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.
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| 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.
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| Meeting TwoGoal: 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.
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| Meeting ThreeGoal: 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
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| Meeting FourGoal: 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”
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| Meeting FiveGoal: 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.
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| Meeting SixGoal: 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
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| Meeting SevenGoal: 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”
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| Meeting EightGoal: 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.
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| Meeting NineGoal: 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.
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| Saturday WorkdayGoal: 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!
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| 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!
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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.