PBA Workshop

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DeGarmo 56

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What is a PBA?

- PBA stands for “Performance Based Assessment"
  - Commonly referred to as Milestones

- **Goal:** to “ensure that all teacher candidates possess the knowledge, skills, and dispositions required for successful teaching careers.”

- Completion of the PBA milestones is required for graduation for all teacher education candidates.
Why are we here today?

- Learn about each of the PBA milestones and how they are divided into 3 Gateways

- Create an Illinois State Board of Education (ISBE) Educator Licensure Information System (ELIS) account
  - Your personal account that will be used to apply for licensure

- Make sure students are on track and aware of current ISBE licensure/ISU requirements

- Provide students with resources and websites to assist while at ISU
Important: Teacher Education Website

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

- This page is regularly updated and should be used as a resource for any PBA based questions
3 Gateways

* Gateway 1: Admission to Professional Studies
* Gateway 2: Admission to Student Teaching
* Gateway 3: Exit from Student Teaching

* [http://education.illinoisstate.edu/teacher/](http://education.illinoisstate.edu/teacher/)

* Each gateway has its own set of milestones specific to each major
Gateway 1
Milestones
Admission to Professional Studies
Gateway 1

Criminal History Checks

3 Parts

• Assessment of Legal and Ethical Conduct (ALEC) Form

• Violence Against Youth Registry Check*

• Sex Offender Registry Check*

*These are checked in Gateway 1, after completion of the PBA workshop, and in Gateway 2 before you student teach.
**REQUIREMENT**- Complete the Assessment of Legal and Ethical Conduct (ALEC) Form- Turn in during PBA workshop

- Assessment of Legal and Ethical Conduct (ALEC) Form
  - NOT the same as a criminal background check
  - Complete and turn in while at PBA workshop
    - Focus on Question #6 - Letter D

- BE HONEST!

- Some convictions may prevent teacher licensure. The Illinois Board of Education makes the final decision as to who may be licensed. For questions, make an appt. to speak with Mr. Troy Hinkel. (438 – 5056)
Gateway 1

**Criminal History Checks Continued**

* **REQUIREMENT:** In order to complete all 3 requirements
  - You must have your ALEC form completed. (Turn in form during PBA workshop)

* 2 Registry Checks are completed by TEC Staff- Sex Offender and Violence against Youth
  - Checked by the Teacher Education Center Staff through the State of Illinois Database
  - Completion of ALEC form will initiate registry checks
Gateway 1

National Criminal Background Check
New Fall 2019

- **REQUIREMENT:** National Criminal Background Check completed before beginning any ISU clinical experience.
  - You may not enter a school or agency until your clear results are on file in the Teacher Ed Center and you have met school/site requirements.

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

- It will be 100% online and available 24 hours a day

- It is valid, at ISU, for 10 years with an estimated processing time of 3-5 business days

- Start process and access directions at: [https://education.illinoisstate.edu/teacher/gateways/background.php](https://education.illinoisstate.edu/teacher/gateways/background.php)
You will get an email from CELP when your criminal background check results have been received and processed and your milestone will be updated.

- To receive a personal copy, you will need to contact Bushue directly to request a copy.

If you do not get an email from CELP within 10 days of completing the online process, please contact the teacheredcenter@ilstu.edu with your information.

You will be required by schools to have an additional background check for clinical placements. Check with your clinical placement school before attending.

The NCBC will be valid for 10 years. Students will be responsible for reporting any convictions or legal changes to the Director of the Teacher Education Center and this must be done within 1 week.
**REQUIREMENT:** Follow three e-portfolio steps to complete the milestone at:
http://education.illinoisstate.edu/edtech/eportfolio/

1. LiveText (by Watermark) Subscription can be purchased from ISU TechZone—around $85 (valid for 5 years)
   - Subscription is currently required to complete the E-Portfolio online workshop and used by all majors for edTPA
   - Talk to your advisor about when this should be completed (Commonly completed when enrolled in first course that uses livetext)

2. Register your LiveText (by Watermark) subscription account online
   - You must use the correct formal name, ISU e-mail and student UID for registration

3. Complete training and completion form online
   - Online form completion will be used to update student milestone
   - E-mail livetext@ilstu.edu for assistance
**REQUIREMENT:** Complete the Safety Education Assessment online

- Click the Safety Education Assessment link under the Gateway 1 webpage or under the forms link in your student center
  - [https://education.illinoisstate.edu/teacher/gateways/safety.php](https://education.illinoisstate.edu/teacher/gateways/safety.php)

- Read each passage and then answer the question
  - Must answer each question correctly before moving to the next question
  - If you answer the question incorrectly, re-read the passage and answer the question again
Educators are required by law to report suspected child abuse or neglect.

Training is online at the Illinois Department of Children and Family Services (DCFS)

- [https://www.dcfstraining.org/manrep/index.jsp](https://www.dcfstraining.org/manrep/index.jsp)

You can access the training and the form through the Teacher Education website-


**REQUIREMENTS** - Turn in

- Certificate of Completion and
- DCFS-Acknowledgment of Mandated Reporter Status form must be submitted to the Teacher Education Center (TEC), 56 DeGarmo Hall
Gateway 1

TB Test
Early Childhood Education (ECE) only

* Must be completed for ECE majors to meet state regulations for daycare observations

* All other departments will need this completed as a Gateway 2 requirement (ECE may need additional TB test if past three years)

* **REQUIREMENT:** Doctors documentation of your negative TB test (read within the last three years) should be sent to the Lauby Teacher Education Center in DeGarmo 56
  * **Document should include your name, Doctors name/office, test given and date read**
  * School districts may require an additional updated TB
Gateway 1

GPA, Hours and Course Work

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

**GPA - ISU specific**
- Minimum requirement set by each department
  - Cumulative
  - Major
- Minimum of 2.5, but some majors require higher GPA’s
- Must maintain through Gateway 1 & 2
- [https://education.illinoisstate.edu/teacher/gateway/gpa.php](https://education.illinoisstate.edu/teacher/gateway/gpa.php)

**Hours - ISU specific**
- 30 Hour Requirement

**Course Work**
- COM 110
- ENG 101
- Or Equivalent
* REQUIREMENT: Departmental Approval is granted by your academic advisor

* Approval is based on majors department criteria

* Once everything in Gateway 1 is completed, make an appointment with your advisor if you need approval
Severe concern on part of faculty and staff, including anyone affiliated with ISU through clinical experiences.

These are reported when a student’s behavior suggests that the professional dispositions expected of an ISU teacher candidate are not present.

- Examples: Lack of preparedness, inappropriate language or dress, cheating, absenteeism

**REQUIREMENT:** Three disposition concerns are assigned to each gateway and automatically marked as complete. Each disposition will change a milestone to incomplete/unresolved.

- 3 unresolved dispositions, across all three gateways, stops your progress through Gateways
Gateway 1

Communication Assessment

* **REQUIREMENT**: Maintain proper communication throughout all activities (milestone is automatically marked as complete unless issue occurs)

* Issue- Severe concern about your communication skills on part of faculty (or anyone affiliated with ISU)

* Student will be referred for assessment and remediation

* Your progress in the major will be suspended until the issue(s) are resolved
Problems, Concerns, Complaints

* Go to the Dean of Students office webpage to access information on how to file a grievance:
  https://deanofstudents.illinoisstate.edu/conflict/conduct/

* 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://education.illinoisstate.edu/teacher/clinical/rights.php
• **REQUIREMENT:** Follow ISU expectations for all clinical observations and document all hours via the online pre-student teaching document

• Know the expectations of your clinical site and make sure all criminal background checks and paperwork are completed before the first day of site attendance

• Review the clinical code of conduct and expectations
  • [https://education.illinoisstate.edu/teacher/clinical/behavior.php](https://education.illinoisstate.edu/teacher/clinical/behavior.php)

• **Check in with the front office each day of your observation** (Remember: you are a visitor)

• Log your information in your records for later online documentation in the pre-student teaching document
**Documentation of Clinical Hours**

- **REQUIREMENT:** All hours must be documented online via the pre-student teaching document after each experience.
- 100 or more hours through courses, 50 must be diverse.
- Keep track of your observations to avoid documentation issues.
- **All hours are documented through the online Pre-Student Teaching form which is linked in the student center under forms.**
- You will need to know school, dates, cooperating teachers first and last name (some classes may require additional information).
- All users should read the PST form directions and also use the resources found at [https://education.illinoisstate.edu/teacher/clinical/](https://education.illinoisstate.edu/teacher/clinical/).
- Resources on the webpage include videos, flowchart, how-to guide, tips and how to view hours documents.
- You can review your documented hours and their status on the “view student clinical hours” page under the forms section of your student center.
Gateway 2
Milestones
Admission to Student Teaching
MUST BE COMPLETED BEFORE STUDENT TEACHING STARTS
**Gateway 2 (Change in Fall of 2019)**

**Basic Skills Requirement Eliminated**

- **REQUIREMENT: Effective August 8th, 2019** - Public Act 101-0220 was signed into law by Governor JB Pritzker. This law eliminates the Basic skills requirement.

- Candidates are no longer required to have meeting scores for tests of Basic Skills, including the ACT, SAT and TAP sent to the Illinois State Board of Education.
ELIS ACCOUNT
(Educator Licensure Information System)
Read all items carefully!

• **REQUIREMENT:** You must have a valid ELIS account! This is your account for licensure through the Illinois State Board of Education.
  - Must be linked to your correct social security number and contain all test scores (basic skills, content and edTPA)
  - Educators use this account to apply for and maintain teaching credentials throughout their careers
  - Account also links transcripts and shows endorsements and test scores

• 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 and e-mail to your account
**Extremely Important: Review**

- This is your account for licensure through ISBE

- Make sure your SS# and name are correct (roughly 5% of students incorrectly enter this information)
  - Use the same NAME AND SS# when registering for content tests and edTPA
  - Failure to do this may cause licensure delay

- Your content test must be in your account before student teaching (tip- make sure all ISBE, ISU and testing accounts have the same and correct information)

- Create/Review your account!
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.
Step 1
- Fill in all of the information and verify by re-signing in to complete your account
  - Make sure your SS#, name and DOB is correct before creating an account

Step 2
- You should add personal information such as address, e-mail and phone (this can be done later)

Step 3
- Identify your Illinois Educator Identification Number (IEIN) and record on the attendance sheet
* **REQUIREMENT:** Get a valid TB test done the semester before you student teach or per Advisor/department guidelines

* Negative TB test (within the last three years) should be sent to the Lauby Teacher Education Center- DeGarmo 56

* Select school districts may request a TB before pre-student teaching.

* $22 at Student Health Services (Health Services do not sent results automatically to TEC. Must be requested.)
**REQUIREMENT:** Pass the State of IL required content test with results coming to ISU and linked in your ELIS account

- Create an account and register for tests online at [www.il.nesinc.com](http://www.il.nesinc.com)
  - Make sure to use correct Social Security number and name. **Information should be identical to information in your ELIS account.**
  - Study guides are available online- Review Teacher Education Center webpage
- Should complete roughly 6 months before student teaching (Ask your advisor)
  - Must be linked to ELIS account before legally able to student teach
- The cost of this test ranges from $120 - $175
- If you fail, you can take again, but most tests require you to wait a minimum of 14 days after a failed attempt
- **Special Ed majors must pass major content area and SED General Curriculum Test**
Gateway 2

Assessments

Disposition Concerns

* Severe concern on part of faculty (or anyone affiliated with ISU through clinical experiences)

* Reminder: “3 total unresolved disposition Concerns and you’re out” – Stops your progress through Gateways

Communication

* Severe concern on part of faculty (or anyone affiliated with ISU)

* Your progress in the major will be suspended until the issue(s) are resolved.

  • Requirement and details on assessments can be found in Gateway 1 presentation pages
Gateway 2

GPA and Departmental Approval

**REQUIREMENT:** Maintain department GPA and gain approval to proceed in your program.

**GPA**
- Also checked in Gateway 2 to ensure you are maintaining expected grades
- Minimum requirement (determined by major)
  - Cumulative
  - Major courses

**Departmental Approval**
- Records are checked
- Approval is granted by advisor
- Contact your Department Advisors with any questions or concerns
**REQUIREMENT** - Earn a minimum of 50 clinical hours in a diverse setting (approved by your professor).

- Should be completed before student teaching.
- Please check to make sure your setting meets the diverse field experience requirements.
- See website below or contact your professor for additional information.

- [https://education.illinoisstate.edu/teacher/clinical/diverse.php](https://education.illinoisstate.edu/teacher/clinical/diverse.php)
**Gateway 2**

**Registry Checks**

- **REQUIREMENT:** The Lauby Teacher Education Center will check these registries the semester before you are scheduled to student teach.
  - Sexual Offender Registry
  - Violence Against Youth Registry

- If not done prior to registration, email teacheredcenter@ilstu.edu

- More details on Registry Checks can be found in Gateway 1 presentation pages
Gateway II: Admission to Student Teaching

**REQUIREMENT: APPLY TO STUDENT TEACHING**

Application for student teaching is done typically one year in advance of student teaching placement. 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://education.illinoisstate.edu/teacher/stt/](https://education.illinoisstate.edu/teacher/stt/)

**REQUIREMENT: All student teaching Gateway 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 will delay your student Teaching semester.
Gateway 3
Milestones
Exit from Student Teaching
Gateway 3-

EdTPA Assessment-ISBE requirement

- **REQUIREMENT:** Pass the ISBE required EdTPA exam

- The EdTPA is a performance assessment of the student’s teacher readiness. It is designed to measure the student’s teacher effectiveness through his/her:
  - Lesson plans
  - Short video clips of instruction
  - Authentic teaching materials
  - Student work samples
  - Analysis of student learning
  - Reflective commentaries

- Current cost of the EdTPA: $300 (If the student does not pass initially, he/she may be responsible for additional costs)

- Teacher candidates are solely responsible for the content and submission of their portfolio for scoring in a timely manner
Gateway 3

**Student Teaching Grade**

* REQUIREMENT- Must earn a grade of a C or better

* ISBE requires all courses in teacher education programs have a grade of C or better
  * Major courses
  * Professional Ed Courses
Gateway 3

Assessments

(Same as Gateway 1 and 2)

Disposition

* Severe concern on part of faculty (or anyone affiliated with ISU through clinical experiences)

* Reminder: 3 unresolved dispositions stops your progress through the Gateways

Communication

* Severe concern on part of faculty (or anyone affiliated with ISU)

* Your progress in the major will be suspended until the issue(s) are resolved.

  * Requirement and details on assessments can be found in Gateway 1 presentation pages
Gateway 3

Major Department Requirements

* **REQUIREMENT** - Meet all catalog requirement for your academic major and any other program specific graduation requirement

* All requirements must be met before graduation and are specific to each department

* Keep in touch with your advisor about requirements and your progress
Licensure

Post-ISU
**PREPARATION TO GRADUATE**

- **REQUIREMENT-** Apply for graduation and meet all graduation and licensure (ELIS) requirements

- You should apply for graduation during your student teaching semester and complete/answer all inquiries from the Registrars office in a timely manner.

- **The Registrars office will verify that all state required tests (content and edTPA) are linked to your ELIS account and that ISU requirements have been met**
  - It is your responsibility to confirm these tests are linked to your account.
  - Please know: **YOU WILL NOT GRADUATE IF ALL REQUIRED TESTS ARE NOT LINKED IN ELIS**

- After graduation (degrees confirmed), students will be notified by email stating how to apply for a teaching license based on ISU completing your entitlement within your ELIS account.
  - Important: Do not apply until you receive notification.

- You will apply on-line through your ISBE-ELIS account once entitled.
Tracking your Milestones in the Gateways

* Students are able to track their own progress as they complete each PBA requirement.

* You can view your milestone documentation through your online ISU account at [http://my.IllinoisState.edu](http://my.IllinoisState.edu)
Viewing your Milestones in Student Center

- Once logged on click on "Student Service Center"
- All your milestones are listed under the milestone tab (you may not have milestones if you are new to teacher education)
- At the bottom click on details to find status information
Viewing Details in Student Center

- Details list will show if milestone is completed under status
- Click on each link to see when the requirement was completed
- Please click on your Criminal Background to verify your CBC is still valid by checking the required date

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Verification of Milestone Details

This is your CBC Expiration date
FYI: Some professors may want to see this screen for verification
Tracking your Submitted Clinical Hours

• Students are able to review all hours submitted under the pre-student teaching document on the “View Student Clinical Hours” Page found in the forms section of your student center.

• The 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 student documentation.
Access to “View Student Clinical Hours”

Click on View my Clinical Hours to view your submitted Hours
Questions and E-mail Help

- **Now????**

- Later...if you think of some questions, send them to **pba.questions@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**
Helpful Websites

* ISU Education
  * http://education.illinoisstate.edu

* Teacher Education Center
  * https://education.illinoisstate.edu/teacher/

* PBA Orientation website
  * https://education.illinoisstate.edu/teacher/gateways/orientation.php

* ILTS Content Test website
  * http://www.il.nesinc.com/

* Milestone/Gateways website
  * https://education.illinoisstate.edu/teacher/gateways/

* DCFS Training website
  * https://www.dcfstraining.org/manrep/index.jsp