

# Component 4: Effective and Reflective Practitioner

## Planning Guide

Component 4 (C4) is a portfolio entry that requires you to demonstrate evidence of your abilities as an effective and reflective practitioner in developing and applying knowledge of your students; your use of assessments to effectively plan for and positively impact your students' learning; and your collaboration to advance students' learning and growth.

<b>Component Weight</b>	15% of final score
<b>Time</b>	Most candidates reported spending 30 – 80 hours working on each portfolio component.
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>You have some flexibility with when you register and start this component.</li> <li>You can <b>start</b> collecting evidence any time 12 months prior to the opening date of the ePortfolio submission window. Read the Component Instructions for date details on student need and professional learning need.</li> <li>All of the <a href="#">Standards and Component Instructions</a> are available online for free.</li> <li>You can <b>create an account, register, and/or purchase</b> this component by May 21, 2021.</li> <li>You will need to upload your Component 4 work during the May 24-June 15, 2021 submission window.</li> </ul>
<b>Gather and Familiarize</b>	<p>Familiarize yourself with the foundational documents for National Board certification.</p> <ul style="list-style-type: none"> <li><a href="#">The Five Core Propositions</a></li> <li><a href="#">Choosing the Right Certificate Guide</a></li> <li>After you identify the best certificate for you, read your certificate-specific <a href="#">National Board Standards</a> and use this <a href="#">graphic organizer</a> to reflect on those Standards.</li> <li><a href="#">Guide to National Board Certification</a></li> <li>Webinar Recording: <a href="#">Nuts and Bolts of Board Certification</a> (Revised dates and deadlines in the <a href="#">Guide</a>, Pg. 5.)</li> </ul> <p>Access support resources:</p> <ul style="list-style-type: none"> <li>Find out about candidate support groups and networks in your <a href="#">local area or state</a>.</li> <li><a href="#">Self-enroll</a> in a free Canvas course to support you on your National Board journey.</li> </ul>
<b>Learn and Plan</b>	<p>Learn about the requirements of Component 4.</p> <ul style="list-style-type: none"> <li><a href="#">Overview video</a></li> <li><a href="#">The General Portfolio Instructions</a></li> <li><a href="#">Certificate-specific Instructions</a></li> <li><a href="#">The Scoring Guide</a></li> <li><a href="#">Previously recorded Component 4 webinars</a>.</li> <li>Engage with the C4 module of the <a href="#">Canvas course</a>.</li> <li>Use the <a href="#">graphic organizers</a> with “learn” in the title.</li> </ul> <p>Based on what you learned, plan for C4.</p> <ul style="list-style-type: none"> <li>Use the <a href="#">graphic organizers</a> with “plan” in the title.</li> </ul>
<b>Execute Plan</b>	<ul style="list-style-type: none"> <li>Teach your first unit.</li> <li>Collect and select your materials.</li> </ul>
<b>Describe, Analyze, and Reflect</b>	<p>Describe, analyze, and reflect on your evidence, focusing on differentiation.</p> <ul style="list-style-type: none"> <li>Complete the first draft of your written commentary, which includes reflection.</li> <li>Using the Component 4 rubric, engage in a self-assessment of your work.</li> <li>Review your portfolio work: Forms, assessments and documentation.</li> </ul>

<b>Revise and Finalize</b>	<ul style="list-style-type: none"> <li>• Continue working on your written commentary and supporting evidence.</li> <li>• As you review your work, use the <a href="#">graphic organizer</a> with “revise and finalize” in the title.</li> <li>• Finalize your written commentary for submission.</li> <li>• Gather all of your materials and refer back to your <a href="#">Component Instructions</a>, <a href="#">The General Portfolio Instructions</a>, <a href="#">Certificate-specific Instructions</a>, and <a href="#">The Scoring Guide</a>.</li> </ul>
<b>Submit</b>	<ul style="list-style-type: none"> <li>• The ePortfolio submission window will be open from May 24-June 15, 2021. Consult the <a href="#">ePortfolio Resources</a> page to guide your submission preparation.</li> <li>• Complete a final check of the <a href="#">Component Instructions</a>.</li> <li>• Upload all of your documents for submission and submit.</li> </ul>