NEA National Board Jump Start Academies

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Materials list for All NEA National Board Jump Start Academies

PowerPoints are for facilitators only. Do not share with participants as PowerPoint files. All materials are copyrighted.

Academy	Standard/ Focus	Handouts for Participants
Foundations	Equity	• Foundations PowerPoint w/notes • Condensed Standards Organizer (2-sided) • Architecture of Accomplished Teaching
Component 1	Content Knowledge	• Component 1: NEA Jump Start PowerPoint • Component 1: Worksheet (2-sided) • Architecture of Accomplished Teaching • Condensed Standards Organizer (2-sided)
Component 2	Knowledge of Students	• Component 2: NEA Jump Start PowerPoint • C2 Scored Evidence (2-sided) • Linking C2, 5 Core... • Architecture of Accomplished Teaching • Condensed Standards Organizer (2-sided)
Component 3	Learning Environment	• Component 3 NEA Jump Start Power Point • C3 Video Analysis (2-sided) • C3 Requirements Organizer (2-sided) • Three Types of Thinking • Architecture of Accomplished Teaching • Condensed Standards Organizer (2-sided)
Component 4	Assessment	• Component 4: NEA Jump Start PowerPoint • C4 Forms and Connections Graphic (2-sided) • C4 Scored Evidence (2-sided) • Architecture of Accomplished Teaching • Condensed Standards Organizer (2-sided)
Foundations 2	Teaching Practice/ Instruction	• Foundations in Practice P2 PowerPoint • F2 Mapping & Planning • Condensed Standards Organizer

Timeline for Jump Start (JS) Set-up

12 to 6 months before JS

- Communicate with stakeholders, including associations, community partners, and facilitators
- Select dates for Jump Start Events
- Secure venue for Jump Start
- Reserve hotel rooms for facilitator(s) and participants
- Market the event
    - Save the Date
    - Social Media
    - Testimonials and stories from yearlong support cohorts

8 to 4 months before JS

- Setup registration site
- When candidates register, collect information about their areas of certification. This will be necessary for creating like-certification groups for the event.
- Marketing and Advertising the Event
    - Use email (via NB Connect Data site) to invite all NB candidates to Jump Start
    - Use social media: Post on the NBCT Facebook page. Also use Instagram, Twitter and Facebook
    - Send information to districts, union leadership, and Yearlong Support Groups

4 to 2 months before JS

- Coordinate with the team, including union staff and facilitators
- Establish a registration process and payment plan
- Create a members-only edCommunities Group to share documents. Note: Someone with access to registration information will need to monitor this group and provide access to those who have registered and been invited to participate in the edCommunities Group
- Develop a Jump Start Agenda
- Monitor and check registration numbers
- Recruit NBCTs for Day 4 Like-Certification Groups based on registered participants
- Email invitations to union leaders to drop by and speak about the union and union benefits

1 month before JS

- Visit the Jump Start site, check with tech support, and check available rooms

- Create room assignments and post them on edCommunities
- Distribute contracts and MOUs to presenters
- Email participants a pre-survey to poll their level of understanding of the NB process and resources
- Place catering order
    - Breakfast
    - Lunch
- Confirm hotel rooms for facilitator(s) and participants
- Check parking procedures and availability

Optional

- Suggest local opportunities for participants to bond and explore (provide this information in an email).Invite leadership participants to provide testimonials, share and offer support to candidates. Be sure to make these contacts in advance.

2 weeks before

- Print candidates' name tags with room assignments
- Create sign-in sheet for clock hour/credits
- Email candidates directions or post directions to participants on edCommunities
- Gather or purchase materials to bring to JS (*see list below*)
- Download and print candidate resources
- Download and print facilitator manuals and materials

1 Day Before Training

- Meet onsite with facilitators and staff to organize materials and check tech set-up
- Review all materials with facilitators and answer questions

Materials Needed

- Binders
- Section Tabs
- Three-hole punch
- Chart Paper
- Markers
- Large Index Cards
- Chocolate Candy
- Bottled Water
- Post-it Notes
- Paperclips
- Journals
- Pens
- Highlighters
- Certificates

Jump Start Action Plan

Putting together a successful Jump Start for participants is a multi-step process. Consider working virtually or face-to-face with a team to develop this action plan and to coordinate your event.

Task	Who's Responsible	Target Completion Date
Identify who you need on your planning team and coordinate with them to develop this plan (include union staff and Jump Start Facilitators).		
Develop a budget (supplies, venue, facilitators, food). Consider seeking sponsors.		
Set dates and secure a venue (consider utilizing association facilities, schools, or co-locate with other events).		
Reserve hotel rooms for presenters and participants.		
Advertise the event: design a flyer and distribute broadly (incorporate social media).		
Set up a registration process.		
Collect information about the candidates' certification areas when they register. This will be necessary for creating like-certification groups for the event.		
Establish a registration process and payment plan.		

Create a closed NEA edCommunities Group to share documents. Someone with access to registration information will need to monitor the group. Only invite participants to join the edCommunities Group if they have registered.		
Develop a Jump Start agenda.		
Monitor and check registration numbers.		
Recruit NBCTs for Day 4 like-certification groups that are based on registered participants.		
Visit the event venue and meet with the facility's tech support. Discuss room set up, audio visual needs, printing, an Internet connection.		
Get commitments from Association leaders to drop by and speak about the Association and member benefits. Include how they have supported National Board certification.		
Develop and distribute contracts and MOUs for presenters.		
Create room assignments and post on NEA's ed Communities site.		
Place the catering order.		
Check guest parking options at site.		
Optional: Suggest an evening bonding event for participants. Provide details by email.		

Optional: Invite inspirational testimonials from NBCTs.		
Email participants a pre-survey to poll your candidates' level of understanding of the National Board certification process and available resources		
Create a sign-in sheet to track hours and professional learning credits.		
Email preparation directions and/or post to participants on edCommunities.		
Gather or purchase materials and supplies.		
Download and print handouts (see materials list).		
Do a walk through of the presentations with facilitators and answer any questions.		

Jump Start for Facilitators in 10 Easy to Follow Steps

1. **Materials**: Make sure you have access to all Jump Start PowerPoints and resource materials. Plan enough time to review the slides on your own. The notes for the PowerPoints are thorough, but you need to read and rehearse before the training.
2. **Staying Current**: Make sure you have downloaded the most up-to-date candidate directions and content standards from the National Board. Things have changed since you were certified. If you're not sure, remember to refer candidates to 1-800-22TEACH (83224).
3. **Set-up**: Make sure you have the materials downloaded on your laptop or on a jump drive. Visit the training site the day before to make sure that you can use the projector. Go to your room early to prepare and set-up. Don't forget to do a sound/audio check.
4. **Timing**: Pay attention to the timing noted on the slides to ensure that you are able to finish the presentation in the time allotted (3.5hours). Timing matters. If time is an issue, know the content well enough to make a good decision about what to cut out.
5. **Printing**: Decide if you're going to print the notes and slides or use presenter mode on your computer. The trainer notes include the information you need to present the activities and information to candidates.
6. **Consistency:** If you have multiple trainers for your event, organize a pre-event webinar to meet them before the event and to review materials. This preparation will help to ensure consistency at Jump Start.
7. **Rationale**: Follow the directions that are included with each activity to make sure that you give clear and correct directions. It is helpful to tell candidates "the why" of each activity. See the Jump Start Strategy Rationale Chart for more suggestions and information.
8. **Environment**: Create a risk-free environment for sharing and learning at Jump Start. Meet the participants at the door, as they enter. Build them up and let them know they can do this! A little encouragement goes a long way.
9. **Inspiration**: Share your story as a source of inspiration. Avoid saying, "Do it this way," rather share your enthusiasm about the process.
10. **Reflection**: Read the feedback from the participants. Use this information to reflect, learn, and grow.

Instructional Strategies and Rationale

Jump Start Strategy	Rationale
Close Read	Reading the certificate standards, connecting with their experiences, and identifying gaps is essential.
Jigsaw	Small groups read part of a lengthy piece and share with others makes efficient use of time and engages all learners.
Coding "Making Connections Maneuver"	Each Academy is color coded. These colors are added to Standards so that candidates are aware of which ones are are measured in each component. Standards are numbered and added to written commentary questions. Each element of the Scoring Rubrics are lettered to connect with the written commentary questions. Coding helps candidates see the connections among the Standards, questions, and rubrics.
Graphic Organizers	These help to organize thinking around various aspects of components and assists in metacognition.
Reflection	Thinking back, realizing, and making a plan for the future encourages self-directed learning.
Video Analysis	Analyzing videos develop skills in recognizing specific observable evidence of NBPTS Standards. These embedded videos are not intended to demonstrate technical requirements or accomplished practice.
Engagement	Norms,Think, Pair, Share, Elbow Partners, Crosstown Partners, Give One-Get One, Walk & Talk, 3 Question Activator, Snowball, Chalk Talk, Group Poster, Four Corners, and Strategy Wall,
Comparing Rubrics	Comparing the 2 and the 3 rubric score provides candidates time to analyze the difference between *accomplished* and *not yet accomplished* evidence of a standard and component.
Describe, Analyze, and Reflect	Written commentary questions deepen thinking by requiring three types of thinking. Facilitators encourage these levels of thinking through questioning.
Mapping	The "Mapping Questions and Planning Considerations" Graphic Organizer provides autonomy as participants plan a timeline of their journey through

	the certification process.
Supportive Resources	NEA EdCommunities is a national on-line community that connects facilitators, trainers, and candidates to collaborate, share resources and ask questions. 1-800.22TEACH www.nbpts.org Share other state and local resources to help support and retain candidates.

Sample Email

Dear Jump Start Participant:

We are delighted that you have registered for NEA's National Board Jump Start Training on DATE at: Location This email confirms your registration and provides information you need to prepare for this training. Please read this email carefully and arrive on the first day of the training ready to begin.

NEA's National Board Jump Start consists of six comprehensive academies designed to provide important information and a comprehensive overview of the National Board certification process. You will use strategies and resources to examine component requirements and collaborate with other educators in a supportive, constructive, and collegial environment.

Agenda

Please see the attached agenda.

What to bring:

You will need to bring several documents to this Jump Start training. In addition, you will need to select a NBPTS certificate area before the training. All of the documents you use during the training are specific to your chosen certification and developmental area. These materials will be essential for you to participate at Jump Start.

If you desire to use these documents and materials online, not printed hardcopy, you need to be able to answer "yes" to each of the following questions:

- Do you have a laptop with which you are very familiar and very comfortable using and to navigate between documents?
- Do you understand that there will **not** be an opportunity to print these materials on-site?
- Are you able to open several windows at the same time to compare and build information from different documents?

- Will all of your work be done on this computer? Will you have continuous access to it when you need it?
- Are you familiar with the highlighting and note-taking tools on your computer so you can make notes and highlight key concepts within the documents?
- Do you know and understand that your Jump Start Facilitators will not have the time (or the expertise) to help you with any computer dilemmas that may arise during the seminar?
- Do you understand that the event site may have internet access limitations?

If you answered NO to any of the questions above, please download, print, three hole-punch, and place the following documents to optimize your Jump Start Learning experience in a binder.

Documents to print:

This takes a great deal of time, paper, and printer ink. Please print full size—2-sided:

1. **Five Core Propositions** https://www.nbpts.org/standards-five-core-propositions/Download, print, and three-hole punch this document.

2. Print the **General Portfolio Directions**.

First-Time and Returning Candidate Resources

Certification Candidates

Instructions

Certificate-Specific Instructions

General Portfolio Instructions

Forms

Request for Testing Accommodations Form and Instructions

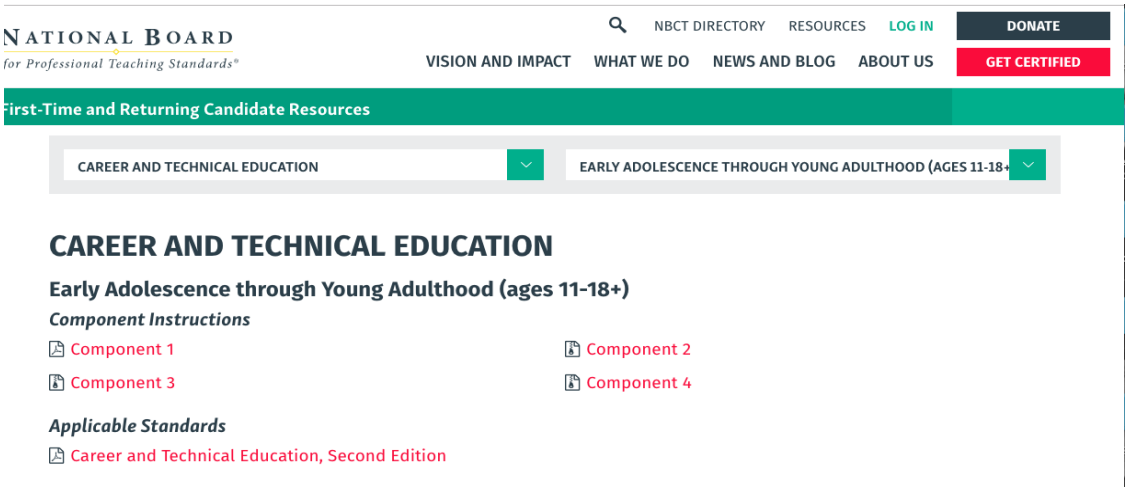
Eligibility Verification Forms and Instructions

3. **Standards and Components**

Scroll to the bottom of the NBPTS First-Time and Returning Candidate Resources: https://www.nbpts.org/national-board-certification/candidate-center/first-time-and-returning-candidate-resources/ Scroll past the heading for Standards and Instructions for First-time and Returning Candidates.

1. Select your discipline. You will also need to select the developmental age for your certificate area.
2.
3. Print these standards.
4. Click on each of the four Components*
   **Note: These are different from Components: At-a-Glance shown at the top of the page.*

Download, print, and three hole punch **all of the files** in each zip file of the Discipline-specific Components and Developmental Level.



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4. Place all documents in a 1.5 or 2 inch binder. Use a tab to separate the sections.

- Label the tabs in this order:
  - 5 Core Propositions (*What Teachers Should Know and Be Able to Do*)
  - Standards
  - Component 1
  - Component 2
  - Component 3
  - Component 4
  - General Portfolio Instructions

Important Reminders:

If you need to make changes to your registration, have dietary restrictions or have questions, please contact email and phone number

Thank you for your attention to these program details.

Your Jump Start Facilitator(s),

Names of presenters

Marketing Strategies for Jump Start

- Send a Save-the-Date card or email
- Post on Social Media Sites: Facebook, Instagram, Twitter
- Advertise within Year-long Support Cohorts
- Create a flyer or postcard (samples in edCommunities)
- Send an announcement to districts
- Make a video to post that features former Jump Start participants and includes testimonials from them about how the program made a difference to their work and careers.
- Encourage Jump Start alumni to share their Jump Start stories
- Look for marketing updates on materials on the National Board Jump Start Admin edCommunities page.