National Board Cohort: Components 2 and 4 - PARTICIPANT AGENDA

| Date/Location | Topics | Next Steps |
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| Awareness Meeting\* (if applicable)\*may be combined with Meeting One if Necessary | * Introduction to National Board Certification
* Meet your facilitators
* Q&A
 | * Complete Cohort Registration.
* 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 2 and 4 instructions. You will need this binder at every meeting.
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| Meeting One Goal: Late August or Early September | * Re-Introduction to National Board Certification (if needed)
* Review of NB Body of Knowledge
* Release Forms
* Overview of Components 2 & 4.
* Resource Management
 | * Complete any Next Steps from the Awareness Meeting (above)
* Review the Five Core Propositions
* Begin collecting Release Forms.
* Make sure you have a printed copy of your standards in your NB notebook.
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| Meeting TwoGoal: Late September | * Analyzing Component 4 Standards and Determining Next Steps to Meet the Standards
* Brainstorming for Components 2 and 4.
 | * Continue the “Standards Stoplight” Activity by highlighting your remaining standards.
* Review the Component 4 instructions.
* Bring a copy of your SLO (if applicable)
* Outline your ideas for Component 4.
* Collect “Release Forms”
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| Meeting ThreeGoal: Early October | * Planning for Component 4
* Component 4
* Forms
* Overview
* Writing for National Board
 | * Complete and bring a hard copy of the following::
	+ Component 4 Contextual Information Sheet
	+ Group Information and Profile Form
	+ Instructional Context Form
* Review the Component 4 Instructions
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| Meeting FourGoal: Late October | * Component 4 Reminders
* Unpacking the Component 4 Scoring Rubric
* How to Provide Feedback for Forms
* Peer Review of Forms and/or Planning Time
 | * Complete:
	+ Component 4 Knowledge of Students
	+ Component 4 Generation and Use of Assessment Data
* Review the Component 4 Scoring Guide
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| Meeting FiveGoal: Early November | * Component 2
* Overview
* Instructions
* Organizer
* Reflection
* Feedback and Ethical Guidelines
* Peer Review of Work
 | * Complete:
	+ Component 4 Participation in Learning Communities
	+ Component 4 Reflection sections
	+ Overview Organizer for Component 2
* Read Certificate Specific:
	+ Component 2 Instructions
	+ Component 2 Scoring Rubric
* Outline your ideas for Component 2
* Begin collecting Student Work Samples
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| Meeting SixGoal: Late November/Early December | * Continue with Component 2
* How AAT impacts your work
* Setting Goals with your Knowledge of Students
* Unpacking Prompts and the Scoring Rubric for Comp. 2
* Contextual Information Sheet
* Work Time
 | * Unpack Component 2 Prompts and Rubric as needed.
* Complete the first two sections of the Written Commentary for Component 2
* **Make sure you have registered and paid for the components you are submitting during this cycle (2&4) by the deadline of Feb 28th 2023.**
* Collect student work samples as needed.
* Bring any completed (or mostly complete) written sections or forms for peer review.
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| Meeting SevenGoal: January | * Work Time!
 | * Complete all written commentary sections and forms necessary for Component 2 submission.
* Bring finished work for peer review.
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| Meeting EightGoal: February | * The e-Portfolio System
* Submission Page
* Submission Tutorial
* File Formats
* Document Tracking Activity
* Work time
 | * Continue to Write, Format, and Revise
* Share your work with someone outside of education.
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| Meeting NineGoal: Early March | * Peer Review/Work time
 | * Continue to Write, Format, and Revise
* **Bring any materials 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.
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| Saturday WorkdayGoal: March  | * Work Day
* NBCT Feedback
 | * Bring any materials on which you would like assistance/feedback.
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| Meeting Ten: April | * The Final Checks
* How do I know when I am ready to submit?
* The Final Work Day
* CELEBRATE!
* Next Steps
 | * SUBMIT!
* CELEBRATE and take a break.
* Create a reflection journal of your C2&C4 experience.
* Email your score to your facilitators.
* If necessary:
	+ Begin thinking about ideas for C1 & C3.
	+ Be on the lookout for an email/post regarding the beginning of the C1 & C3 Cohort!
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\*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.