate responsibility:
 - Upload all passing PRAXIS II scores OR transcripts, depending on the requirements of your program as one pdf file in TaskStream under EE 1.
- Supervisor responsibility:
 - Score EE 1 in TaskStream as “met” or “not met.”

EE 4: Assuming candidate is “met” on CTC

- Candidate responsibility:
 - **After final observation meeting with principal and university supervisor, candidate scans the copy of the CTC with initials and signatures as a pdf file in TaskStream under EE 4.**
- Supervisor responsibility:
 - Observe candidate; provide feedback for growth areas; meet with CT/principal regularly to assess progress toward meeting all indicators on CTC. In collaboration with principal and CT, rate candidate as “met” or “not met” after final observation.
 - **After final observation is completed, make two copies of the signed and initialed document while at the school site. Give one to the principal/CT and one to the candidate; keep the original.**
- Score EE 4 in TaskStream as “met” or “not met.”

EE 5: ISL Project

- Candidate responsibility:
 - **Submit finished (not a draft!) ISL Project in TaskStream under EE 5 as a single Word file, per project directions. Students must score “proficient” or higher on each component of the project.**
- Supervisor responsibility:
 - Provide guidance and feedback to candidate regarding ISL Project in process during the semester.
 - Score EE 5 in TaskStream on the project rubric provided. If a candidate’s submission is not rated “proficient” or higher on each component, supervisor will send the submission back to the candidate via TaskStream for revision and resubmission.

Assessment for EE 6

- Candidate responsibility:
 - Complete EE 6 / 6B as required by your program. Directions for assignment completion are available on OFE website.
 - Submit finished assignment in TaskStream under EE 6 or 6B as a single Word file or pdf. Candidates must score “proficient” or higher on all pieces of EE 6 / EE 6B.
- Supervisor responsibility:
 - Supervisor evaluates in TaskStream using rubric. **Sends back to candidate for revision and resubmission as needed.**

Summary

- EE 1 → Upload scores OR transcripts into TaskStream as one pdf file.
- EE 2 → probably already done in previous course.
- EE 3 → probably already done in previous course.
- EE 4 → Certification of Teaching Capacity → must be signed by US, CT, and principal at end of semester. Upload as one pdf file.
- EE 5 → ISL Project (during student teaching/internship). Follow directions from OFE website.
- EE 6 → Part A → already done for some programs – check requirements.
- EE 6 → Part B or all (during student teaching/internship) – check requirements.