

<b>Getting Started</b>			
Rationale		Candidates often have little understanding of the breadth and scope of the National Board Certification® process and how to effectively work through the entire process. For this reason, establishing a network, creating planning documents and getting a better “bird’s eye” view of the process will be beneficial.	
Essential Questions for Candidates		<ul style="list-style-type: none"> <li>▪ How do I organize my time to complete the portfolio?</li> <li>▪ What management strategies can I use to help me in the NB process?</li> <li>▪ How do I connect my work to the standards and demonstrate it in the portfolio?</li> <li>▪ What resources do I have available to help me?</li> </ul>	
<b>Workshop Sequence</b>			
1	Activity WS2.A1	Mark Your Calendars: Candidates prepare a customized calendar to help them move through the NB process.	30 min
2	Discussion	Time is only one aspect of National Board Certification that needs to be managed. Candidates need to consider ways to manage their writing, the collection of evidence and resources and materials they will need. Use the WS2 PowerPoint to stimulate discussion among the candidates.	20 min
3	Activity WS2.A2	National Board Language: Participants review vocabulary terms that may be used in a new context by NB.	20 min
4	Discussion	The portfolio instructions have valuable resources to help candidates. For example, have candidates locate the <i>Entry Tracking Form</i> found in the <i>Resources</i> section of the portfolio. Explain that this is available in MS Word format so candidates can enter text into it, print it and revise it as needed. Ask candidates to share some of the information they found especially important or helpful. If participants have no suggestions, allow 5-10 minutes for them to look through their portfolio instructions and then share out loud. Participants can flag or highlight items suggested by colleagues.	20 min
5	Activity WS2.A3	Building a Network: Participants share ideas for creating and expanding a network of support.	15 min
6	Workshop Evaluation	Ask participants to complete the workshop evaluation form. Complete the CERRA feedback form and return it to CERRA.	
Materials Required to conduct WS		<ul style="list-style-type: none"> <li>▪ National Board portfolio instructions for each candidate</li> <li>▪ Handouts WS2.A1.H1 and WS2.A3.H1</li> <li>▪ Calendars or calendar printouts for participants</li> </ul>	
Resources for Enrichment (Other materials that participants may want to use on their		<ul style="list-style-type: none"> <li>▪ Hopkins, Martha H. <u><a href="#">Navigating the National Board Certification Process</a></u>, Corwin Press, 2004. pp. 50, 54</li> <li>▪ National Board for Professional Teaching Standards web site: <a href="http://www.npbts.org">www.npbts.org</a></li> </ul>	

## CERRA National Board Candidate Support Workshop # 2 Agenda

own after the WS)	
References	<ul style="list-style-type: none"><li>▪ NB Candidate Support Provider Resource Kit</li><li>▪ National Board for Professional Teaching Standards materials</li></ul>