



PRPIL Anticipated Timeline

**Class Measures anticipates that PRPIL will takes 4-6 months to complete.
Announced observations must be a minimum of 4 weeks apart.**

Application

- ✓ Teacher applies to PRPIL; mentor is chosen as part of application process
- ✓ Teacher is accepted into program. Payment is due within 30 days of being accepted into the program or committed to a payment plan.
- ✓ Instructional Consultant (IC) is assigned and contacts teacher and mentor
- ✓ Mentor completes short online training with PRPIL Regional Directors at a scheduled time.

PRE-CYCLE

Completed Weeks 1-3 from beginning practicum

- The IC, Mentor and Teacher complete the CAP Form
- The IC and Mentor conduct the announced observation together with focus on 1.A.3 - Well-structured Lessons an 2.E.1 High Expectations.
 - *(The teacher may record the lesson for IC and Mentor can schedule a time to review together)*
- The IC and Mentor discuss the evidence collected and provide feedback to teacher
- IC and Mentor complete the **Post-Conference Planning Form** to calibrate observation
- IC completes the Announced Observation Form #1
- Candidate complete the **Candidate Observation Reflection Form** prior to feedback meeting *(document can be used in Standard IV evidence)*
- IC uploads forms to Candidate ePortfolio.

Step 1 – SELF ASSESSMENT

Completed Weeks 1-3 after Observation #1 and before first 3-way meeting

- Candidate completes the **Candidate Self-Assessment Summary Form**
 - *This form is reviewed as part of the first three-way meeting. This document can be used as evidence in Standard IV*
- **Baseline Assessment Form** is complete by the Mentor Teacher/IC after Announced Observation #1 to help establish a baseline assessment of candidate's readiness.
 - *This form is used during the first -way meeting and compared to the candidate self-assessment*



Step 2 – Goal Setting and Plan Development

Week 4- 6 - Announced Observation #1

- Post Conference Planning Form and Observation Forms are completed within 48 hours and shared with teacher
- **ePortfolio Implementation Evidence Plan Form** is completed with the teacher to identify specific artifacts that evidence for standards. This form is discussed during the first 3-way meeting. **All evidence must be from current teaching year.**

First 3-way Meeting Agenda

- Candidate Reflection
- Post Conference Planning Form
- Baseline Assessment
- Self-Assessment Summary
- ePortfolio Implementation Evidence Plan
- IC completes 3-Way Meeting Checklist and submits to Project Director

Best Practice – after meeting, upload all forms to candidate ePortfolio link

- Post Conference Planning Form
- Observation Form

Step 3 – Plan Implementation

Weeks 7-11 -- Unannounced Observation #1 and Announced Observation #2

- Teacher downloads CAP Student Feedback Instrument and coordinates administration with their Mentor Teacher (*this document can be used in ePortfolio evidence Standard II*)
- Post Conference Planning Form and Observation Forms are completed within 48 hours and shared with teacher by the Mentor Teacher and by the IC.

Best Practice – after meeting, upload all forms to candidate ePortfolio link

- Post Conference Planning Form
- Observation Form

STEP 4 – FORMATIVE ASSESSMENT

Weeks 12-18 - after Announced Observation #2

- **Formative Assessment Form** completed
 - *The IC and Mentor teacher meet to discuss and complete the form and input ratings on CAP form. – Compare growth from Baseline form*
- Revisit ePortfolio Implementation Evidence Plan Form

Second 3-way Meeting Agenda:

- Comparison of Baseline and Formative assessment Ratings Forms
- Review of ePortfolio Evidence implementation plan
 - *The teacher should be uploading documents to ensure completion by the Third 3-way meeting*
- IC completes 3-Way Meeting Checklist and submits to Project Director

Best Practice – after meeting, upload all forms to candidate e-Portfolio link

- Formative Assessment Form

Step 5 – SUMMATIVE ASSESSMENT

Weeks 19-25 - Unannounced Observation #2, Announced Observation #3

- Post Conference Planning Form and Observation Forms are completed within 48 hours and shared with teacher
- **The CAP Summative Form should be completed**
- **CAP Form should be completed**

Third 3-way Meeting Agenda

- Summative Assessment
- Complete Cap forms completion and signature
- ePortfolio Review and completed summary page
- IC completes 3-Way Meeting Checklist and submits to Project Director

All forms should be uploaded to teacher ePortfolio

Submission of Final Materials

- ✓ Instructional Consultant emails the following documents to the Class Measures office:
 - Original completed CAP Form with signatures
 - Original completed Observation Forms (5 total – 3 announced and 2 unannounced)
 - Original completed Formative Assessment Form
 - Original completed Summative Assessment Form
 - ePortfolio Evidence List – Summary page only with original signatures
- ✓ Teacher submits completed ePortfolio to Class Measures for review
- ✓ Teacher applies for Initial license online (using ELAR) if they have not already done so

Last Steps

- ✓ ePortfolio is reviewed by Class Measures
- ✓ Teacher, IC and mentor are contacted by email when e Portfolio review is completed:
 - Additional evidence is requested if needed; OR
 - If no additional evidence is requested, Class Measures provides endorsement to the DESE, provided full payment has been received.
- ✓ IC submits Completed invoice for payment

Following Completion of the Program

- ✓ Completion certificate for teacher and PDP certificate for mentor will be emailed directly to the teacher and mentor respectively.
- ✓ Electronic survey is sent to teacher, mentor and principal

Please note the following:

- Licenses are granted only by the DESE – not by Class Measures
- The Instructional Consultant is referred to as the Program Supervisor on all CAP paperwork
- The mentor is referred to as the Supervising Practitioner on all CAP paperwork

Any questions regarding the information on this timeline should be emailed to prpil@classmeasures.com

PRPIL – THE ALTERNATIVE ROUTE TO YOUR INITIAL LICENSE

