

Checklist of Pilot Activities

Updated 6/4/09

- Check the website weekly at www.pesb.wa.gov for updates.
- If you received a stipend contract and you haven't already done so, mail back your contract. You cannot participate in the pilot if we do not receive a signed copy of your contract before June 8th.
- Again, if you haven't already, go to the PESB website at www.pesb.wa.gov to download the "*Handbook for Participation in Pilot Testing*." The "*Handbook*" contains all the information needed to begin work on your portfolio of evidence. There are several forms in the last section of the handbook. They must be completed and included with the submission of your portfolio of evidence.
- You will receive 30 clock hours for submission of your portfolio of evidence. The Clock Hour Evaluation Form will be sent to you around September 15, 2009. You must complete it and mail it to Erin Smessaert at the above address before the Clock Hour Registration Form will be emailed to you.
- Use your certificate number as the candidate number in your portfolio.
- Your portfolio of evidence must be **received no later than September 21, 2009**. No portfolios will be accepted after that date. The mailing address is: ProCert Pilot, c/o Educational Testing Service, 711 Capital Way S, Olympia, WA 98501.
- Your payment of the \$200 stipend will be processed as soon as the receipt of your portfolio can be verified.
- ETS will conduct formative scoring and benchmarking of the pilot portfolios of evidence from Sunday, October 18th through Saturday, October 24, 2009. The selected scorers will be Washington educators from the following groups: WA Professional Certified Teachers, National Board Certified Teachers, College/University Faculty, ProCert Program Administrators, ProCert District Facilitators, ProCert District Coordinators, School District Administrators, ESD Administrators, Principals, School District-Wide Administrator/Coordinators, WEA staff, and OSPI staff. The scorers will undergo an intensive training process prior to scoring the pilot portfolios.
- In November 2009, bias and fairness review of the assessment will be conducted by ETS with educators also selected from the above groups.
- The PESB and ETS will implement the assessment in January 2010.
- The first operational submission of portfolios is scheduled for late May 2010.
- Setting the passing standard will be conducted by ETS with WA educators in mid-June, 2010. This process results in a recommendation that will be forwarded to the PESB for action at the July 22-23, 2010 meeting.
- The PESB will accept or adjust the passing standard recommendation at the July 22-23, 2010 meeting. Reports of pilot assessment results will be mailed in early August.
- If your pilot portfolio meets this passing standard, you will be notified of eligibility for the professional certificate along with a description of the process of application. If the passing standard was not met, you will receive information about your performance which you can use to resubmit an entry or entries at the next submission. The date will be announced.
- One additional requirement regarding coursework or in-service on "issues of abuse" exists for the professional certificate. You most likely fulfilled this requirement for your residency certificate; however, you should check your transcripts to be certain.