

Informational Guide for Completing the Licensure Portfolio in Taskstream

Beginning with candidates admitted to the College of Education in the fall 2010 semester, all candidates seeking teacher licensure are **required** to complete the North Carolina Candidate Electronic Licensure Portfolio. This portfolio is comprised of six evidences that each candidate completes to finish the selected academic program. All evidences in the portfolio must be evaluated by a designated member of the professional education faculty, and all evidences must be evaluated “proficient” on the accompanying rubrics. The portfolio is evaluated via the Taskstream assessment system. Information on how to access and use Taskstream is shared in the candidate’s coursework and is also available online from the OFE website at <http://education.uncc.edu/ofe/resources>.

Electronic Evidence (EE) 1: Transcripts indicating 24 credit hours in your content area OR passing PRAXIS II scores – **COMPLETED DURING FULL-TIME STUDENT TEACHING / INTERNSHIP**

Candidate responsibility:	Upload all transcripts OR passing PRAXIS II scores* as a <u>pdf file</u> in Taskstream under EE 1. Transcripts should not be uploaded until the end of the student teaching/internship semester. As of 5-11-11, unofficial transcripts are acceptable. Graduate candidates submitting transcripts from previous institutions should make sure that 24 credit hours in the content area are evident. <i>*Note: as of June 29, 2011, SPED, ELED, and all lateral entry candidates (regardless of content area) are required to submit passing PRAXIS II scores to receive licensure.</i>
Supervisor responsibility:	Score EE 1 in Taskstream as “met” or “not met.”

Electronic Evidence (EE) 2: Evidence of Depth of Content Knowledge (**completed prior to student teaching**)

Candidate responsibility:	<ul style="list-style-type: none"> Complete the required content evidence for your program. For most programs, this assignment will be completed during the Methods course. See your advisor or Methods course instructor for additional details.
Instructor responsibility:	<ul style="list-style-type: none"> Score EE 2 in Taskstream on the accompanying program rubric provided. If a candidate’s submission is not rated “proficient” or higher on each component, instructor will send the submission back to the candidate via Taskstream for revision and resubmission.

Electronic Evidence (EE) 3: Unit Instructional Plan (**completed prior to student teaching**)

Candidate responsibility:	<ul style="list-style-type: none"> Complete the unit instructional plan assignment for your program. For most programs, the unit will be completed during the Methods course. See your advisor or Methods course instructor for additional details.
Instructor responsibility:	<ul style="list-style-type: none"> Score EE 3 in Taskstream on the accompanying program rubric provided. If a candidate’s submission is not rated “proficient” or higher on each component, instructor will send the submission back to the candidate via Taskstream for revision and resubmission.

Electronic Evidence (EE) 4: Certification of Teaching Capacity (CTC) – COMPLETED DURING FULL-TIME STUDENT TEACHING / INTERNSHIP

Candidate responsibility:	<ul style="list-style-type: none"> • Work consistently to meet each standard on the CTC; <u>candidate must receive scores of “met” on all indicators to receive licensure recommendation.</u> • After final observation meeting with principal and university supervisor, the candidate scans his/her copy of the CTC <u>with initials and signatures</u> as a pdf file in Taskstream under EE 4.
Supervisor responsibility:	<ul style="list-style-type: none"> • Observe candidate; provide feedback for growth areas; meet with principal regularly to assess progress toward meeting all indicators on CTC. In collaboration with principal, rate candidate as “met” or “not met” after final observation. • After final observation is completed, make <u>two</u> copies of the signed and initialed document <u>while at the school site</u>. Give one to the principal and one to the candidate; <u>keep the original</u>. • Score EE 4 in Taskstream as “met” or “not met.”

Electronic Evidence (EE) 5: Impact on Student Learning (ISL) Project – COMPLETED DURING FULL-TIME STUDENT TEACHING / INTERNSHIP

Candidate responsibility:	<ul style="list-style-type: none"> • Work consistently to complete the ISL Project, as described in the project directions provided (available from the OFE website) on or before due date provided by supervisor. • Submit your finished ISL Project in Taskstream under EE 5 as a single Word file, per project directions. Students must score “proficient” or higher on each component of the project.
Supervisor responsibility:	<ul style="list-style-type: none"> • Provide guidance and feedback to candidate regarding ISL Project in process. • Score EE 5 in Taskstream on the accompanying project rubric provided. If a candidate’s submission is not rated “proficient” or higher on each component, supervisor will send the submission back to the candidate via Taskstream for revision and resubmission.

Electronic Evidence (EE) 6: Professional Development plan OR other designated program evidence* – COMPLETED DURING FULL-TIME STUDENT TEACHING / INTERNSHIP

*There are some variations in EE6 depending on the program. Your university supervisor will be able to provide more information. Most candidates (ELED, MDSK) will complete only EE6 Part B in the student teaching/internship semester, having finished EE6 Part A in a previous course. However, some programs (Dance, Art) complete all of EE 6 during student teaching / internship. **CHECK WITH YOUR PROGRAM ADVISOR OR UNIVERSITY SUPERVISOR.**

Candidate responsibility:	<p>For candidates completing the Professional Development Plan:</p> <ul style="list-style-type: none"> • Write the reflections, as required in EE 6 (or EE 6 Part B) completion directions. • Submit your finished reflections in Taskstream under EE 6 as a single Word file. Students must score “proficient” or higher on standards evidenced in the assignment.
Supervisor responsibility:	<ul style="list-style-type: none"> • Score EE 6 (or 6B) in Taskstream on the accompanying project rubric provided. If a candidate’s submission is not rated “proficient” or higher on each component, supervisor will send the submission back to the candidate via Taskstream for revision and resubmission.