

Top 10 Questions & Answers for Submitting Your PPG

1. Do I need to cover my name, names of others, and other identifiers in my samples?

Yes. The guidelines “Naming Persons, Institutions, and Places” on pages 8-9 of the 2010 Profile of Professional Growth (PPG) refer to anonymity that applies to your commentaries, video recordings, samples, and learner work samples. Those guidelines state the following:

- Your full name should not be shown, but you can refer to your first name.
- Last names of students, parents, and colleagues should not be shown.
- The name of your school, district, city, or state should not be shown in any letter or on letterhead, although you can leave the initials.
- You may white out or use a sharpie to mark out the identifiers.
- If a sample includes the name of a company, organization, or university that does not reveal your exact location, you do not need to remove the organizational name or location. Signatures from those organizations may be left complete since they are not colleagues.
- Names of authors or professional presenters do not need to be removed.

Last names and identifiers should not be removed from the Candidate Release Form, your photo ID, Candidate Attestation Form, and the Video Recording Date Attestation Forms because these are not samples.

2. How do I number the pages for Component 1 of the PPG?

This information can be found on pages 41-42 of the PPG where it is explained that you are to number the pages for Component 1 as 1-20+, with the samples following each related Professional Growth Experience (PGE). All pages within the Component must be sequentially numbered. For example, if the commentary for PGE 1 is numbered 1-3, the samples that follow would be 4-5; the commentary for PGE 2 would be 6-8; and the samples 9-10, etc.

For Component 1 only, each PGE must start on a new page. Commentary that has text on 50% or less of the page will count as a half page; a page that has text on more than 50% will count as a full page. This may result in your using more than 12 sheets of paper, but the total amount of text should equal no more than 12 pages. Do not number cover sheets and forms

3. Is it acceptable if a Professional Growth Experience (PGE) is longer than 3 pages?

Yes, the PGE can be longer than 3 pages so long as the total number of pages for Component 1 does not exceed 12 pages.

4. How do I number the pages for Components 2 and 3?

The commentary for Component 2 allows a maximum of 4 pages. Number the pages 1-4. The commentary for Component 3 allows a maximum of 4 pages. Number the pages

1-4. If 8 pages of learner work are submitted for Component 3, they would be numbered 5-12. Do not number cover sheets and forms.

5. What do I do if my video recording for Component 2 does not show a date-stamp?

Ask your administrator to sign the Video Recording Date Attestation Form in the Profile of Professional Growth. It is the last form preceding page 48. If one or more segments were done on a different date than the original segment, each segment must have its own date stamp, or the Video Recording Date Attestation Form should indicate the dates of each segment.

6. What documents belong in the Forms Envelope?

The Forms Cover Sheet, signed Candidate Attestation Form, signed Candidate Release Form, and signed Candidate Final Inventory all belong in the Forms envelope.

7. What goes into each of the two envelopes received in my renewal box?

Your assembled PPG, including Components 1, 2 and 3, along with your Reflective Summary and video recording should be packaged in one envelope. The forms referenced in question 6 above should be packaged in the other envelope. Your PPG envelope is not opened before being sent to scoring, so be sure all the necessary materials are in the envelope. Refer to Submission at a Glance: Profile of Professional Growth, page 50, for a diagram of the assembly process.

8. How do I know if you got my PPG box?

Use a traceable method of shipping so you can track the box and confirm that it has been delivered. Be sure to get a receipt for your shipment. Keep this receipt in a safe location along with a copy of all of the materials you shipped.

Although you don't have access to your renewal account online, a letter confirming receipt of your box will be mailed to you. If you do not receive this letter within three weeks of shipping your box, then please call 1-800-22TEACH to check on the status and confirm delivery.

9. When is the PPG submission deadline?

PPG submissions must be postmarked or shipped on or before April 30, 2011.

10. If I am unable to ship my PPG on or before April 30, can I defer?

Active renewal candidates who are fully paid and have a subsequent renewal opportunity available to them may submit a written request to defer submission of their PPG to the 2011-2012 cycle. This request can be sent using one of the following methods:

If using mail, send to:
NBPTS Processing Center

11827 Tech Com, Suite 200
San Antonio, Texas 78233

If using fax, send to:
1-888-811-3514

If online, use the form available at:
<http://www.nbpts.org/inquiry>

The deadline to defer submission of the PPG is April 30, 2011. Additional details about the option to defer can be found in the *2010 Guide to National Board Certification*, accessible at www.nbpts.org.

Note that renewal candidates who are in their last opportunity for renewal may not defer submission of their PPG.