The College of Education edTPA implementation team has developed three main central places in which you can find information about edTPA locally:
- http://neiu.edu/academics/college-of-education/edtpa
- edTPA NEIU-port Group
- D2L edTPA-Community

The American Association of Colleges for Teacher Education (AACTE) and SCALE edTPA Website. In this site you will find information about edTPA nationally:
- http://edtpa.aacte.org/
edTPA Roles within COE

- **Dean of the College**: Responsible for the overall edTPA implementation and compliance with the ISBE rules and regulations.

- **edTPA Coaches**: Collaborate with the unit coordinators, edTPA program facilitators and the dean of the college in the implementation of the edTPA. Coaches are the main contact for candidates who do not pass edTPA. They provide general guide to support candidates as they complete their edTPA portfolio and develop support materials and orientation sessions for candidates. Coaches help in the implementation of the edTPA policy and procedures for program completion.

- **Unit Coordinators**: Associate Dean of the College of Education and faculty member. In charge of edTPA implementation activities at the college level, liaison with the State of Illinois Board of Education, coordinate and collaborate with programs, develop college policies in collaboration with Department chairs, Dean, and edTPA program coordinators. Work with Dean to identified resources needed to support faculty and candidates. Monitor the inventory of equipment related to edTPA available to candidates and faculty in the library. Serve as a liaison to programs that do not have to pass edTPA to ensure service classes are supporting edTPA.

- **edTPA Program Coordinators**: Collaborate with department chairs, associate dean and Dean in the implementation of activities and policies related to edTPA. Work with the program faculty in all activities related to the edTPA implementation including training in SCALE handbook(s) and rubrics, and analyzing of data for program improvement, and edTPA support to candidates. Design program calendar for submission every semester.

- **ST. Supervisor**: collaborate with edTPA program coordinators, department chair, edTPA coaches, associate dean and Dean in the implementation of activities and policies related to edTPA. Closely work with edTPA program coordinators in the logistic of submitting edTPA portfolio using TK20 and verification within ePearson. Support candidates through final stage of preparing and submitting the edTPA portfolio following program calendar for submission. Participate in edTPA training session and local scoring and analysis as decided by the program.
Where Will ST Supervisor find answers about edTPA?

- Read handbook and other materials from SCALE available in COE edTPA website or edtpa.org (library)
- Consult with colleagues
- Consult with your edTPA program coordinator
- Consult with your Department chair
- Consult with edTPA coaches @ COE-edTPA@neiu.edu (Barbara Mazur & Mary Bortz)
- Associate Dean in charge of edTPA @ COE-edTPA@neiu.edu (Alberto López)
- Dean of the College: (Maureen Gillette m-gillette@neiu.edu)
# edTPA Forms Index

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<tr>
<th>Name of the form</th>
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| Placement Site edTPA video Permission form | The form explains to building principals the Illinois edTPA requirement and requests permission for the field experience student to videotape himself/herself teaching at the placement site for edTPA.  
**The clinical student/student teacher** must use this form to obtain video permission from the building principal prior to videotaping himself/herself teaching for edTPA. | Supervisor will obtain this form from the respective edTPA Program Coordinator or CEST Office prior to the start of the semester.  
Supervisor introduces and explains this form to the teacher candidate, cooperating teacher, and building principal in introductory visit to the placement site. | CEST Office |
| Guidelines for candidate use of edTPA videos to be used from Fall 2014 to Spring 2015 | **Clinical student/student teacher** must carefully read this form to understand his/her videotaping responsibilities at placement site for edTPA.  
The clinical student/student teacher must carefully read and sign this form in the first clinical/student teaching seminar. | Supervisor reviews and discusses this form with his/her clinical students or student teachers in first seminar meeting.  
Supervisor has clinical students/student teachers sign this form at first seminar meeting and submits to the CEST Office by the end of the second week of the semester. | CEST Office |
| ISBE, CPS or School District edTPA release form for student participation | The form explains to parents/guardians the Illinois edTPA requirement and requests their permission for their children to participate in the clinical student/student teacher’s videotaping for edTPA. | Supervisor will obtain this form from the respective edTPA Program Coordinator or CEST Office prior to the start of the semester.  
Supervisor reviews and discusses this form with his/her clinical students or student teachers in first seminar meeting.  
Supervisor introduces and explains this form to the teacher candidate, cooperating teacher, and building principal in introductory visit to the placement site. | CEST Office |
| Preparation program Responsibilities for edTPA Video | **All clinical and student teaching supervisors** will sign and submit this form to their respective academic departments by the end of the second week of the semester. | edTPA Program Coordinator will distribute and discuss this form with clinical and student teaching supervisors prior to the start of the semester | Department Chair |
Important Tasks for edTPA Program Coordinators

- Follow and revise the program implementation plan as needed. In the implementation plan include the following: a curriculum mapping, schedule or training and dates to analyze the scores with faculty. Each semester, develop a program schedule to guide student teacher candidates during the process of preparing their final portfolio. The purpose of this schedule is for candidate to upload and revise materials throughout the semester instead of uploading everything at the end. For the purpose of the assessment management system (i.e. TK20), candidates need to submit five days in advance of the official date established by Pearson. Please, consult the official submission dates in the following website (see Review Submission and Reporting Dates): [http://www.edtpa.com/](http://www.edtpa.com/)

- Know and review edTPA handbook and rubrics. Make sure the faculty members are using the latest version of the handbook.

- Work with the unit coordinators and edTPA coaches. Participate in edTPA program coordinator meetings.

- Develop and implement edTPA training sessions for the faculty.

- Inform the program faculty and coordinate changes in policy, new handbooks, revisions of handbooks and other issues important for faculty and students on a regular basis.

- Support candidates and faculty as they work with the assessment.

- Support in the implementation of the edTPA policy and procedures for program completion.

- Collaborate with program faculty and department chair analyzing the data/scores results to make appropriate programmatic changes and/or changes to the implementation plan.

- Participate in edTPA orientation day with candidates.

- Participate in the edTPA work day with student teachers before the official portfolio submission. The Dean’s office will coordinate this activity.
Important Tasks for the University Supervisor

- Facilitate the process of planning for submitting edTPA.
- Follow SCALE Guidelines for feedback.
- Visit all the resources of information identified in this handbook regularly.
- Inform your candidates about changes in policy.
- Familiarize yourself with the edTPA policy and procedures for program completion.
- Attend all meetings and trainings related to edTPA.
- Inform the edTPA coaches, the department chair and edTPA program coordinators if one of your candidates is at risk of NOT passing edTPA or opt-out. The department chair will coordinate a meeting with the candidate to determine the next steps following the edTPA College Policy.
Important Tasks for edTPA Coaches

- Answer emails through coe-edTPA@neiu.edu
- Create and keep revising “tips” sheets as handbooks are revised.
- Familiarize with SCALE support materials for faculty and candidates.
- Collaborate with Associate Dean in coordinating edTPA faculty trainings for the entire college.
- Work with Associate Dean/unit coordinator in updating resources available in the COE-edTPA website and D2L Community.
- Create and keep revising peer editing sheets as handbooks are revised.
- Schedule open “help” sessions though the semesters for candidates.
- Create and keep revising “remediation” cover sheet as handbook are revised.
- Based of the edTPA policy and procedures, create a remediation trouble shooting plan that includes:
  - Meet with students who failed edTPA to review edTPA scores
  - Determine an action plan following the options established in the edTPA policy
  - Complete remediation cover sheet
  - Send to department for action plan implementation