PBA Workshop

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PBA Workshop- Part 1

Introduction to the PBA workshop, PBA resources and creation of ELIS account

What is a PBA?

* PBA stands for "Performance Based Assessments"
  * Commonly referred to as Milestones, the PBA's make up the Council for Teacher Education (CTE) Gateway requirement system.

* The PBA workshop informs education majors of milestone requirements that pertain to ISU academic and Illinois State Board of Education (ISBE) licensure requirements. Milestones are broken down into two gateways, pre-student teaching and student teaching.

* Completion of the PBA milestones is required for all teacher education candidates to ensure graduation and licensure requirements have been met.

Goal of the PBA workshop?

* Learn about each of the PBA milestones and how they are divided into 2 Gateways
    * Gateway 1:   Pre-Student teaching
    * Gateway 2:   Student Teaching

* Provide students with resources and websites to assist with PBA milestone completion
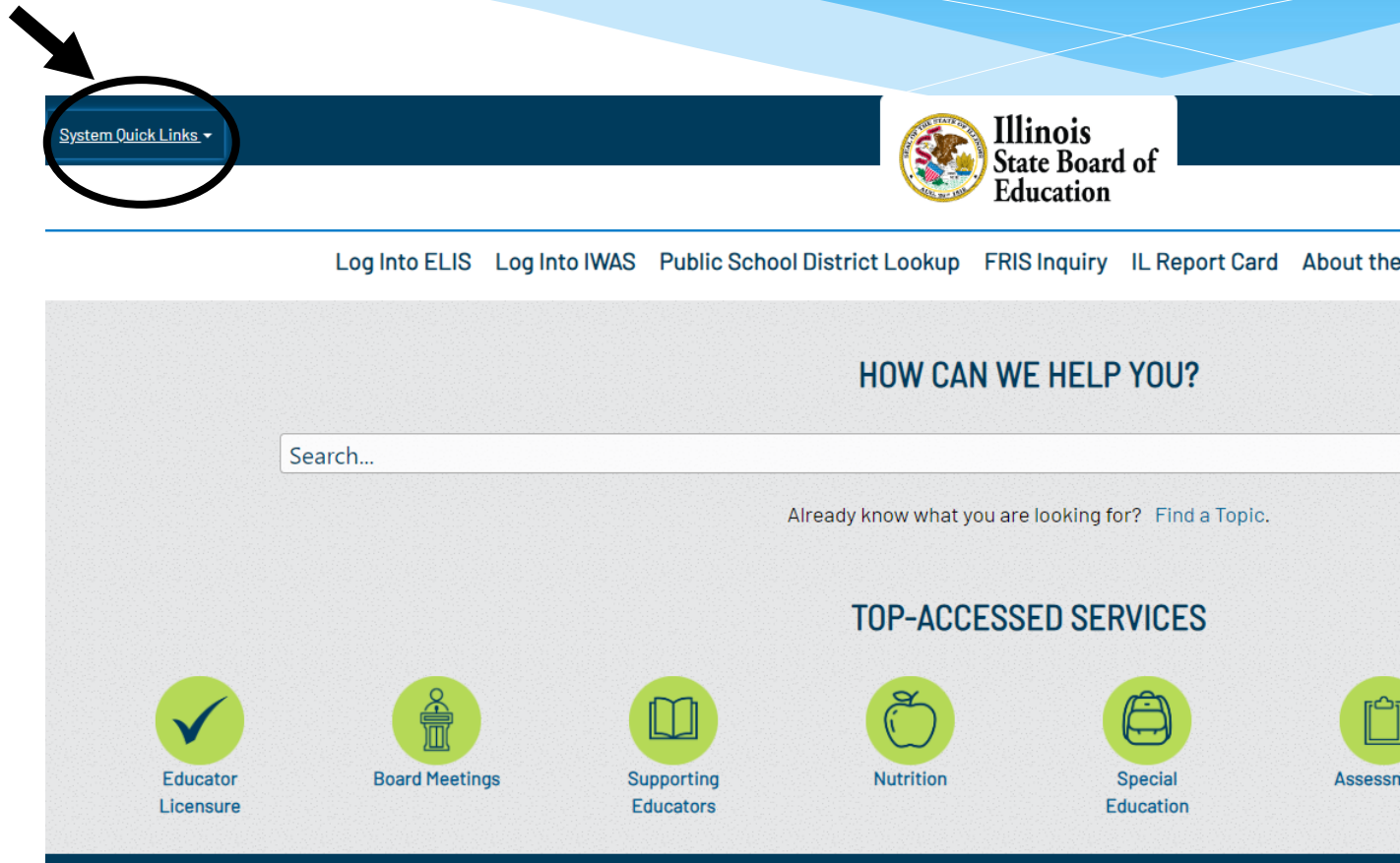
Teacher Education Resource

- This presentation and detailed information about the Gateways/milestones, clinical experiences, ISBE, forms and licensure information can be found at: https://teachercenter.illinoisstate.edu/students/

- Teacher Education webpage are regularly updated and should be used for all PBA milestone-based questions

- Questions can also be emailed to the Teacher Education Center at pbaquestions@ilstu.edu or teacheredcenter@ilstu.edu

ELIS ACCOUNT
(Educator Licensure Information System)

- You must create a valid ELIS account! This is your account for licensure through the Illinois State Board of Education.
  - It is created using your correct social security number
  - Educators use this account to apply for and maintain teaching credentials throughout their careers
  - ELIS also links content tests, professional development, transcripts, endorsements, and test scores to you

- You will be assigned an Illinois Educator Identification Number (IEIN) when you create an account.
  - Keep record of this number

- Keep track of your log-in and password and link an e-mail to your account as you create it.

To create account or access your account go to www.isbe.net and click the System Quick Links drop down and select ELIS

Click on Educator Access for Log-in Information

Sign Up Now, to create account, or login using your previously set up information.

ELIS
Account Setup

- Fill in all the information on the Sign up Now link. Then verify by signing in to complete your account to ensure registration occurred.
  - ➢ **Make sure your SS#, name and DOB is correct before creating an account.**

- You should add personal information such as address, e-mail, and phone (this can be done later).

- Identify your Illinois Educator Identification Number (IEIN) and record it in your records.

ELIS
(Educator Licensure Information System)

<u>Extremely Important: Review</u>

- This is <u>your</u> account for licensure through ISBE

- It is linked to your SS# and name (<u>roughly 5% of students incorrectly enter this information</u>)
- To be entitled for licensure, your content test scores must link properly to your ELIS account
  - To ensure this occurs, use the same NAME AND SS# when registering for content tests and edTPA that was used for ELIS creation
  - Failure to do this may cause licensure delay

- **Identify your username, password, and IEIN in your records for later usage**

PBA Workshop- Part 2

- The PBA system has 2 gateways- Designed for each major
  - Gateway 1: Pre-Student Teaching
  - Gateway 2: Student Teaching

- As a reminder, you can find gateway/milestone information on the Teacher Education Center Website: https://teachercenter.illinoisstate.edu/students/

Part 2

Gateway 1- Pre-Student Teaching

Gateway 1
National Criminal Background Check

- <u>REQUIREMENT:</u> National Criminal Background Check (NCBC) must be completed before beginning any ISU clinical experience course.
  - <u>You may not register for a clinical course or enter a school or agency until your clear results are on file in the Teacher Education Center.</u>

- Start process by accessing directions at:
  - https://teachercenter.illinoisstate.edu/students/gateways/background/

- One-Time Fee= $36
  - Pay online using PayPal, credit card, or paying via phone by contacting Bushue directly

- The NCBC process is 100% online and available 24 hours a day and has an estimated processing time of 3-5 business days.

- After completion, the NCBC is valid at ISU for 10 years.

Gateway 1
Criminal Background Check Continued

- You will get an email from the Teacher Education Center when your criminal background check results have been received and processed. Your NCBC milestone will also be updated.
  - To receive a personal copy of your NCBC, you should contact Bushue directly at info@bushuebackgroundscreening.com

- If you do not get an email from the Teacher Education Center within 10 days of completing the online process, please send an e-mail to teacheredcenter@ilstu.edu with your information.

- After NCBC completion, students will be responsible for reporting any convictions or legal changes to the Director of the Teacher Education Center within 1 week. Failure to do so could result in removal from ISU teacher education.

- **Note: School districts will require proof of a valid criminal background check to begin clinical placements. Check with your clinical placement school before attending as they may require a fingerprint check through their vendor.**

Criminal History Registry Checks

- **2 Registry Checks**
  - Violence Against Youth Registry Check*

  - Sex Offender Registry Check*

- These are manually checked by Teacher Education Center staff for Gateway 1 after completion of the PBA workshop.

Registry Check information comes from the Illinois State Police Databases for Violence against youth and sex offender.

Gateway 1
Safety Education Assessment

* **Safety Education Assessment is an online learning module focusing on health and safety when working in clinical settings.**

* To access, click the Safety Education Assessment link under the Gateway 1 webpage below or via your Teacher Education section of your My Illinois account:
  https://teachercenter.illinoisstate.edu/students/gateways/safety/

* Read each passage and then answer the corresponding questions

* Once you have completed the safety education assessment, your milestone will be updated electronically

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Gateway 1
Mandatory Reporter of Child Abuse Training

* Educators are required by law to be mandatory reporters of child abuse. To understand the role of a Mandatory reporter students must complete the online training from the Illinois Department of Children and Family Services (DCFS)

  ➤ https://www.dcfstraining.org/manrep/index.jsp

* You can also access the training and the forms through the Teacher Education website-

  ➤ https://teachercenter.illinoisstate.edu/students/gateways/child-abuse-training/

* **REQUIREMENTS- Turn in both of the following to the Teacher Education Center:**

  ➤ **Certificate of Completion and**

  ➤ **DCFS-Acknowledgment of Mandated Reporter Status form**

Tuberculosis (TB) Test
(Timeline Differs by major)

* Early Childhood Majors- a TB test must be completed for ECE majors before beginning clinical experiences in a daycare setting (ECE may need additional TB test if past three years)

* All other majors will need to complete the TB before student teaching. It is required to complete Gateway 1.

* **REQUIREMENT: Doctors documentation of your negative TB test with name of office, results and date read should be sent to the Lauby Teacher Education Center – Direct link from webpage (preferred), fax or in person**

    * **Test must be within last 3 years to be accepted**

    * Can be completed a Student Health Services. If completed at Health Services you must request records to be sent to the Teacher Education Center.

* Note: School districts may require an updated TB for clinical placements

GPA, Hours and Course Work

- **REQUIREMENT- All three items are updated via regular software checks of your records and current status**

Cumulative ISU GPA

* Minimum GPA requirement set by each department

* Minimum of 2.5, but some majors require higher GPA's

* Must maintain through Gateway 1 & 2

https://teachercenter.illinoisstate.edu/students/gateways/gpa/

Hours- ISU specific

* 30 Hour Requirement

Course Work

* COM 110
* ENG 101
* Or Equivalent courses

Departmental Approval

* **REQUIREMENT: Departmental Approval is granted by your academic advisor**

* Approval is based on student meeting the department's criteria

* Once everything in Gateway 1 is completed, make an appointment/contact your advisor if you need approval

Disposition Concerns Assessment

- Disposition concern is submitted when a student's behavior suggests that the professional dispositions expected of an ISU teacher candidate are not present or are lacking.

  ➢ *Disposition Indicators include responsibility, respect, honesty/integrity, collaboration, reverence for learning, emotional maturity, reflection and flexibility*

- Disposition concerns can be written as resolvable (student completes a plan of action to improve concern) or unresolvable.

- A disposition concern can be written by any individual associated with the teacher candidate.

  ➢ *Examples- Faculty, cooperating teacher, supervisor, ISU staff, etc.*

- **3 unresolved Disposition Concerns, across gateways, stops your progress in Teacher Education.**

Problems, Concerns, Complaints

* To learn about the appeals process for a third disposition, go to:
https://teachercenter.illinoisstate.edu/students/clinical/appeals/

* To appeal a decision relative to admission to or continuation in teacher education then you should go to the following website for specific procedures:
https://teachercenter.illinoisstate.edu/students/clinical/rights/

* To find out general information on how to file a grievance, go to the Dean of Students office webpage:
https://deanofstudents.illinoisstate.edu/conflict/conduct/

Gateway 1

Clinical Field Experiences

* **50 Diverse Hours- Students should earn a minimum of 50 clinical hours in a diverse setting (approved by your professors) before student teaching**

* **100 Total Hours- Student should earn a minimum of 100 total clinical hours in all settings (approved by your professors) before student teaching**

* Student teaching placements may be altered if total hours are not achieved

* Those working towards an ESL or bilingual endorsements should work to achieve 100 clinical hours in these settings before student teaching when possible.

* See website below or contact your professor for additional information.

* https://teachercenter.illinoisstate.edu/students/clinical/

Gateway 1

State Content Test- Illinois Requirement

* **You must pass the State of IL required content test for your area to be licensed. When registering for the exam, choose for results to be sent to ISU for verification.** Steps
* Create an account and register for tests online at www.il.nesinc.com
    * Make sure to use correct Social Security number and name. **Information should be identical to information in your ELIS account.**
    * The cost of this test ranges from $98 - $170
* Goal: Pass exam roughly 6 months before student teaching to allow for possible retakes (Ask your advisor for timeline advice)
* **Some majors may require more then one test- Speak to your advisor to confirm**
* Go to Teacher Education Center testing webpage for free study guide resources

Gateway I: Application to Student Teach

* Application for student teaching is done typically one year in advance of student teaching semester. Talk to your department about the application process and application deadlines. Failure to submit in a timely manner may delay your student teaching semester.
    * Student teaching Website: https://teachercenter.illinoisstate.edu/students/stt//

* **REQUIREMENT: All Gateway I requirements must be met prior to:**
    * **July 15** for a **Fall semester** student teaching experience
    * **December 15** for a **Spring semester** student teaching experience
    * Failure to meet these deadlines may delay your student Teaching semester.

PBA Workshop- Part 3

Gateway 2- Student Teaching

MUST BE COMPLETED TO MEET PROGRAM COMPLETION

Gateway 2
GPA and Departmental Approval

Students must maintain department GPA and maintain departmental approval throughout their program in Gateway 1 and 2.

GPA

* Minimum Cumulative GPA determined by department

Departmental Approval

* Approval is granted by advisor for Gateway 1 and must be maintained throughout gateways

* Contact your Department Advisors with any questions or concerns

Disposition Concern

Disposition Concerns

* Disposition Concerns are submitted when a students behavior suggests that professional dispositions expected of an ISU teacher candidate are not present or are lacking.

* Reminder: **3 unresolved Disposition Concerns, across all gateways, stops your progress in Teacher Education.**

* Requirements and details on Dispositions can be found in Gateway 1 presentation pages

Gateway 2

Student Teaching Grade

* **Must earn a grade of a C or better during student teaching semester**

* ISBE requires all courses in teacher education programs have a grade of C or better
  * Major courses
  * Professional Ed Courses

Gateway 2
Major Department Requirements

* **To graduate, students must meet all catalog requirements for your academic major and any other program specific graduation requirements**

* Stay connected with your advisor about requirements and your progress towards graduation

PBA Workshop- Part 4

Licensure and Helpful Student Information

Licensure- Preparation to Graduate

* **Students should apply for graduation and meet all graduation requirements before ISBE licensure can be reviewed by the Registrars office .**

* Application for graduation occurs at the beginning of your student teaching semester. After application, students will receive endorsement surveys from the Registrars office that must be returned.

* At the end of the semester, the Registrars office will verify your degree. Once confirmed they will review all ISBE requirements, such as content tests and clinical requirements.
    * It is your responsibility to confirm content tests are linked to your ELIS account.
    * Note- YOU WILL NOT BE ENTITLED FOR LICENSURE IF ALL REQUIRED TESTS ARE NOT LINKED IN ELIS.

* Students who have met all ISBE and ISU requirements will be entitled for licensure by ISU. Students will be notified by e-mail of entitlement and given information about applying for your teaching license within your ISBE-ELIS account.
    * Important: Do not apply until you receive entitlement notification

Helpful Student Information

- ➢ Tracking Milestones
- ➢ Clinical Observations
- ➢ Documenting Clinical Hours
- ➢ Resources/Questions

Tracking your Teacher Education items in My.Illinoisstate.edu

* Students can track their milestone progress in the student center or via the teacher education tile.

* Go to http://my.IllinoisState.edu and log in.

* Click on Milestones/Teacher Education tile.

Clicking on milestones will display your list of milestones, both completed and not completed.

All Gateways

Clinical Observations

- Review the ISU clinical code of conduct and expectations before beginning clinical observations:
  - ➤ https://teachercenter.illinoisstate.edu/students/clinical/behavior/

- Know the expectations of your clinical site (Remote and in-person). This should include completion of any criminal background checks and/or paperwork required of the site before the first day of attendance

- Check in with the front office each day of your in-person observation
  - ➤ Remember: you are a visitor

- Log your information in your records for later online documentation in the ISU electronic pre-student teaching document that must be approved by your professor

Documentation of Clinical Hours

* **All hours must be documented online via the pre-student teaching document and approved by your professor**

* Expectations- 100 total hours through PST courses, 50 must be diverse

* You will need to know school, dates, cooperating teachers first and last name (some classes may require additional information)

* The Pre-Student Teaching document can be found in the student center or Teacher Education Tile

* Documentation resources can be found at https://teachercenter.illinoisstate.edu/students/clinical/
  Resources on the webpage include videos, flowchart, how-to guide, tips and how to view hours documents

Tracking your Submitted Clinical Hours

- Students can review all submitted hours on the "view clinical hours" page found in your student center or on the teacher education tile in your my.IllinoisState.edu account.

- The "view clinical hours" page allows students to view total approved hours along with general information about experiences.

- The page also allows records to be downloaded into excel for your resume or personal records.

Access to "View Clinical Hours"
Clinical Hours via the Teacher Education Tile

Questions and E-mail Help

- If you have questions about the PBA workshop, send them to pbaquestions@ilstu.edu

- If you have questions about milestones or teacher education related items, you can e-mail teacheredcenter@ilstu.edu

- If you have questions about documenting clinical experiences you should e-mail clinicalquestions@ilstu.edu

Final Tip

* Information about items discussed during the PBA workshop, from milestones to clinical information, can be accessed via the Teacher Education Center website:

  https://teachercenter.illinoisstate.edu/students/

* If you have any teacher education related question, feel free to contact the Teacher Education Center at teacheredcenter@ilstu.edu

To complete the PBA workshop, go the PBA workshop Assignment