National Board Cohort: Components 2 and 4 - PARTICIPANT AGENDA

| 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 | * 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. |
| 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. |
| Meeting Two  Goal: 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” |
| Meeting Three  Goal: 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 |
| Meeting Four  Goal: 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 |
| Meeting Five  Goal: 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 |
| Meeting Six  Goal: 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. |
| Meeting Seven  Goal: January | * Work Time! | * Complete all written commentary sections and forms necessary for Component 2 submission. * Bring finished work for peer review. |
| Meeting Eight  Goal: 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. |
| Meeting Nine  Goal: 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. |
| Saturday Workday  Goal: March | * Work Day * NBCT Feedback | * Bring any materials on which you would like assistance/feedback. |
| 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! |

\*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.