



**COURSE 99**  
**WELCOME NEW CANDIDATES**



# MODULE PURPOSE

This module is designed to give candidates all the information you need to successfully complete the NWED teacher certification program.

We want you to be active agents of your own program and to have a clear understanding of what will be required of you from the point of entry until you receive your certification.

At the end of this module you should have a good understanding of what you need to do to earn your certificate, you will have planned out your course of study, and you will know where to reach out for assistance with your future questions.

Remember that communication is key. We need to know when your plans change so that we can help you adjust and keep working toward your goals.

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# GETTING STARTED



# FULFILLING ADMISSION CONDITIONS

If you have any conditions listed on your admission's letter you will need to complete those. There are two main conditions: Official transcripts and test scores.

**Official transcripts:** The state requires us to have official transcripts from all colleges and universities you've attended. If you took a single class, we need the transcript. Order these now, we won't be able to recommend you for certification if we don't have them and you don't want to have to wait a few extra weeks for that certificate at the end.

**Test scores:** In order to be admitted you had to submit your WEST-B scores. You will also need to take your NES or WEST-E depending on your endorsement. The WEST-E tests are currently being replaced with the NES so you want to check the Pearson website for the most accurate information on which test is used for which endorsement. World language candidates will also need to take the ACTFL Oral Proficiency Interview (OPI) and Written Proficiency Test (WPT). These content tests must be completed before you can sign up for your field placement.

# FINGERPRINTING/PRE-RESIDENCY CLEARANCE

## Fingerprinting

Candidates must have valid fingerprint clearance while they're in the program regardless of whether or not they hold a valid certificate.

Fingerprinting must be submitted through an OSPI approved method. More information on fingerprinting procedures and fees can be found [here](#).

## Pre-Residency Clearance

All candidates in WA state certification programs must submit the Pre-Residency Clearance form through the eCert program.

[Here is a link](#) to the OSPI handbook that gives you step by step instructions on how to set up your eCert profile and complete the PRC.

# CANDIDATE STATUS

We use different terms when working with our districts and with the state to define where you are in the program and whether or not you are successfully completing requirements. To ensure that we can admit as many qualified candidates as possible you must be actively working on your program to remain active.

**Admitted:** A candidate that has received an offer of admission to the program.

**Enrolled:** Candidates that have returned their program confirmation form, been set up with a learning dashboard and have completed the orientation module, quiz and assignment.

**Active:** Active candidates are completing program requirements according to their plan and are completing a minimum of 1 module a month unless otherwise arrange with administrators.

**Inactive:** Candidates that haven't completed any work in more than a month, or take a leave of absence, are placed on inactive status, meaning they don't have access to their dashboard. To reactivate their account they must contact a program administrator.

**Withdrawn:** Candidates that become unresponsive and do not complete any work for a significant period of time are withdrawn from the program and must reapply should they wish to return.

# CONDITIONAL CERTIFICATE/VERIFICATION FORM

Conditional certificates can only be obtained when you are hired to work for a school district. The school district recommends you for the conditional certificate, not the program. Some school districts require the Verification of Teacher Program Enrollment form before they will request the conditional certificate. Special Education candidates are required to have this form to receive a conditional certificate.

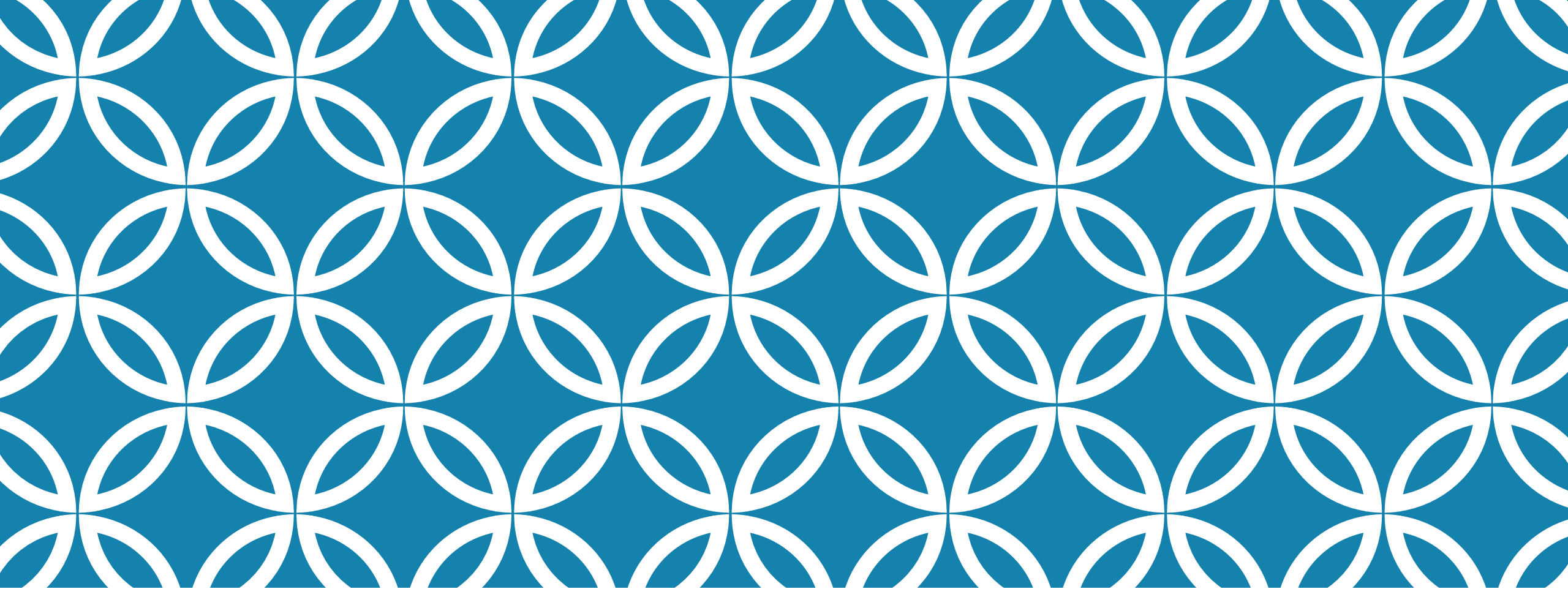
This form tells the states that you have completed a significant portion of your program. NWED defines this portion as having completed the following requirements:

- Met all admission conditions

- You have passed a NES/WEST-E test in an area you're pursuing

- Completed 5 modules (module, quiz, and assignment)

- Enrolled in the field experience module



# MAKING PROGRESS

Modules Work and Reflections



# MODULE WORK

The program consists of 21 (20 paid and 1 free) content modules for a single endorsement or 26 (25 paid and 1 free) content modules if you are seeking dual endorsement in Special Education.

Each module consists of 3 basic pieces that must be completed before you can check the module off as complete:

- The learning module – which provides educational content

- The assessment – which verifies you understand the content

- The assignment – which shows you can apply the information to your practice

Many assignments can be done before you enter your field experience. They are noted with an \*\* on the assignment sheet in your learning portal. You are encouraged to get as many assignments completed as possible before you enter your field experience.

At the end of each module you will find a link to submit your module assignments. You will also find a link on the module assignment sheet (found in your learning portal.)

[LINK TO ASSIGNMENT SHEET](#).

# LEARNING PORTAL

Your learning portal has three different sections: Required, Completed, and Optional.

Modules are found in your learning portal. They come in two different types: paid versions and pdf versions.

Paid modules are found in the Required section your learning portal.

Pdf versions are found in the Optional section of your learning portal. (These are not required, but there for your reference only. There is no link to the assessment in the pdf version.)

You can print the pdf version for your own reference, but you must use the paid version to access the module assessment and be given credit for learning the content.

Support materials are also found in your learning portal and can be found in both the Required and Optional sections. Be sure to explore the three different sections of the learning portal to locate the variety of materials.

***IMPORTANT: Once you have passed a module assessment and read the material, the module will automatically move to the Completed section of your learning portal. This may also happen with support materials that you have accessed. Therefore, always check the Completed section of your learning portal to find materials.***

# FIELD REFLECTIONS

In addition to the module work you will also have 10 reflection pieces that you will complete and submit on a weekly basis while in your field placement. Your reflection questions can be found in your learning portal in the Required section.

You can submit field reflections via any assignment link found at the end of any module, or by using the reflection link on the Field Reflections Questions sheet.

[LINK TO FIELD REFLECTION PROMPTS](#)

**\*\*Important Note: You will need to have at least 15 modules completed and all 10 field reflections before you receive the edTPA handbook. The edTPA will be discussed in more depth later.\*\***

# TRACKING YOUR PROGRESS

It is important that you keep a record of what you have completed and what you still need to do. We provide some resources to help you with that. One is the candidate progress plan you will complete at the end of this module, another is the endorsement completion sheet you were given in your admissions packet.

Use these materials so you can keep track of what you need to do next, plus you get the satisfaction of crossing things off your list! Endorsement completion sheets will also be linked on the next page for your convenience.

# ENDORSEMENT COMPLETION SHEETS

Biology

Chemistry

Early Childhood Education/SPED

Elementary Education

English Language Arts

Mathematics

Social Studies

Special Education\*

World Designated Languages

\*The special education endorsement must be completed with another endorsement. The 6 special education modules are taken instead of Module 106 Special Education which non-SPED endorsement candidates complete. This means that SPED candidates have 25 total modules in their program.

A comprehensive completion sheet for SPED candidates was sent out with the admissions packet.

# PROGRAM COSTS

## Single Endorsement

Total Cost: \$9,900\*

Field Experience \$3,900

20 Modules: \$6,000 (\$300ea)

## Special Education Dual Endorsement

Total Cost: \$11,400\*

Field Experience \$3,900

25 Modules: \$7,500 (\$300ea)

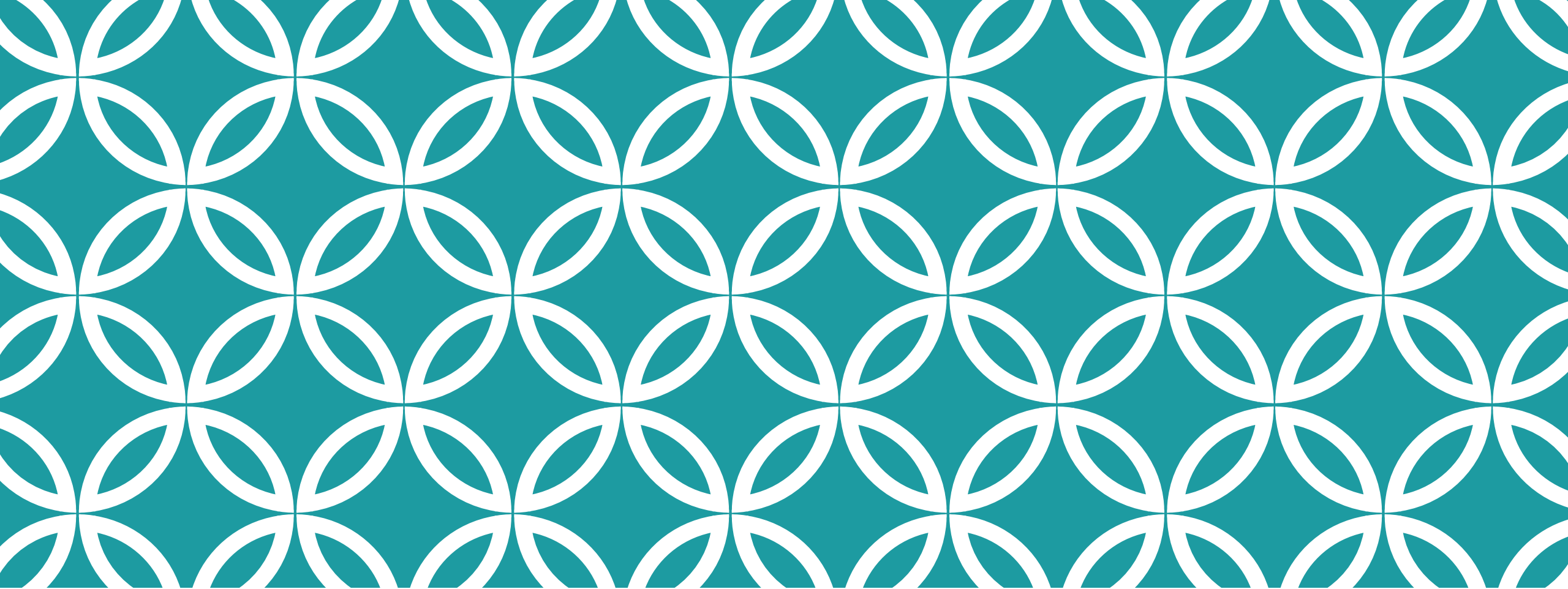
## Payment Plan

For the \$3,900 field experience we offer an interest free payment plan where you pay \$390 every month for 10 months. Contact Jim Mickel for more information:  
[jamesfmickel@gmail.com](mailto:jamesfmickel@gmail.com).

## Payment Options

NWED accepts personal checks, Visa, or MasterCard and Discover.

\*Costs do not cover the cost of tests, fingerprinting, edTPA, OSPI fees, etc.



# FIELDWORK

Student Teaching Placement

# PLACEMENT REQUIREMENTS

The state requires a **minimum** of 540 clinical internship hours\* in a school setting. This is considered your field/student teaching experience. It includes:

90 full days (equivalent of a full semester)\*\*

5 hours in a teaching setting working with students per day (450 hours total)

1 hour of onsite planning (90 hours total)

\*This is a minimum requirement. It is expected that you will spend many more than one hour per day planning and will likely exceed the minimum 90 full days in the classroom. However, you will remain in your field experience until you have met all the competency requirements.

\*\*Para-educators that are taking a leave of absence for the student teaching portion you must complete the 90 full time days, but only 10 weeks of that will be outside of your para role.



# PLACEMENT OPTIONS

All consideration will be given for candidates that are working to remain in positions throughout much of the program. However, NWED can not secure a paid field experience for you. Before accepting a position candidates are encouraged to confirm with the program that the position is suitable for the endorsement the candidate is completing.

Paraeducators will need to speak with their district's HR department about their options to continue working during the field experience or determine if they are able to take a leave of absence.

We are committed to doing what we can to be flexible while still fulfilling state certification requirements. Your field experience must be in the subject/grade level in which you getting endorsed.

# PLACEMENT PROCESS

Once you have completed your content testing (NES/WEST-E/ACTFL) you want to purchase the field experience module.

Once you have paid for this module you will receive the field placement application. You will fill out the form and return it.

Once we receive the form back, we will send it to the district of your choice and formally request a placement. **On average placements take 4-8 weeks**, sometimes longer if you are requesting a district we haven't worked with before, so make sure you get your application in early.

Priority deadlines are April 1 for fall placements and October 15<sup>th</sup> for spring placements.

All candidates must apply for placements, even if you are employed on a conditional certificate. We have to verify that the district approves of you using your classroom for student teaching and that we can send our coach in to work with you.

Specific placements can not be guaranteed, but we will do our best to place you in the district you requested.

# SUPERVISION

While in your field placement, you will be observed by a NWED supervisor or coach.

Coaches work with candidates placed in their own classrooms on conditional certificates for a minimum of 60 hours.

- Hours are arranged between coaches and candidates.
- Coaches provide guidance on teaching skills, lesson preparation, implementation of lessons, and classroom management.

Supervisors work with candidates who are placed in host classrooms with cooperating teachers.

- Supervisors visit a minimum of 7 times to observe and provide feedback of your progress.
- Supervisors work with cooperating teachers to guide the placement experience and process.
  - Cooperating teachers provide consistent feedback to candidates on their teaching skills, lesson preparation, implementation of lessons, and classroom management.

# ASSESSMENTS

While in your field placement, you will be assessed by your NWED coach or supervisor using three different assessments.

**Field Assessments:** Assess your knowledge of teaching pedagogy including planning, implementation of lessons, assessments, classroom management, connection with families, accommodations for special needs, and other teaching elements.

**Dispositional Assessments:** Assess your “teacher disposition” including working well with others, kindness towards children, embracement of diversity, professionalism and other dispositional elements.

**Subject Specific Assessments:** Assess your knowledge and implementation of your endorsement content.



# FINISHING UP

edTPA, PGP, and Certification

# EDTPA

The edTPA is a State of Washington requirement for certification.

It should be completed after all field based assignments, modules, and assessments (dispositional, field, and subject specific) are complete. There is a specific module to guide this work and live online support sessions are provided. Payment (\$300) and submission is made directly to Pearsons, Inc.

To receive the edTPA handbook and materials, you need to complete 15 courses (assignments and tests, Course 100, Lesson Planning and 101 Implementation of Lessons and an Assessment course are required before starting the edTPA) as well as the 10 field reflections. The assignments and the feedback you receive on your assignments and reflections will help you be successful on the edTPA. If you try to complete it before you have these pieces done, it will be very difficult.

As of September 1, 2019, the passing score is 47 for all endorsements except World Language which will be 42. Student Voice will count towards the passing score. Passing scores are subject to change.

# PROFESSIONAL GROWTH PLAN

The Professional Growth Plan (PGP) is a requirement of the State of Washington and is a plan where you examine personal goals and provides steps to reach those goals.

You will download the PGP format from the learning portal, complete and submit it to NWED as part of the certification process.

*Examples of completed PGP's can be found in the resources section of the learning portal.*

# SUMMARY OF COMPLETION REQUIREMENTS

You are ready to exit the program when you have completed the following pieces:

- 21-26 modules, including assessments and assignments

- 10 reflection pieces

- The edTPA with a passing score and appropriate NES/WEST-E/ACTFL test passed.

- Professional Growth Plan

- 540 hours in the classroom

- Proven competency in all areas listed on the field & dispositional assessments

- Completed all payments to NWED

*Candidates that successfully complete all requirements will be recommended for Washington State Residency Certification by Northwest Educational Development. Once we have put in the recommendation you will log into your eCert profile and apply for your certificate! If you have current fingerprint clearance and all requirements are in eCert you should have your certificate issued to you in 3 business days.*





# PROGRAM PERSONNEL

Who can answer that question?

# PROGRAM PERSONNEL

Executive Director: Jim Mickel

Director of Partnerships and Recruitment:  
Bree Van Horn

Director of Personnel and Curriculum:  
Kathlyn Mickel

Field Supervisors/Coaches:

Ed Petersen

Paula Bond

Danielle Gunns

Jack Fallat

Bonnie McGuire

Wyley Beatty

# ROLES OF PROGRAM PERSONNEL: ADMINISTRATION

**Executive Director:** Oversee program implementation and candidate success. Responsible for maintaining all financial aspects of the program, technology, and ensuring adherence to program policies.

**Director of Partnerships & Recruitment:** Oversees recruiting, admissions, placement and district partnerships. This role also acts as the certification officer assisting candidates in the certification process.

**Director of Personnel & Curriculum:** Oversees module content, assignments and field assessment. Assists candidates through the program by guiding them through NWED modules, content, and the edTPA. This Director also hires supervisors/coaches and manages all assignment feedback.

# ROLES OF PROGRAM PERSONNEL: COACHES AND FIELD SUPERVISORS

Coaches and Supervisors will meet with district personnel who work closely with you, establish timelines for completion, act as a liaison between the program and the school, and assist you when you have questions about the program.

**Coaches:** Spend at least 60 hours onsite training candidates with conditional certificates. It is their goal to assist candidates in learning the art and craft of teaching while working with kids. They will meet before candidates enter the classroom (if possible), and then phase out of the teaching role as competencies are met.

**Field Supervisors:** work closely with cooperating teachers to maintain a positive working relationship between individuals, set goals, foster reflection and collaboration, and troubleshoot problems in placements. In addition, field supervisors will complete dispositional and field assessments, maintain regular communication with the you, and report immediately any breaches in policies, problems, or concerns regarding your work, your placement, and your progress.

# COOPERATING TEACHERS

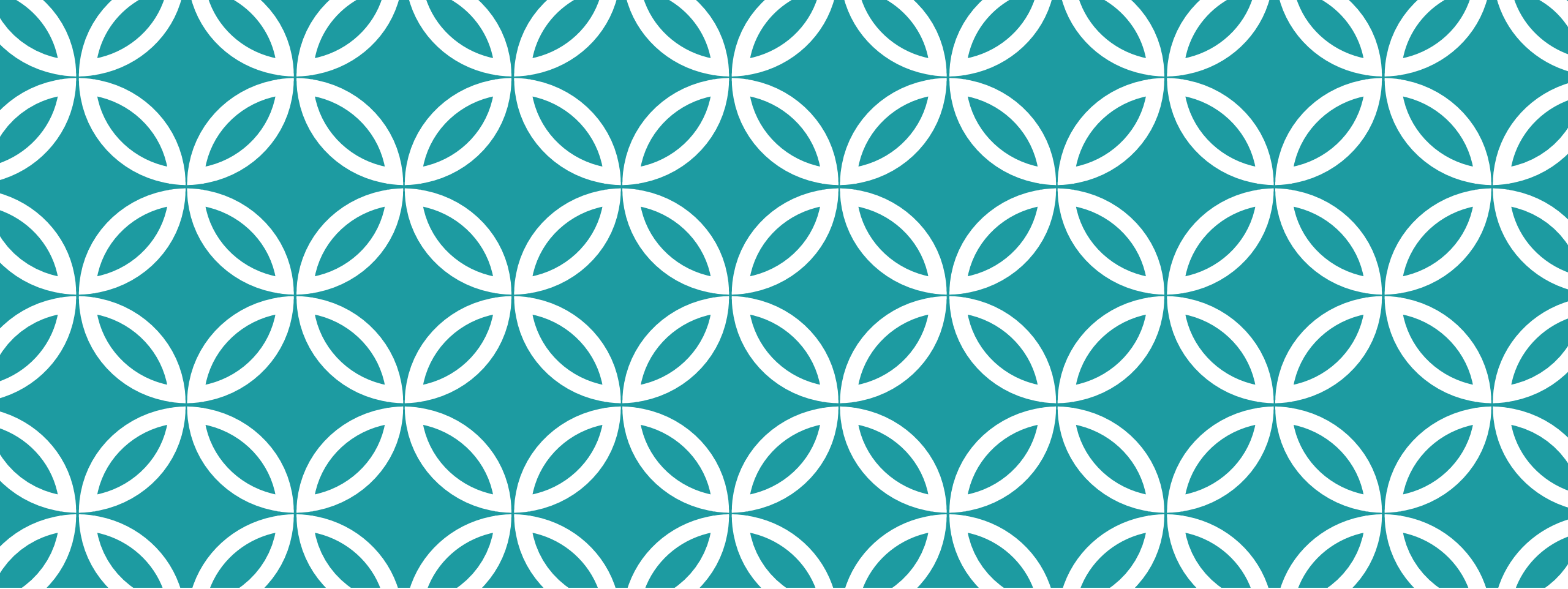
A cooperating teacher hosts a candidate (either from the para-professional or conventional track) in his/her classroom to complete the certification process.

When you enter the classroom, cooperating teachers guide your learning experience. They will expect that you are actively involved in all aspects of the classroom including planning, implementation of lessons, classroom management, assessment, analysis, and reflection.

Cooperating teachers act as guides and set expectations for the amount of your involvement by your progress and skills.

When the cooperating teacher and field supervisor agree you are ready for full responsibility teaching, the cooperating teacher can leave the classroom in your capable hands, or remain as a supportive role. While co-teaching is allowed you need time to work and establish classroom management skills, and that is best when you are alone with your students.

Mentor training is provided by NWED to all coaches and cooperating teachers via an online module.



## ADDITIONAL RESOURCES



# CONTACT INFORMATION

## **Technical/Financial**

Jim Mickel, Executive Director  
[jamesfmickel@gmail.com](mailto:jamesfmickel@gmail.com)

## **Admissions/Placement/Certification**

Bree Van Horn, Director of Partnerships  
and Recruitment [vhbree@gmail.com](mailto:vhbree@gmail.com)

## **Modules/edTPA/PGP/Fieldwork**

Kathlyn Mickel, Director of Personnel  
and Curriculum  
[mickelkathlyn@gmail.com](mailto:mickelkathlyn@gmail.com)

## **Mailing Address\*:**

Northwest Educational Development  
2522 N Proctor St #377  
Tacoma, WA 98406

\*Transcripts can be sent to this address  
or electronically from the institution.  
Electronic transcripts should be sent  
ATTN: Bree Van Horn.

# HELPFUL LINKS

[Assignment Sheet](#)

[Reflection Prompts](#)

[Fingerprinting Procedures, Fees and Policies](#)

[eCert User Guide](#)

[eCert Login](#)

[Testing Information](#)

[Program Handbook](#)





## WHAT'S YOUR PLAN?

Now that you have this information what is your plan to complete the program?

# CANDIDATE PROGRESS PLAN

Organization and self-discipline will be crucial to your success in the NWED program. You will need to hold yourself accountable to your desired time frame.

To this end, we have created a Candidate Progress Plan for you to complete that incorporates all of the program requirements and allows you to map out a visual of your program. It will also help us identify where you are on your journey towards certification. On the third page there are supplemental questions that will help you to think and plan how you're going to fit these requirements into your life.

You will submit these pieces as your first assignment for NWED. We will keep it for future reference for you, and for us.

Finally, please complete the assessment on the next page. This will verify that you have read this module and understand its information.

# ASSIGNMENT

## It's time for you to complete your own Candidate Progress Plan and Supplemental Questions!

Here is a [Sample Progress Plan](#) for you to use as a guide.

[Click Here to submit the plan.](#)

Some of this will be an educated guess on your part, but do your best with the information you have! We will review your plan and help you out if you're missing anything!

Include the following:

Modules (how many each month/running total)

Testing

Field Experience (Application, Start Date, End Date)

Field Reflections

edTPA (receiving the handbook, videotaping in your classroom, completing, submitting)

Professional Growth Plan

Certification (Planned Completion Date)

## Quiz

Click the **Quiz** button to edit this object

**Welcome to the New Teacher Candidate Quiz**

Click the "Start Quiz" button to proceed

# IMPORTANT POINTS TO REMEMBER

**If you need help - ASK!** It's our job to help you and we want to hear from you. We may not know if you're struggling if you don't reach out.

**Communication!** Questions aren't the only thing you should contact us for. You are in charge of your progress and program completion, we are here to help. If your plan changes, let us know. Effective communication will make a huge difference in your experience.

**Hold yourself accountable!** Our program is designed for candidates that want to set their own timelines and path towards certification. However, that also means NWED personnel will not remind you of missing work or set deadlines. Design a system that works for you and adhere to it. Don't procrastinate.