

GENERAL PORTFOLIO INSTRUCTIONS

Q: When calling 1-800-22TEACH, can customer support representatives (CSRs) answer questions specific to the instructions for completing the *Take One!* portfolio entry?

A: CSRs cannot verbally answer questions that involve specific requirements or an interpretation of portfolio instructions because there is risk of misinterpretation in a verbal conversation that could impact a score. For this reason, questions regarding the portfolio instructions must be submitted online through the Candidate Inquiry Service at nbpts.org/inquiry.

Q: For the Contextual Information Form, do I focus on my school or class?

A: For all certificates except School Counseling, the Contextual Information Form focuses on the school and/or district as a whole. The Contextual Information Form for School Counseling asks for more specific information, but gives school counselors the opportunity to share information about their school, district, community, or access to technology if there is special information to give assessors a brief glimpse of their setting.

Q: When can I begin collecting evidence?

A: You may collect evidence up to 12 months prior to the portfolio due date.

Q: Do I need a separate cover sheet for each piece of instructional material?

A: Yes. For example, if you have one instructional material that consists of two pages, use one cover sheet. However, if you use two instructional materials that consisted of one page each, use two cover sheets.

Q: Where in the portfolio instructions are the cover sheets?

A: The cover sheets can be found towards the end of Part 2 of the portfolio instructions. Please refer to the Table of Contents for your certificate area.

Q: What goes in the Forms Envelope?

A: The Forms Cover Sheet, Forms Assembly Final Inventory, Candidate Release Forms Cover Sheet, signed Candidate Release Form, Final Inventory Forms Cover Sheet, Assembly Final Inventory, and the signed Attestation Form (required for your submissions to be scored) should all be packaged in your Forms envelope. Please use the Forms Assembly Final Inventory Sheet as a reference when compiling these materials.

Q: In what envelope do the student and/or adult release forms go?

A: There is not a specific envelope provided for the student release forms because they are not to be returned to NBPTS. Rather, **you must keep the signed student and/or adult release forms in your possession for at least the next 10 years.** The Attestation Form you sign and submit in your Forms envelope assures us that you have these signed documents in your files if ever needed for an audit.

Q: Is it acceptable if there is an interruption during my video recording?

A: If a brief disturbance occurs (e.g. someone knocking on the door to your classroom, an announcement on the public address system, telephone ringing, etc.) during the lesson you are recording and you can get the lesson back on track without much delay or confusion, then you might still be able to use the video recording.