National Board Cohort: Components 1 and 3 - PARTICIPANT AGENDA

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| Date/Location | Topics | Next Steps |
| Awareness Meeting\* (if applicable)  \*may be combined with Meeting One if Necessary | * Introduction to National Board Certification * Meet your facilitators * Q&A | * Add next Meeting Date/Time to Calendar * Read “Choosing the Right Certification Area” * Read “Guide to National Board Certification” * Register at<https://www.nbpts.org/log-in/>and confirm eligibility prerequisites. * Pay the $75 annual registration fee. * Select the component(s) you would like to complete during the current year. * Pay fees ($475 per component). * **Select “Yes” to share information with a third party** * Begin creating your personal NB binder by printing off your Content Standards, General Portfolio Instructions, and Component 1 and 3 instructions. You will need this binder at every meeting. |
| Meeting One  Goal: August or September | * Introduction to National Board Certification (if needed) * Five Core Propositions * Analyzing Standards * Release Forms | * Complete any Next Steps from the Awareness Meeting (above) * Read and Study Core Propositions 4 and 5. How will you incorporate all Five Core Propositions in your instructional practice? * Begin collecting Release Forms. |
| Meeting Two  Goal: Late September | * Analyzing Standards * Focus on Component 3: Videotaping for NB | * Review General Portfolio Instructions with special attention paid to the sections on Recording Videos for Component 3. * Collect “Release Forms” * Determine Videotaping needs such as hardware, software, technical assistance, etc. |
| Meeting Three  Goal: Late September/early Oct. | * Checking In/Strengths and Needs Assessment * Focus on Component 3:   + Writing for NB   + Planning for Component 3   + Instructional Context Sheet | * Collect all “Release Forms” * Start videotaping classes * Review “Instructional Context Sheet” * Collect student data * Begin deciding potential lessons to use |
| Meeting Four  Goal: Late October | * Component 3: Analysis of a Video * Using the lens of the National Board’s body of knowledge to choose the appropriate videotaped lesson | * Continue videotaping. * Choose a video you are considering for your entry. * Collect student data and Complete “Instructional Context” for the chosen video * Bring a shareable copy (electronic) of the video you are considering for your entry * Bring headphones * Review “Policy Guidelines for Ethical Candidate Support” |
| Meeting Five  Goal: Early November | * Sharing and Analyzing Videos | * Bring a completed copy of your “Instructional Context” for the chosen video. * Bring a printed copy of your chosen content’s scoring rubric (found in each component’s instructions). * Continue videotaping as necessary. |
| Meeting Six  Goal: Late November | * Instructional Context feedback * Writing for National Board * Evidence for Planning for Instruction * Review video analysis | * Videotape as necessary * Compile student data as necessary * Adjust Instructional Context as necessary * Begin working on the written commentary * Be sure to have a copy of your NBPTS specific Standards and Component 1 instructions |
| Meeting Seven  Goal: January | * Preparing for the Assessment Center * What will Test Day look like? * Scoring SRIs and CRs * How to prepare for the SRIs and CRs | * Review “Authorization to Test” (ATT) received from NBPTS. * Read “Request for Testing Accommodations Form and Instructions” and complete as necessary. * Schedule your Assessment Center Appointment. * Read “Assessment Center Policy Guidelines” |
| Meeting Eight  Goal: February | * The e-Portfolio System * Work time | * Review the “Guide to Electronic Submission” * Read “ABCs of Electronic Submission” - DRAFT * Register in the ePortfolio System * Check your file label names * Write! Write! Write! * Make sure videos are compressed and in mp4 files. * Bring the checklist you have of all necessary documents, evidence, prompts, etc. * Bring a DRAFT of your Written Commentary. * Bring the video you are using for your entry if you want someone to analyze it. |
| Meeting Nine  Goal: Early March | * Peer Review of Written Commentaries * The Final Checks * How do I know when I am ready to submit? * Work time | * Complete necessary revisions on your written commentaries, etc. * Complete formatting check for both written and video submissions. * Study for SRIs and CRs as needed. * Bring any materials (written or videotaped) on which you would like assistance/feedback. The more you bring with you the better the experience! We will have NBCTs in your content area ready to read and offer advice. |
| Saturday Workday  Goal: March | * Work Day * NBCT Feedback | * Bring any materials (written or videotaped) on which you would like assistance/feedback. The more you bring with you the better the experience! |
| Meeting Ten: April | * Work Day * CELEBRATE | * SUBMIT! and TEST! * Celebrate and take a break. * Create a reflection of C1&C3/planning for C2&C4 journal. * Email your score to your facilitators. * Be on the lookout for an email/post regarding the beginning of the C2 & C4 Cohort! |

\*All meetings will run from 4:30 to 6:30 unless otherwise noted. Please bring your NB binder and a laptop or other device to each meeting.