

College of Education
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Preparation Program Responsibilities for edTPA Videos

Because of parental concerns over privacy and safety, as well as legal requirements, candidates and their preparation programs have significant responsibilities in creating the videos and limiting their use to appropriate purposes.

1. **Programs must work with candidates and districts to assure that the necessary parental consent has been sought and received, and that students whose parents have not given consent do not appear in the edTPA video.**
 - a. Programs must explicitly explain to candidates the importance of obtaining parental consent for the video clips.
 - b. Programs must collect and save Guidelines for Candidate Responsibilities in using edTPA Videos Sign Form signed per each candidate. The university supervisors will be responsible for delivering *candidate's signed forms* to the CEST office. This will become part of the candidate's file. *Follow the edTPA Index Forms document available in the CEST Office.*
 - c. Programs must communicate to candidates the process for assuring that parental consent has been sought and obtained. (This process will vary by districts.)
 - d. Programs must communicate to candidates the process for handling students who do not have parental consent during their videotaping.
 - e. Programs must confirm that consent forms are being retained by the program.


2. **Programs that wish to use candidate video clips for purposes of program analysis and evaluation must observe the following guidelines:**
 - a. Explicit, written candidate permission must be obtained. See document "*Guidelines for Candidate Use of edTPA Videos and edTPA Implementation and Program Development Consent Form*".
 - b. Video clips collected by programs must be centrally maintained on a secure site and not further distributed, either internally or externally.
 - c. Candidate edTPA materials may be reviewed by Northeastern Illinois University academic programs under secure conditions for edTPA program development, evaluation and implementation, including scorer training, faculty training, future candidate training and to support continued program improvement activities such as future validity and reliability studies and accreditation purposes.
 - d. Video clips collected for purposes of program improvement must be retained and destroyed in accordance with the institution's retention schedule

I have read the above guidelines and agree to follow them.

Instructor's Name (printed): _____ 

Position: _____ 

Institution: _____ 

 **Signature:** _____ **Date:** _____ 