

Technology Applications Certification Educator Preparation 2004-2005

Procedural Handbook

Education Service Center, Region 2
209 N. Water Street
Corpus Christi, TX 78401



Region 2 Education Service Center

Education Service Center, Region 2 Technology Applications Certification

Goals

The Instructional Technology staff is committed to providing:

- quality training sessions that incorporate SBEC standards VII, VIII, IX, X, and XI
- clear correlation to Technology Applications TEKS
- relevant, practical course content
- equitable learning opportunities for all participants
- modeled, demonstrated active teaching strategies and ethical behaviors

Evaluation

The Technology Applications staff measures success in the following ways:

- Participant portfolio
- Class participation and products
- Internalization and utilization of active teaching strategies, best practices and content presented in Technology Applications classes
- Minimum 70% accuracy scores on all assigned assessments



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Technology Applications Course Requirements

TRAINING

Attendance and cooperation in all training sessions is required for successful completion of the course. Documentation of attendance, mastery of skills and participation at each session will be on file in the Instructional Technology office. Training has been designed to provide participants with experiences and information needed for the successful teaching of Technology Applications courses.

Feedback via e-mail notes and individual conferences will occur throughout the year. The Instructional Technology staff maintains high standards of conduct during the training and expects participants to demonstrate professional behaviors during training and in their classrooms. This includes being punctual for the beginning of training sessions and after each break. Attendance for the entire training session is required. An individual conference can be scheduled if there is a need to discuss any of the course expectations. A participant may be asked to drop from the course if he/she cannot meet the expectations of the program. If a participant is experiencing difficulty in a specific area, the Technology Applications Advisory Committee will meet with the participant to determine the course of action, which may include a growth plan or assistance plan; time lines for remediation will be established. Those involved in the development of the growth plan will meet regularly to evaluate the implementation. Copies of the plan will be provided to the participant, ESC Educational Technology Director, and kept on file in the Technology Coordinator's office. *Participants placed on a growth plan will not be recommended for certification until all requirements have been met.*

ABSENCE FROM TRAINING

It is expected that all training sessions be attended. In case of **emergencies**, a participant may find it necessary to miss training. He/she must call the Educational Technology office at 361/561-8661 or 361/561-8667 and/or email the current presenter or Faye Stone. Participants may also be required to meet with an advisory committee to discuss absences.



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RECOMMENDATION FOR CERTIFICATION

To be recommended for certification, participants must:

- attend all training sessions and perform to mastery level
- exhibit professional and ethical behavior
- complete Course Portfolio and presentations
- produce quality products required by individual Course instructors

RESPONSIBILITIES

Technology Applications staff

- Plan/facilitate/implement the Technology Applications Course training in accordance with the Texas State Board for Educator Certification (SBEC) rules
- Provide technical assistance as needed and required
- Monitor on-going training and projects
- Provide participants with verbal and/or written feedback regarding products and class performance

Participant

- Read procedural guidelines, sign and return Agreement and Policies forms
- Attend all training
- Complete course assignments (to mastery level)
- Strictly follow the Texas Educator's Code of Ethics



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2004-2005

Technology Applications Certification Educator Preparation

Course Dates: (all Saturdays before June 6)

August	14	January	15	June	6
	28		29		7
September	11	February	12		8
	25		26		9
October	9	March	5		10
	23	April	2		
November	6		9		
	20		23		
December	4	May	7		
	11		21		

Mark your calendar and double check any possible conflicts.
Attendance at each class is required.



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Education Service Center, Region 2 Technology Applications Certification 2004-2005 Policies

The following requirements must be met for participants to be recommended for technology applications certification. Please use it as a check list for reference throughout the year. By signing the form, you acknowledge these guidelines for completion of the course.

I hereby agree to

- Attend all required training.
- Be punctual throughout all training sessions.
- Exhibit professional and ethical behavior throughout my internship.
- Complete portfolio and presentation to instructors' satisfaction.
- Complete Course assignments/products to mastery level.
- Adhere to copyright law regarding all software received.
- Adhere to acceptable use of ESC-2 hardware and on-line resources.

The participant is responsible for documentation of daily attendance (signing in) and course work, with the exception of instructional staff reports. The request for certification may be delayed if all documentation is not in the participant's folder by the end of the course.

Participant signature: _____

Date: _____

Printed name: _____

Keep this copy to use as your checklist



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Participant signature:

Date:

Printed name:

Return signed copy to: Faye Stone
Technology Coordinator
ESC-2



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