

Dean Denton, NBCT  
CareerTech

Trainer since 2000



GET ME STARTED  
NOW

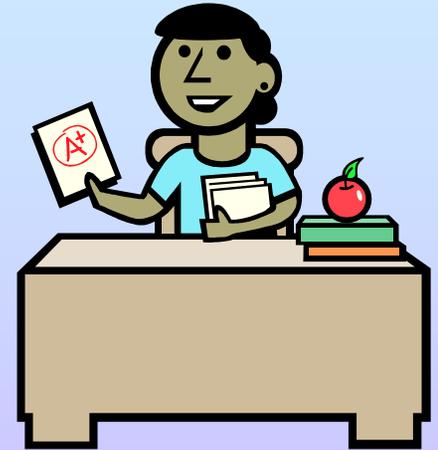
Home Life



Now?



School Life



Materials



Time



Later?

# → During the Summer ←

- Become one with your Portfolio directions, the Standards, and Scoring Guide.
- Get reacquainted with the National Standards and PASS Skills for your area and age range.

# During the Summer

- Organize your Portfolio, Standards and Scoring Guide with tabs for easy reference:
  - 3-ring binders
  - Hanging file folders
  - Use what works best for you, but have a system—**BUT DO ORGANIZE**

# During the Summer

- Type all the Entry questions in a word document in *Italics*.
  - Make folders for each Entry: 1, 2, 3, 4
  - Word Doc for each Entry:
    - Set margins, tabs (.3 for tabs instead of .5)
    - Turn off widow/orphans
    - Make header for your Candidate Number
    - Make footer for page numbering

# During the Summer

- Take inventory of possible accomplishments for Entry 4.

# During the Summer

- Make a list of lessons that you think would work best for each of the entries
- Focus on the lessons you already do that are successful.
- Remember (KISS): The simpler the lesson the better the entry is to complete
- Always have backup lessons planned just in case your first lesson plan falls through.

# During the Summer

- Find a good Yahoo Group
  - Your certificate area (if there is one)
  - Make sure you respond to ELO Yahoo Listserv.
- Collect items you are going to need:
  - Computer and Printer
  - Paper, Printer Ribbons
  - Video Camera, microphone, tripod, etc.
    - Practice using if you don't know how

# During the Summer

- Designate a space in your home that is **YOURS** and **YOURS ALONE**
  - No one should touch it, breathe on it, look at it, etc anything that is in your designated space
  - Get all you “stuff” in this space and organize it so you can ‘grab’ and entry whenever you need to work on it.
  - Know your learning style—when and where is it best for you to work on National Board



# During the Summer



- Make decisions about what you can give up in order to free up time. (Say “no”.)
- Make a calendar/timeline for completing your portfolio. (Look at the Organizer section in your portfolio.)

# Beginning of School

- Send home the Student Release Forms with all students.
- Inform parents about what you are doing.
- Have your timeline/goals in place:
  - On a calendar
  - In your head



# Beginning of School Knowledge of Student



- Research learning styles websites
- Getting to know your students
  - Learning Styles
  - Where your students are developmentally and academically
  - Student's Backgrounds
  - Do some first-day activities to get to know your students



# Beginning of School Knowledge of Student



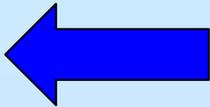
- Letter home to parents the first week of school
  - Classroom procedures
  - Your expectations for your students
  - Get in two-way communication
    - Ask parents to answer questions or tell about their child
      - » Study Habits
      - » Social Skills
      - » Significant changes that would affect students social or academic skills
      - » Have parents write about their child

# Beginning of School

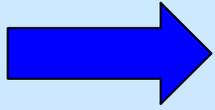
- Find a support group
  - ELO Regional Support
  - Certification Support
  - Local School Support
- When “The Box” (late October probably) arrives, make sure the correct contents are included
  - Keep “The Box” in a safe place.
- Fill out Eligibility Verification Forms and send them in. Due date: Jan. 31st



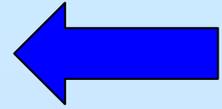
# TIPS



- Make copies of everything
  - > Portfolio
  - > Videos
  - > All Forms
  - > All correspondence with NB



# TIPS



BACKUP

BACKUP

BACKUP

# TIPS

- Take professional days if your district allows - ask for it. (personal days?)
- Join and stay on listservs.
- Enlist family and friends to help you.
- Find a designated place to work.
- Schedule time to work.
- Read and organize NOW.
- Plan for the unexpected.



# THOUGHTS



- What pops into your head as being the biggest obstacle in this process?
- What is the biggest question you have right now?

# FINAL THOUGHTS



Reward yourself for getting things done:

- This is the time to do whatever it is that you do to make you feel better.

Be Aware: Sometime you can write, sometimes you can organize—so know when the right time is.

You are about to begin a  
wonderful journey that will  
change the way you think,  
teach, see yourself, and see  
your students!!!!!!

