Hello Jump Start Candidates,

This message has lots of details. Take a deep breath and dig in. It may seem daunting, but you can do it.

Please download, print, three-hole punch, and binder all of the documents needed for Jump Start so you can organize, tab, highlight, take notes and reference information easily.

\*You will need three 1 1/2 inch binders to hold your documents.

***PLEASE KNOW THAT YOU WILL NEED TO HAVE EASY ACCESS TO EIGHT KEY DOCUMENTS FOR JUMP START.  Your Jump Start Training Team highly encourages you to download, print, three-hole punch the eight documents.***

**Print on one side of the paper only**.  Print full size, please. (HINT:  *For those who are ecologically aware,* ***we support you****, but this is not a good time to conserve paper and ink. These documents will be fundamental to producing good results, so be sure you have readable, well-organized copies from which to work.)*

Please allow yourself enough time to do this, and to do it well.  You will be using these documents for the entire duration of your candidacy.  There will not be time during Jump Start to take care of this.  **We ask that candidates come prepared with these eight documents and be ready to work.**

*We do recognize that some very technologically minded candidates prefer to download these documents and access them on a tablet or laptop computer, so if you are considering working with these documents from your computer (with no print copy), you will need to be able to answer “yes” to the following questions:*

* *Do you have a laptop with which you are very familiar and very comfortable navigating between documents?*
* *Are you able to open several windows at the same time to compare and build information from different documents?*
* *Will all of your National Board Candidate work be done on this computer? Will you have continuous access to it anytime 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 arise during the seminar?*

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

This takes a great deal of time, paper, and printer ink.  It takes more time than you think it will take… trust me.  Check with your school or district to see if you can print them using school printers/copiers.

**Print on one side of the paper only**.  Print full size, please.

Because the National Board Certification process is in the middle of a revision, you will need to navigate and download documents from two separate websites. The following are step-by-step instructions to download documents from each of the two websites.

**Go to: www.boardcertifiedteacher.org** Click on the "Get Started" tab at the top of the page

Scroll down to the middle of the page and click #2 "Certificate Areas"

Click on the text "25 certificate areas"

Scroll down to your appropriate certificate area from the "Applicable Standards" column of the table. (note many certificate areas share the same standards in both developmental levels).

These are your certificate area specific **Standards**

 Download, print and 3-hole punch (about 100 pages)

 Place in Binder #1

**Go to: www.boardcertifiedteacher.org** Click on the "Get Started" tab at the top of the page

Scroll down under "Eligibility and Application"

Click on **"2014 Guide to National Board Certification"**

 Download, print and 3-hole punch (about 24 pages)

 Place in Binder #2

**Go to: www.nbpts.org \*\*\*candidates will only access this site BEFORE October, 2014**

Click on the "Candidate Center" tab at the top of the page

Click on "National Board Candidates" on the left-hand menu bar

Click on "Certificate Areas" on the left-hand menu bar

Click on the text "Five Core Propositions"

On the extreme right hand of the page, click on "Five Core Propositions (PDF)"

**"What Teachers Should Know and Be Able to Do"**

 Download, print and 3-hole punch (about 22 pages)

 Place in Binder #1

**Go to: www.nbpts.org** Click on the "Candidate Center" tab at the top of the page

Click on "National Board Candidates" on the left-hand menu bar

Scroll to the bullet "If you started the process in 2012 or 2013 prior to the revisions to the certification process, please click here for resources and policies"

Click on the word "here"

Scroll down to Section I: General Resources

Click on **"Portfolio Instructions Part 1"**

 Download, print and 3-hole punch (about 65 pages)

 Place in Binder #3

**Go to: www.nbpts.org** Click on "Candidate Center" tab

Click on "National Board Candidates" on the left-hand menu bar

Scroll to the bullet "If you started the process in 2012 or 2013 prior to the revisions to the certification process, please click here for resources and policies"

Click on the word "here"

Scroll to Section II: Certificate-specific resources

Scroll down and click on your certificate area: be certain to select the correct developmental area

Assessment At A Glance

Click on your Certificate Specific **"Assessment At A Glance"**

 Download, print and 3-hole punch (about 32 pages)

 Place in Binder #2

**Go to: www.nbpts.org** Click on "Candidate Center" tab

Click on "National Board Candidates" on the left-hand menu bar

Scroll to the bullet "If you started the process in 2012 or 2013 prior to the revisions to the certification process, please click here for resources and policies"

Click on the word "here"

Scroll to Section II: Certificate-specific resources

Scroll down and click on your appropriate certificate area: be certain to select the correct developmental area

Scroll down to "Portfolio Instructions"

Click on your certificate area specific **"Portfolio Instructions"**

**Print only "Entry 1 and the coversheets after Entry 1**" (Stop when you see Entry 2 in the header at the top right hand side of page).

 Download, print and 3-hole punch (about 26 pages or so)

 Place in Binder #3 (place these in front of Portfolio Instructions Part I)

**Go to: www.nbpts.org** Click on "Candidate Center" tab

Click on "National Board Candidates" on the left-hand menu bar

Scroll to the bullet "If you started the process in 2012 or 2013 prior to the revisions to the certification process, please click here for resources and policies"

Click on the word "here"

Scroll to Section II: Certificate-specific resources

Scroll down and click on your appropriate certificate area: be certain to select the correct developmental area

Scroll down to "Scoring Guide"

Click on **"Part 2: *YOUR CERT AREA* - Understanding and Applying the Scoring Criteria"**

 Download, print and 3-hole punch (about 34 pages)

 Place these in Binder #2

Almost finished... for the final time

**Go to:** **www.nbpts.org** Click on "Candidate Center" tab

Click on "National Board Candidates" on the left-hand menu bar

Scroll to the bullet "If you started the process in 2012 or 2013 prior to the revisions to the certification process, please click here for resources and policies"

Click on the word "here"

Scroll to Section II: Certificate-specific resources

Scroll down and click on your appropriate certificate area: be certain to select the correct developmental area

Scroll down to "Scoring Guide"

Click on " ***YOUR CERT AREA* Evaluation of Evidence"**

 Download, print and 3-hole punch ONLY pages 1 and 2

 Place these in Binder #2

Whew! Wipe the sweat from your brow...

To review, organize your eight documents as follows:

Binder #1:

* Standards for your certificate area
* What Teachers Should Know and Be Able to Do (5 Core Propositions)

Binder #2:

* 2014 Guide to National Board Certification
* Assessment at a Glance
* Part 2: Understanding and Applying the Scoring Criteria
* Evaluation of Evidence

Binder #3:

* Certificate area specific Portfolio Instructions
* Portfolio Instructions Part 1 (General Instructions)

In addition to the documents and binders, you will also need to bring the following to Jump Start:

* Colored flags (or tabs) RED, BLUE, GREEN and YELLOW.  I have found that the Post-it brand works best.  It has the right colors, and one pack allows you to tab everything you need.  (We do a group tabbing activity to get you organized.)
* Highlighter pens in PINK, BLUE, GREEN and YELLOW
* Additional Post-Its (any color)
* Pencil/pen/notebook paper

Thank you for your attention to detail. You are setting yourself up to a successful National Board candidacy.