

Oklahoma National Board Certified Teacher Guide

2013-2014



Welcome

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Dear Candidates,

On behalf of the Oklahoma Commission for Teacher Preparation (OCTP) let me congratulate you on your decision to seek National board certification. Your commitment to your professional growth as an educator, is commendable. National board certified teachers are proven effective educators that impact student learning.

I wish you well as you dedicate your time and energy to this process over the next year.

Respectfully,

Renee Launey-Rodolf

Interim Executive Director
Oklahoma Commission for Teacher Preparation

Introduction

Education Leadership Oklahoma (ELO)

Education Leadership Oklahoma (ELO) is a challenge to Oklahoma educators to participate and complete a process enabling them to reach the highest standards of their field, National Board Certification. Funded by the Oklahoma Legislature and administered by the Oklahoma Commission for Teacher Preparation, ELO funds candidate professional development and support for Oklahoma educators seeking National Board Certification. Since its inception in 1997, the ELO project has funded over 6000 scholarships.

ELO Blog

The ELO Blog is a valuable tool to communicate with other NBCT's and NBCT Candidates. It is hosted by Yahoo! Groups.

To join the National Board blog:

1. Click this link: [ELO Blog](#)
2. Click Join Group.
3. Set your membership preferences (your public profile, email address, message delivery, etc.).
4. Click Send Request

This group is private. In this group, your request will be sent to the group's moderator for approval before you can participate. We will approve as soon as possible. It is possible that your server/service may consider it spam or your school may have it blocked.



Certification Areas

Subject	Certification Areas	Student's Age Range
Art	Early Adolescence through Young Adulthood Art	11-18+
Art	Early and Middle Childhood Art	3-12
Career Tech	Early Adolescence through Young Adulthood Career and Technical Education	11-18+
Counseling	Early Childhood through Young Adulthood School Counseling	3-18+
English as a New Language	Early Adolescence through Young Adulthood English as a New Language	11-18+
English as a New Language	Early and Middle Childhood English as a New Language	3-18+
Exceptional Needs	Early Childhood through Young Adulthood Exceptional Needs Specialist	3-21+
Generalist	Early Childhood Generalist	3-8
Generalist	Middle Childhood Generalist	7-12
Health	Early Adolescence through Young Adulthood Health Education	11-18+
Language Arts	Adolescence and Young Adulthood English Language Arts	14-18+
Language Arts	Early Adolescence English Language Arts	11-15
Language Arts	Early and Middle Childhood Literacy: Reading-Language Arts	3-12
Library Media	Early Childhood through Young Adulthood Library Media	3-18+
Math	Adolescence and Young Adulthood Math	14-18+
Math	Early Adolescence Math	11-15
Music	Early Adolescence through Young Adulthood Music	11-18+
Music	Early and Middle Childhood Music	3-12
Physical Education	Early Adolescence through Young Adulthood Physical Education	11-18+
Physical Education	Early and Middle Childhood Physical Education	3-12
Science	Adolescence and Young Adulthood Science	14-18+
Science	Early Adolescence Science	11-15
Social Studies	Adolescence and Young Adulthood Social Studies – History	14-18+
Social Studies	Early Adolescence Social Studies- History	11-15
World Languages	Early Adolescence through Young Adulthood World Languages	11-18+



Overview

Assessment Process

Portfolio Entries

- 3 classroom based with student work evidence, at least 2 require video evidence
- 1 work with families and larger community and with colleagues and larger profession is documented

Portfolio must be complete for submission by May 16, 2014

Assessment Center

- Must demonstrate content knowledge in response to six exercises developed and designed by practicing professionals in their certificate area
- Given up to 30 minutes to complete each computer-based exercise
- Assessments are administered at testing centers across the United States (In Oklahoma—OKC and Tulsa)

Assessment Center Window: March 1, 2014 - June 15, 2014

When the total assessment fee has been paid you will receive an authorization to test code. You will need this number when making your appointment at the assessment center.

Scoring

Reports are released by National Board no later than December 31. Remember you do not have to pass all parts of the process to certify, however your score must equal at least 2.75 points. ELO does not receive scores. We receive a more complete report about 4 weeks after scores are released to candidates.

Entry 1 score X 16

Entry 2 score X 16

Entry 3 score X 16

Entry 4 score X 12

ACE 1 score X 6.67

ACE 2 score X 6.67

ACE 3 score X 6.67

ACE 4 score X 6.67

ACE 5 score X 6.67

ACE 6 score X 6.67

Uniform Constant = 12 points

TOTAL= (Must equal at least 2.75)



Support

The commission is committed to supporting candidates and NBCTs throughout their process and career. A major goal for OCTP is to support candidates going through the National Board process. In order to achieve this goal, we have the help from over 3,000 NBCTs across the state. The following lists will assist you when you have questions about the process:

- The [Regional Coordinators](#) provide regional support and encouragement by holding monthly support meetings for candidates.
- The list of certification area [Trainers](#) facilitate state meetings sharing their knowledge of the specific area of certification and are willing to answer questions along the way.
- The list of [Candidate Support Providers](#) is an additional list of NBCTs that participated in the Candidate Support Provider training through National Board for Professional Teacher Standards.

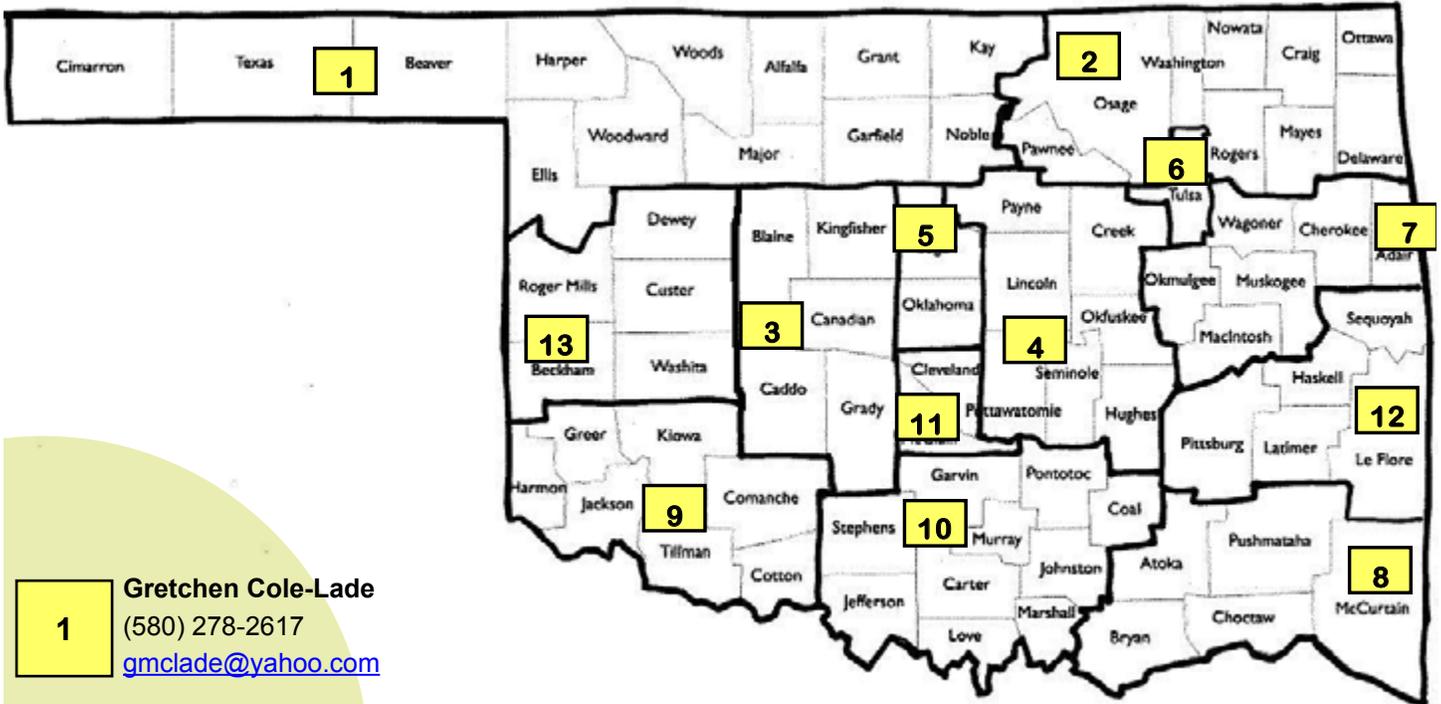
You can also contact Jennifer Gambrell, jgambrell@octp.org, with questions and concerns.

Ethical Candidate Support

Candidates report great benefit by going through the process together. While collaborating is encouraged, particularly as candidates analyze videos and analyses, the work you submit must be your own and must feature your teaching and your students' work. If you are a member of a team of teachers, it is mandatory that video segments and analyses and student work samples are unique for each participant. If you submit material that is identical to that of another candidate, both can be disqualified and any external organization that provided fee support will be notified of the disqualification and reason.

National Board does not license individuals or groups providing support to candidates; however, keeping the best interest of candidates in mind, we expect support providers will meet high standards for ethical support. For more information, please read the [Guide for Ethical Candidate Support](#).

Regional Coordinators



1 Gretchen Cole-Lade
(580) 278-2617
gmclade@yahoo.com

2 Jackie Francis
(918)671-1936
jackie.francis@sequoyaheagles.net

3 Angela Toyebo
(405)517-5381
atoyebo@yahoo.com

4 Colette McClure
(405)598-3169
Mclurec@tecumseh.k12.ok.us

5 Cheryl Wolff
(405)317-0878
okteacher@cox.net

6 Jenifer Forbes
(918)519-7546
Jenifer.forbes@tulsatech.edu

7 Diana Goodwin
(918)617-1919
mrsgoodwin_nbct@yahoo.com

8 Kenda Bates
(580)317-7507
kbates_84@okstatealumni.org

9 Sheila Treadwell
(580)450-5367
streadwell@snyder.k12.ok.us

10 Cathy Barker
(580)512-2227
cathybarker5130@yahoo.com

11 Claudia Swisher
(405)830-8199
claudiaswish@gmail.com

12 Darlynn Cast
(479)788-7257
dcast@usfortsmith.edu

13 Susanne Silk
(580)515-3312
ssilk@westtech.edu



Trainer Contact Information

Subject	Certification Area	Name	Email
Art	Early through Young Adulthood Art	Nancy Matheson	nancylmatheson@gmail.com
Career Tech	Early Adolescence through Young Adulthood Career and Technical Education	Jenifer Forbes	jenifer.forbes@tulsatech.edu
Counseling	Early Childhood through Young Adulthood School Counseling	Charlotte Hunter	cahunter@okcps.org
English as a New Language	Early through Young Adulthood English as a New Language	Pamella Garvin	pamgarvin@yahoo.com
Exceptional Needs	Early Childhood through Young Adulthood Exceptional Needs Specialist	Gretchen Cole-Lade	gmclade@yahoo.com
Generalist	Early Childhood Generalist	Cheryl Wolff	okteacher@cox.net
Generalist	Middle Childhood Generalist	Cathy Barker	cathybarker5130@yahoo.com
Language Arts	Adolescence and Young Adulthood English Language Arts	Claudia Swisher	cswisher@gmail.com
Language Arts	Early Adolescence English Language Arts	Bonner Slayton	bonnerslayton@gmail.com
Language Arts	Early and Middle Childhood Literacy: Reading-Language Arts	Lisa Raiber	lraiber@norman.k12.ok.us
Library Media	Early Childhood through Young Adulthood Library Media	Kathryn Kilpatrick	kkilpatrick@mid-del.net
Math	Adolescence and Young Adulthood Math	Beth Harper	bethharper@mooreschools.com
		Mary Hass	mary.hass@sequoyaheagles.net
Math	Early Adolescence Math	Vicki Vaghn	vickivmst@yahoo.com
Music	Early through Young Adult Music	Rhonda Taylor	rgtaylor@okcps.org
Physical Education	Early through Young Adulthood Physical Education	Dana Chambers	tcdantay@cox.net
Science	Adolescence and Young Adulthood Science	Heather Voss	heatherv@gtech.edu
Science	Early Adolescence Science	Erin Jones	popsrne76@aol.com
Social Studies	Adolescence and Young Adulthood Social Studies	Nancy Brewer	njbrewer@okcps.org
Social Studies	Early Adolescence Social Studies	Nancy Brewer	njbrewer@okcps.org
World Languages	Early Adolescence through Young Adulthood World Languages Other than English	Darcy Pippins	dpippins@norman.k12.ok.us



Candidate Support Providers

Development /Subject Area	Name	School District	School Name
EMC Art	Mikel Ibarra	Putnam City	Northridge Elementary School
EMC Art	Nancy Matheson	Mustang	Mustang Trails Elementary School
EA/AYA Career Tech	Mary Lynne Best	Oklahoma City	Ne Acad Health/Sci/Engineering
EA/AYA Career Tech	Judy Farris	Francis Tuttle Tech	Francis Tuttle Techology Center
EA/AYA Career Tech	Jenifer Forbes	Tulsa Tech	Tulsa Technology Center (Lemley)
EA/AYA Career Tech	Beverly Laase	Oklahoma City	Northwest Classen High School
EA/AYA Career Tech	Sally Madden	Western Tech	Western Technology Center (Burns Flat)
EA/AYA CareerTech	Randa Pirrong	Oklahoma City	Emerson Alternative Ed. (High School)
EA/AYA CareerTech	Susanne Silk	Western Tech	Western Technology Center (Sayre)
EC/AYA Counselor	Charlotte Hunter	Oklahoma City	John Marshall High School
EC/AYA Counselor	Jennifer Shields	Perry	Perry Middle School
EA/AYA English as a New Language	Pamella Garvin	Jenks	Jenks Middle School
EC/AYA Exceptional Needs	Gretchen Cole-Lade	Enid	Enid High School
EC/AYA Exceptional Needs	Tana Germundson	Enid	Enid High School
EC/AYA Exceptional Needs	Kay Rodriguez	Norman	Longfellow Middle School
EC/AYA Exceptional Needs	Ginger Sherman	Oklahoma City	Hawthorne Elementary School
EC/AYA Exceptional Needs	Lisa Thomas	Choctaw-Nicoma Park	L. W. Westfall Elementary School
EC/AYA Exceptional Needs	Janet Turner	Sand Springs	Central 9th Grade Center
EC/AYA Exceptional Needs	Crystal Wyckoff	Putnam City	Putnam City High School
EC Generalist	Patricia Anderson	Anadarko	East Grade Elementary School
EC Generalist	Jonnie Dollins	Lawton	Pat Henry Elementary School
EC Generalist	Paula Galbraith	Eufaula	Eufaula Elementary School
EC Generalist	Diana Goodwin	Eufaula	Eufaula Elementary School
EC Generalist	Adrien Haralson	Oklahoma City	Heronville Elementary School
EC Generalist	Tracy Hastings	Jones	Jones Elementary School
EC Generalist	Judy Hatley	Ardmore	Planview Primary Elementary School
EC Generalist	Cherri Henry	Moore	Bryant Elementary School
EC Generalist	Joi Jorgensen	Wilson	Wilson Public School (Henryetta)
EC Generalist	Ginger Knight	Checotah	Marshall Elementary School
EC Generalist	Mickie Key	Moore	Kelly Elementary School
EC Generalist	Teresa Jones	Perry	Perry Elementary School
EC Generalist	Leisa Stamper	Lawton	Pioneer Park Elementary School
EC Generalist	Karen Taylor	Prague	Prague Elementary School
EC Generalist	Angela Toyebo	Anadarko	East Grade Elementary School
EC Generalist	Sheila Treadwell	Snyder	Snyder Elementary School
EC Generalist	Jami Veenstra	Oklahoma City	Willowbrook Elementary School
EC Generalist	Jean Walker	Western Heights	John Glenn Elementary School
EC Generalist	Kara Walton	Lone Star	Lone Star Public School
EC Generalist	Cheryl Wolff	Jones	Jones Elementary School
MC Generalist	Tim Adomyetz	Choctaw	Choctaw Elementary School

MC Generalist	Cathy Barker	Duncan	Woodrow Wilson Elementary School
MC Generalist	Brandi Dickson	Tecumseh	Cross Timbers Elementary School
MC Generalist	Lucinda Francis	Moore-Norman Tech	Moore-Norman Tech Center
MC Generalist	Tina Grooms	Moore	Winding Creek Elementary School
MC Generalist	Janet Jones	Enid	Garfield Elementary School
MC Generalist	Leslie Pope	Tecumseh	Cross Timbers Elementary School
MC Generalist	Jane Williams	Edmond	Washington Irving Elementary School
MC Generalist	Amber Wolff	Yale	Yale Elementary School
AYA Language Arts	Kenda Bates	Valliant	Valliant High School
AYA Language Arts	Terry Beach	Tulsa	East Central High School
AYA Language Arts	Kara Brownsworth	Valliant	Valliant High School
AYA Language Arts	Jonetta Jonte'	Oklahoma City	Southeast High School
AYA Language Arts	Nancy Kunsman	Tahlequah	Tahlequah High School
AYA Language Arts	Lisa Loftin	Oklahoma City	Carl Albert High School
AYA Language Arts	Shelley Self	Coweta	Coweta High School
AYA Language Arts	Charlotte Smith	Talihina	Talihina High School
AYA Language Arts	Mary Michael Winn	Oklahoma City	Northwest Classen High School
EA Language Arts	Heather Davis	Bartlesville	Bartlesville Mid-High School
EMC Literacy Reading -Language Arts	Shelly Archibald	Deer Creek	Prairie Vale Elementary School
EMC Literacy Reading -Language Arts	Leigh Ann Azlin	Varnum	Varnum Elementary School
EMC Literacy Reading -Language Arts	June Jackson	Haworth	Haworth Junior High School
EMC Literacy Reading -Language Arts	Karen Jobe	Noble	Pioneer Intermediate Elementary School
EMC Literacy Reading -Language Arts	Sarah McClure	Edmond	Ida Freeman Elementary School
EMC Literacy Reading -Language Arts	Lynette Popham	Edmond	Ida Freeman Elementary School
EC/AYA Library Media	Stephanie Brucks	Tulsa	Marshall Elementary School
EC/AYA Library Media	Jackie Francis	Sequoyah	Sequoyah High School
EC/AYA Library Media	Tina Ham	Tulsa	Edison Preparatory Middle School
EC/AYA Library Media	JoAnn Kopp	Putnam City	Putnam City North High School
AYA Math	Sheila Hunter	Sayre	Sayre High School
AYA Math	Gina Ravaioli	Silo	Silo High School
EMC Music	Marilee Tussing	Moore	Southgate Rippetoe Learning Center
EA Science	Judith Kula	Choctaw-Nicoma Park	L. W. Westfall Elementary School
AYA Social Studies-History	Eugene Chase	Edmond	North High School
AYA Social Studies-History	LouAnn Jones	Enid	Enid High School
EA/AYA World Languages	Adys Altstatt	Edmond	Memorial High School
EA/AYA World Languages	Barbara Routledge	Durant	Durant High School
EA/AYA World Languages	Linda Ryter	Edmond	Memorial High School

FAQs



When do I contact OCTP? The National Board?

If you need help finding a mentor, information on workshops, questions about your fee payment to the National Board or need to update your personal information, please contact [Jennifer Gambrell](#), Director of Educator Development / Education Leadership Oklahoma, (405)525-2612.

If you have a question about the materials/forms that you receive from the National Board, have a question about the portfolio or assessment center, or need to update your personal information then you need to contact the National Board at 1-800-22TEACH.

Do I have to pass all of my portfolio entries and all of my assessment center exercises to certify?

No, your score has to equal 2.75 points or above. This means that you don't have to pass every single part and your higher scores can carry your lower scores. However, you must complete all of your assessment center exercises and turn in every portfolio entry to certify.

What happens if I do not certify the first year?

You have three years to complete the National Board Certification process. If you do not certify the first year, then you become an advanced candidate. You will receive a letter with instructions on retakes within 4 weeks of your score release. You also must notify our office (OCTP) of your intent to continue the process.

How do I withdraw from the process if it becomes necessary to do so?

You must complete the withdrawal form on the National Board website before your portfolio due date, **May 31** and before you make an appointment at the assessment center. Also, send a copy of the withdrawal form to OCTP and contact our office letting [Jennifer Gambrell](#) know that you are withdrawing from the process. You will be eligible to reapply for an ELO scholarship if you withdraw in good standing.

Does my district allow me professional days to work on National Board Certification?

It is no longer mandatory for school districts to provide teacher days to work on National Board certification. Districts have the freedom to make this decision on an individual basis.

How will I know what is going on in ELO?

It is best to join the [Education Leadership Oklahoma Blog](#) through Yahoo! Groups. (Note: Please check with your school to see if they have blockers on their server.) You will also receive emails with the list of dates for support meetings which you will register for online by viewing the calendar on the [OCTP National Board website](#).

How do I change my personal information?

Complete the Contact form on the [website](#) and mail, [email](#), or fax to the OCTP office. Also, remember to contact the National Board Office at 1-800-22TEACH or go to '[NBPTS "My Profile"](#)' and update your profile. Please remember to keep both the National Board office and OCTP current on your personal information. This is also very important after you certify.

What should I expect from a mentor?

A good mentor helps you discover your own evidence by the strength of the questions that he/she asks you, follows the ethical guidelines of support suggested by the National Board, encourages you, and does not insist that you must do it his/her way. Remember you are telling "your story" and good candidate support is nonjudgmental, honest, constructive, professional, and knowledgeable.

How/when do I register for the assessment center?

You will receive an authorization to test code from the National Board. This occurs when OCTP makes your final payment.

More FAQs are found on the National Board website: www.nbpts.org

Tips

Take some time to:

- Write down several things that you can eliminate that take up too much time.
- Make a list of household chores that someone else in the family could do.
- Make a list of school chores that someone else could do.
- Make a list of things that you plan to say “No” to this year.
- Make a list of friends and family that will support you and will be “energy boosters.”
- Make a list of things that are important to you that you keep doing.

Organizing Assessments

- Portfolio entries: use different color notebook or folder for each entry.
- Make a 3 ring binder for each entry.
- Organize hanging file folders in a crate or box.
- Organize your computer files into folders.
- Download everything on a flash-drive.
- Have an extra flash-drive for back up.
- Use whatever works best for you, but have a system.
- Make a notebook for National Standards and PASS skill for reference.
- Use plastic sleeves and notebook for finished entries: give a sense of accomplishment, easy access.
- Make a notebook for the assessment center exercises.

Standards

- For each standard, put the entry numbers on the first page.
- Make notes in the standards about your current practices:
 - What do you already do that meets the standards?
 - Make a list of assessments that you use.
 - Make a list of strategies that you use.

Portfolio Instructions

- Become familiar with your portfolio instructions.
- Read, read, read, then read some more.

- Think about lessons to use for each entry.
- Research information about topics with which you aren’t familiar.
- Take inventory or possible accomplishment for Entry 4.
- Plan ways to improve parent communication, professional and community involvement.
- Type all entry questions in a Word document in italics.
- Answer each individual question, then remove the italics.
- Leave the questions in when having someone read for you. It will give them a clearer picture.

Video

- Transcribe your video like a script.
- Learn to use video equipment. Practice.
- Set up video camera now.

General

- Make copies of everything.
- Gather items you are going to need: computer, printer paper, video recorder, microphone, and tripod.
- Find a designated place to work.
- Schedule time to work.
- Plan for the unexpected.

Support

- Find mentor groups to attend.
- Take something with you for mentors to review.
- Find a Yahoo group for your certificate area and start reading the archives. Yahoo.com—click on groups—search for National Board and your certificate area—join the group
- Take professional days if your district allows - ask for it.

Reward yourself for getting things done

Chocolate	New outfit
Manicure or pedicure	An evening out
A nap	A game of golf