

Oklahoma National Board Certified Teacher Candidate Guide

2014-2015



@[OEQA_OK](https://twitter.com/OEQA_OK)



Find us on
Facebook



OFFICE OF EDUCATIONAL
QUALITY & ACCOUNTABILITY

Welcome

Table of Contents

Welcome.....	2
Introduction.....	3
Education Leadership Oklahoma (ELO)....	3
ELO Blog.....	3
Certification Areas	4
Overview.....	5
Assessment Process	5
Scoring.....	5
Support.....	6
Candidate Support.....	6
Ethical Candidate Support	6
Regional Coordinators	7
Trainer Contact Information	8
Candidate Support Providers	9
FAQs and Tips.....	11
FAQs	11
Tips.....	12

Dear Candidates,

On behalf of the Office of Educational Quality and Accountability (OEQA) 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.

As you embark on this journey, I wish you well in this process. Our office stands ready to help you reach your goals, as you positively impact the lives of children in Oklahoma.

Partners in education,



Sherry Labyer, Ed.D.
Executive Director
Office of Educational Quality and Accountability



OFFICE OF EDUCATIONAL QUALITY AND ACCOUNTABILITY

840 Research Parkway, Suite 455
Oklahoma City, OK 73104

Office: (405)522-5399
Fax: (405)525-0373

Web: www.oega.ok.gov
Email: Jennifer.Gambrell@oega.ok.gov

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 Office of Educational Quality and Accountability, 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

Discipline	Developmental Level
Art	Early and Middle Childhood (ages 3-12)
Art	Early Adolescence through Young Adulthood (ages 11-18+)
Career and Technical Education	Early Adolescence through Young Adulthood (ages 11-18+)
English as a New Language	Early and Middle Childhood (ages 3-12)
English as a New Language	Early Adolescence through Young Adulthood (ages 11-18+)
English Language Arts	Early Adolescence (ages 11-15)
English Language Arts	Adolescence and Young Adulthood (ages 14-18+)
Exceptional Needs Specialist	Early Childhood through Young Adulthood (ages 3-18+)
Generalist	Early Childhood (ages 3-8)
Generalist	Middle Childhood (ages 7-12)
Health Education	Early Adolescence through Young Adulthood (ages 11-18+)
Library Media	Early Childhood through Young Adulthood (ages 3-18+)
Literacy: Reading-Language Arts	Early and Middle Childhood (ages 3-12)
Mathematics	Early Adolescence (ages 11-15)
Mathematics	Adolescence and Young Adulthood (ages 14-18+)
Music	Early and Middle Childhood (ages 3-12)
Music	Early Adolescence through Young Adulthood (ages 11-18+)
Physical Education	Early and Middle Childhood (ages 3-12)
Physical Education	Early Adolescence through Young Adulthood (ages 11-18+)
School Counseling	Early Childhood through Young Adulthood (ages 3-18+)
Science	Early Adolescence (ages 11-15)
Science	Adolescence and Young Adulthood (ages 14-18+)
Social Studies-History	Early Adolescence (ages 11-15)
Social Studies-History	Adolescence and Young Adulthood (ages 14-18+)
World Languages	Early Adolescence though Young Adulthood (ages 11-18+)





Overview

Assessment Process

Component 1

- Computer-based assessment
- Demonstrate knowledge of and pedagogical practices
- Demonstrate knowledge of developmentally appropriate content
- Three constructed response exercises (up to 30 minutes to complete)
- Approximately 45 selected response items (up to 60 minutes to complete)

Component 2

- Portfolio entry
- Classroom-based portfolio entry
- Comprised of samples of student work and an accompanying written commentary



Important Dates and Deadlines

Registration Window: March 1, 2014–February 28, 2015

Fee Payment Deadline: February 28, 2015

Change of Certificate and/or Specialty Area: March 31, 2015

Change of Component Selection: March 31, 2015

ePortfolio Submission Window: April 1–May 15, 2015

Withdrawal Deadline: March 31, 2015

Component 1: Content Knowledge Testing Window: March 26–June 15, 2015

Scoring

Scores for 2014-15 candidates will be reported by December 31, 2015.



Support

OEQA is committed to supporting candidates and NBCTs throughout their process and career. A major goal for OEQA is to support candidates going through the National Board process. In order to achieve this goal, we have 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.
- Certification area trainers facilitate state meetings sharing their knowledge of the specific area of certification and are willing to answer questions along the way.

You can also contact Jennifer Gambrell, Jennifer.Gambrell@oeqa.ok.gov, 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 to National Board Certification](#).



Regional Coordinators



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

2

3 **Donna Richey**
 (405)933-2528
donnajrichey@gmail.com

4 **Colette McClure**
 (405)598-3169
Mclclurec@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
darlynn.cast@uafs.edu

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



FAQs



When do I contact OEQA? 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@oeqa.ok.gov, Director of Education Leadership Oklahoma, (405)522-5399.

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.

What happens if I do not certify the first year?

You have five years to complete the National Board Certification process. You will receive a letter with instructions on retakes within 4 weeks of your score release.

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 by **March 31**. Also, send a copy of the withdrawal form to OEQA and contact our office letting [Jennifer Gambrell](mailto:Jennifer.Gambrell@oeqa.ok.gov) 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?

Subject to district board of education policy or collective bargaining agreement, additional professional leave days may be granted to teachers seeking National Board certification for National Board certification portfolio development. During the two (2) days of the additional professional days granted to teachers for National Board certification portfolio development, a substitute teacher shall be provided by the school district at no cost to the teacher.

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 [OEQA National Board website](#).

How do I change my personal information?

Complete the Contact form and mail, [email](#), or fax (405)525-0373 to the OEQA office. Also, remember to contact the National Board Office at 1-800-22TEACH or go visit [My Account](#). Please remember to keep both the National Board office and OEQA 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?

Candidates who are eligible and fully paid will:

- Receive an email prior to the start of the testing window authorizing them to schedule their appointment to complete the computer-based assessment (Component 1)

- Receive an email prior to the ePortfolio submission window providing your voucher codes and login information to upload and submit your portfolio entry (Component 2)

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

- Component entries: use a 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.
- Save, save, save everything!
- Backup everything to an external source.
- Use whatever works best for you, but have a system.

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.

Component Instructions

- Become familiar with your component 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.

- 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 (Component 3)

- 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