

DIRECTIONS FOR COMPLETING APPLICATION

Austin ISD National Board Cohort 2009 - 2010

- A. Read and follow **ALL** directions *carefully*.
- B. Applications must be filled out **completely** and returned by **5:00 PM** on **Monday, February 23, 2009** to Merlinda Rodríguez at PDC@3808 Keats Dr.
- C. Only **complete applications** with the commitment letter signed by both the applicant and the principal will be reviewed.
- D. A completed application contains the following components:
1. **Application Cover Sheet**
 2. **Personal Data Information Sheet**
 3. **Commitment Letter** Signed by Principal **AND** Applicant
 4. **Application Questions 1 to 6: Limit responses to space provided.**
(Important Notes: Be sure to answer all parts of the application questions completely.
Type or use word processing to complete the application questions.)
- ➔ Responses will be evaluated on how well you provide ➔
clear and convincing evidence to answer **all parts** of each question.)
5. A **Recommendation Form** completed by the applicant's **current principal**
 6. A **Recommendation Form** completed by a professional **colleague** who has observed the applicant's teaching.
- E. If you have any questions about the application process, please contact Merlinda Rodríguez at **merodrig@austinisd.org**, or 414-3441.

RETURN COMPLETED FORMS BY MONDAY, FEBRUARY 23, 2009
to Merlinda Rodríguez at PDC @ 3808 Keats Dr.

APPLICATION for Austin ISD 2009-10 National Board Cohort

Application Cover Sheet

Instructions: Please provide all relevant information in the space provided.
NBPTS certification requires attention to detailed instructions. **Answer all parts of all questions.**

Applicant's Name _____

2009-10 teaching assignment: _____

Will this be a change of campus? _____ yes _____ no

Will this be a change of level or subject? _____ yes _____ no

Have you ever taught the level or subject to which you
are assigned for 09-10? _____ yes _____ no

Have you completed a transfer request for 2009-10? _____ yes _____ no

What is your previous experience with the level or subject you will teach in 2009-10?
For how long? _____ yrs. When? _____ to _____ Where? _____

The Area of NBPTS Certification that you anticipate applying for is:

(Information regarding Areas of Certification is on the FAQ and at www.nbpts.org.)

Did you attend an information session through the PDC regarding National Board Certification?
____ yes, on January 22, 2009 _____ yes, on January 28, 2009 _____ no

Did you successfully complete Austin ISD National Board PreCandidacy?
____ yes, which year? _____ no

Were you a *Take One!* participant? _____ yes _____ no

Can you commit to attending the Cohort meetings: 8:30 to 3:30, on Saturday, May 2? Yes _____ No _____
8:30 to 3:30, on Saturday, May 16? Yes _____ No _____
8:30 to 3:30, on Saturday, June 6? Yes _____ No _____

In the space provided below, tell briefly why you want to seek National Board Certification.

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APPLICATION for Austin ISD 2009-10 National Board Cohort

Personal Data Information Sheet

Name _____
School _____
Grade / Subject _____
Classroom Phone # _____
Lotus Notes Email _____
Home Address _____
Home City _____ Home Zip _____
Home Telephone _____
Home Email _____
Social Security # (for National Board application purposes) _____
Birth Date (for SBEC subsidy/scholarship info) _____
With year 2008-09, I have completed _____ years of teaching.
Number of years teaching in Austin ISD _____
Number of years at current school _____
How many more years do you anticipate teaching in Austin ISD? _____

Please provide a summary of your teaching experience below.

Example:

93 – 94	1 year	Houston ISD	Yellow MS	Sixth Grade Math
94 - 99	5 years	Austin ISD	Blue EL	Sixth Grade: all subjects
99 - 04	4 years	Austin ISD	Green EL	Third Grade

Dates	# of years	District	School	Grade or Content
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APPLICATION for Austin ISD 2009-10 National Board Cohort

<p>Commitment Letter (signed by applicant and principal)</p>

If _____ (applicant's name) is selected for National Board Certification Cohort 2009-2010, we understand that:

- a. The program may require participant's release time for three professional school leave days for planning and documentation (paid for by the program).
- b. Participants are expected to attend and be active contributors at **all** required seminars in the evenings (5:00 to 8:00) and on Saturdays (8:30 to 3:30), scheduled approximately once a month during the school year.
- c. Participants will be required to attend a total of three initial training days, 8:30-3:30, on three Saturdays: May 2, May 16, and June 6, 2009. Based on portfolio due date, participants will need to complete work over the summer.
- d. Participants will be expected to have access to a working e-mail address and to check email at least once every 24 hours. They will be expected to communicate with mentors, facilitators, and coordinators in a timely and consistent manner.
- e. The NBPTS certification process is rigorous and very demanding; over 300 hours of preparation over nine months is required. Some candidates have reported over 700 hours of work.
- f. The NBPTS certification process consists of a portfolio and an assessment center. Participants are expected to meet all deadlines and complete all parts of the process.
- g. NBPTS Certification is a 1-3 year process. All candidates are expected to retake all the entries necessary to meet the goal of becoming a National Board Certified Teacher.**
- h. Participants who do not participate in seminars or complete the portfolio and assessment center exercises will be withdrawn from the program and will be responsible for paying all fees not reimbursed to the district.
- i. Participants should receive acknowledgement and support for this effort at the campus level as well as the district level.
- j. Participants will keep campus administrators apprised of progress, important deadlines and requirements, and any other appropriate information regarding pursuit of certification.
- k. Participants will send certification status information and scores to the NB Cohort Program Coordinator at Professional Development on the day that certification scores become available to 2009-2010 candidates.
- l. At a cohort meeting in June 2009, the candidate will provide a check for \$235.00 payable to Austin ISD as a Cohort participation fee, and will provide NBPTS an electronic online registration fee of \$65.00. Candidates will be reimbursed a total of \$300.00 after certification status information and scores are submitted to the NB Cohort Program Coordinator to document completion of each of the 10 parts of the certification process. The reimbursement is contingent on completion of all 10 parts of certification in the first year of candidacy. Candidates must submit all four portfolio entries and complete all six assessment center exercises in order to meet the requirement of completion. The candidate will be reimbursed \$300.00 by 31 January 2011, after all candidates submit their documentation. **Any candidates who do not complete these requirements will NOT be reimbursed for the \$235.00 participation fee nor the \$65 online registration fee.**

Principal's Signature _____ Date _____

Applicant's Signature _____ Date _____

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APPLICATION for Austin ISD 2009-10 National Board Cohort

Application Questions: Limit responses to space provided.

1. **In the space provided below**, describe the age and number of the current students you teach. Identify any special characteristics of the student population that affect your teaching.

2. Describe **two** areas of expertise or knowledge about your current teaching practice in which you consider yourself **highly** proficient. How do your students benefit from your expertise?

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APPLICATION for Austin ISD 2009-10 National Board Cohort

Application Questions: Limit responses to space provided.

3. How do you assess student work? Describe **two different methods** of assessment that you typically use with your students. Explain how each of these methods of assessment has an impact on your students' learning.

4. What are ways that you reflect upon your teaching practice? How do you modify instruction based on what happens in your classroom?

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APPLICATION for Austin ISD 2009-10 National Board Cohort

Recommendation Form: Principal

Dear Principal:

A member of your faculty has applied for admission into the National Board for Professional Teaching Certification Cohort 2009-10, a rigorous and challenging undertaking that will guide him or her through this most prestigious and rewarding certification process. The demands of this certification process are very high, and so are the rewards of enhanced professional development and recognition.

Your input and support are very important to the success of this project. Please take a moment to give your confidential assessment of this teacher's personal and professional qualifications. Please respond to the following questions.

NBPTS Certification Applicant's name _____

Please rate the applicant in the following categories on a scale of 1-5, with **1 = strongly disagree** or see little evidence and **5 = strongly agree** or have seen much evidence of this trait.

	Strongly Disagree				Strongly Agree
1. Follows through on commitments.	1	2	3	4	5
2. Consistently meets deadlines.	1	2	3	4	5
3. Shows a great capacity for sustained effort.	1	2	3	4	5
4. Demonstrates resiliency in face of pressure.	1	2	3	4	5
5. Has effective spoken and written communication skills.	1	2	3	4	5
6. Knows subject matter and how to teach it.	1	2	3	4	5
7. Knows students and how to meet their instructional needs.	1	2	3	4	5
8. Continually develops and improves as a professional.	1	2	3	4	5
9. Engages in reflective dialogue about teaching.	1	2	3	4	5
10. Contributes to community and the profession.	1	2	3	4	5

Principal's Signature: _____ Date: _____

Principal's Printed Name: _____

On back of this page or on an attached sheet, please comment on the applicant's skills and strengths. This information is confidential and will not be shared with the applicant.

Please return this form to Merlinda Rodríguez at PDC @ 3808 Keats Dr. by Monday, Feb. 23, 2009.

(This form may be sent through campus mail or faxed to 414-4274.)

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**APPLICATION for Austin ISD 2009-10 National Board Cohort
Recommendation Form: Professional Colleague**

Dear Educator:

A colleague of yours has applied for admission into the National Board for Professional Teaching Certification Cohort 2009-10, a rigorous and challenging undertaking, which will guide him or her through this most prestigious and rewarding certification process. The demands of this certification process are very high, and so are the rewards of enhanced professional development and recognition.

Your input and support are very important to the success of this project. Please take a moment to give your confidential assessment of this teacher's personal and professional qualifications. Please respond to the following questions.

NBPTS Certification Applicant's name _____

Please rate the applicant in the following categories on a scale of 1-5, with **1 = strongly disagree** or see little evidence and **5 = strongly agree** or have seen much evidence of this trait.

	Strongly Disagree				Strongly Agree
1. Follows through on commitments.	1	2	3	4	5
2. Consistently meets deadlines.	1	2	3	4	5
3. Shows a great capacity for sustained effort.	1	2	3	4	5
4. Demonstrates resiliency in face of pressure.	1	2	3	4	5
5. Has effective spoken and written communication skills.	1	2	3	4	5
6. Knows subject matter and how to teach it.	1	2	3	4	5
7. Knows students and how to meet their instructional needs.	1	2	3	4	5
8. Continually develops and improves as a professional.	1	2	3	4	5
9. Engages in reflective dialogue about teaching.	1	2	3	4	5
10. Contributes to community and the profession.	1	2	3	4	5

Signature: _____ Date: _____

Printed Name: _____

On back of this page or on an attached sheet, please comment on the applicant's skills and strengths. This information is confidential and will not be shared with the applicant.

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APPLICATION for Austin ISD 2009-10 National Board Cohort

APPLICATION SCHEDULE

AISD Cohort for National Board For Professional Teaching Standards (NBPTS)

2009 – 2010 Application Timeline

Applications Available Monday, January 14, 2009

Information Session: What is the National Board Certification process?

PDC @ 3808 Keats Dr.

Session A (5:00 - 6:30) Thursday, January 22, 2009

OR

Session B (5:00 - 6:30) Wednesday, January 28, 2009

Applications deadline Monday, Feb, 23, 2009 by 5:00 PM
to Merlinda Rodríguez,
PDC @ 3808 Keats Dr.

Applications screened Tuesday, Feb. 24, 2009

Interviews Feb. 28, 2009 – March 11, 2009

Letters of Selection Mailed Monday, March 23, 2009

First Meeting Saturday, May 2 from 8:30 to 3:30

Second Meeting Saturday, May 16 from 8:30 to 3:30

Third Meeting Saturday, June 6 from 8:30 to 3:30