**New Business Item 12-32**
Introduced 4/19/13
Deferred 4/19/13
Approved 6/14/13

**TITLE: Revision of HTSB License Renewal Forms 4010 and 5010**

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The Hawaii Teacher Standards Board approves the attached forms for license renewal effective July 1, 2013:

- HTSB Form 4010 for all license renewals
- HTSB Forms 5010 for teachers, School Librarians and School Counselors.

The existing Form 5010 may also be used through June 30, 2014.

**Submitted by:** Terry Lynn Holck

**Referred to:** Teacher Education and Teacher Standards Committees

**Hawai`i Teacher Standards Board**
650 Iwilei Road, Suite 201
Honolulu, HI 96817

**Contact:** www.htsb.org
Phone: (808) 586-2603
Email: licensingsection@htsb.org
Fax: (808) 586-2606

# *VERIFICATION OF EXPERIENCE FOR RENEWAL*

**Directions:** (1) Send this verification form to your supervisor in the school or school district where you completed your professional teaching experience. 2) You must sign Section 1, which includes the Disclaimer, before sending to the authorized official. 3) **Retain this form for your records.**

## 1. PERSONAL INFORMATION. Print or type in BLUE ink.

Social Security Number XXX-XX - __ __ __ __ Date of Birth ____/____/____

_____ _____ _____
(Last name) (First name) (Middle Name)

Current Mailing Address _____City _____State ____ Zip _____

Home Phone (___)_____ OR Cell Phone (___)_____ Non Lotus Notes E-mail Address_____

***DISCLAIMER: I hereby authorize the release of the information regarding my qualifying teaching experience at the school/ school district from which I am making this request.***

**Applicant signature**_____ **Date** _____

*APPLICANT: DO NOT WRITE BELOW THIS LINE*

**To Authorized School or District Official:** This individual has applied to renew his/her Hawai`i teaching license (includes school counselors and school librarians) and must demonstrate he/she taught in the last five years**.** **"Successfully taught" is defined below.**

**I attest that this applicant "successfully taught" using the method checked below in a P-12 setting within the last five years of the applicant's date on this verification form.**

☐ *1.* Verified administrative, supervisory and/or teaching experience in a public school operated by a local education agency in the United States and its possessions; or

☐ *2*. Verified administrative, supervisory and/or teaching experience in public schools or non-public schools approved by recognized accrediting agencies. (Accrediting or approval agencies are the State Departments of Education and/or Southern, Middle States, North Central, New English, Northwest and Western Associations of Schools and Colleges); or

☐ *3.* Public school employees who held a valid Hawai'i teaching license during the period of employment for which experience is requested.

Note: Numbers 1 and 3 include Hawaii DOE administrators, supervisors, teachers, school librarians and school counselors.

_____ _____ _____
Signature of Supervisor Print Name Date

_____ _____
Title School and District

_____ (___)_____ _____
City, State Telephone Email Address

**HAWAII TEACHER STANDARDS BOARD LICENSE RENEWAL**
**VERIFICATION OF SATISFYING HAWAI'I TEACHER PERFORMANCE STANDARDS DOCUMENTATION**

**Use this form beginning July 1, 2013**

**Name_____Social Security Number XXX-XX-_____ Date of Birth____/____/____**

This form is to be used to document that you meet all ten of the Hawai'i Teacher Performance Standards. Complete this form and **have in your possession all relevant documentation before** you answer SECTION 4 of the APPLICATION FOR RENEWAL OF HAWAII TEACHING LICENSE.

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Retain this completed form. The HTSB will randomly audit license renewals annually and in the event you are selected to be audited, you will be required to submit your completed form and the documentation that verifies your completion of the professional growth activities.

- The Hawai'i Teacher Performance Standards are listed in the following table in column one.
- The second column lists examples of professional growth activities that could be used to meet the Hawai'i Teacher Performance Standards provided the activity links with the licensee's subject matter field. An activity may be used to meet multiple Teacher Performance Standards provided the verification documentation will support such applicability.
- The third column provides examples of documentation that can be used for meeting the standard. When submitting documentation you must identify it by checking the box in the "Documentation" section.

**STATEMENT OF AFFIRMATION: Sign your name in blue ink.**

**I certify that the information contained in this form is true and accurate. I understand that misrepresentation or falsification is grounds for the Hawaii Teacher Standards Board to deem me in non-compliance with meeting renewal requirements, that my license status may change and that the Board may impose other disciplinary sanction.**

**SIGNATURE OF LICENSEE _____DATE _____**

# Hawai'i Teacher Performance Standards

| ALL STANDARDS | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **The following activity meets all ten of the Hawai'i Teacher Performance Standards** | The most recent teacher evaluation and professional development plan from the licensee's employing educational institution with a satisfactory rating in all areas if the evaluation instrument and professional development plan aligns with all ten of the Hawaii Teacher Performance Standards. | ☐ Copy of Evaluation signed by the principal within I year prior to licensure expiration date<br>OR<br>☐ Verification from the principal or supervisor indicating that the evaluation continues to be satisfactory |
| **The following activity meets all ten of the Hawai'i Teacher Performance Standards** | National Board Certification. | ☐ An official NBPTS document dated on or before the licensure expiration date providing the official document is the subject area of the licensee's current license field. |
| | **The Following Activities Meet Each Standard Individually** | |
| **STANDARD 1** | **PROFESSIONAL ACTIVITIES** | **DOCUMENTATION** |
| **Learner Development**<br><br>**The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and** | Suggested Activity 1a<br><br>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in service training relating to learner development. | Evidence for Suggested Activity 1a<br><br>☐ Evidence of participation in professional development activity<br>OR<br>☐ Document verifying service as a facilitator<br>OR<br>☐ Assignment or reflection paper |

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| **designs and implements developmentally appropriate and challenging learning experiences.** | Suggested Activity 1b<br><br>Based on assessments, design and implement developmentally appropriate instruction that takes into account individual learners' strengths, interests, and needs. | Evidence for Suggested Activity 1b<br><br>☐ Unit and lesson plans<br>OR<br>☐ Sample activities with modifications<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |
| | Suggested Activity 1c<br><br>Develop and implement methods of assessment that guide instruction. | Evidence for Suggested Activity 1c<br><br>☐ Copies of formative and summative assessments and modifications<br>OR<br>☐ Data on student learning outcomes<br>OR<br>☐ Reflection on what adaptations or modifications will need to be made to lessons as a result of the data. |
| | Suggested Activity 1d<br><br>Collaborate with families, communities, and other professionals to promote learner growth and development. | Evidence for Suggested Activity 1d<br><br>☐ Meeting notes<br>OR<br>☐ Agenda<br>OR<br>☐ Improvement plans |
| **STANDARD 2** | **PROFESSIONAL ACTIVITIES** | **DOCUMENTATION** |
| **Learning Differences**<br><br>**The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.** | Suggested Activity 2a<br><br>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in service training on students with exceptional needs, English language learners, or other groups of diverse learners. | Evidence for Suggested Activity2a<br><br>☐ Evidence of participation in professional development activity<br>OR<br>☐ Course completion verification<br>OR<br>☐ Document verifying service as a facilitator<br>OR<br>☐ Assignment or reflection paper |

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| | Suggested Activity 2b<br><br>Develop and implement instruction that takes into account each student's diverse learning strengths and needs. Create opportunities for students to demonstrate their learning in different ways. | Evidence for Suggested Activity 2b<br><br>☐ Unit and lesson plans<br>OR<br>☐ Differentiated lesson plans<br>OR<br>☐ Modified evaluation strategies<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |
| | Suggested Activity 2c<br><br>Incorporate learning centers into the classroom to help each student meet high standards. | Evidence for Suggested Activity 2c<br><br>☐ Description of learning centers and rationale about why they were chosen<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |
| | Suggested Activity 2d<br><br>Incorporate culture based lessons, including Native Hawaiian history and culture, into curriculum. | Evidence for Suggested Activity 2d<br><br>☐ Unit and lesson plans<br>OR<br>☐ Sample activities with modifications<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |
| **STANDARD 3** | **PROFESSIONAL ACTIVITIES** | **DOCUMENTATION** |
| **Learning Environments**<br><br>**The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-** | Suggested Activity 3a<br><br>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in service training on technologies that could be used to improve your performance or student learning. | Evidence for Suggested Activity 3a<br><br>☐ Evidence of participation in professional development activity<br>OR<br>☐ Course completion verification<br>OR<br>☐ Document verifying service as a facilitator<br>OR<br>☐ Assignment or reflection paper |

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| | Suggested Activity 3b<br><br>Collaborate with learners, families, the community and colleagues to support each other and to help build a safe, positive learning climate. | Evidence for Suggested Activity 3b<br><br>☐ Meeting notes<br>OR<br>☐ Improvement plans |
| | Suggested Activity 3c<br><br>Develop learning experiences that engage learners in collaborative and self- directed learning, | Evidence for Suggested Activity 3c<br><br>☐ Collaborative learning plan<br>OR<br>☐ Unit and lesson plans<br>OR<br>☐ Activities for student collaboration |
| | Suggested Activity 3d<br><br>Incorporate learning centers into the classroom to help each student meet high standards. | Evidence for Suggested Activity 3d<br><br>☐ Description of learning centers and rationale about why they were chosen<br>OR<br>☐ Student work samples<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |
| | Suggested Activity 3e<br><br>Incorporate the teaching of different technologies to enhance student learning into instruction. Infuse multiple literacies (e.g., information, visual, technology) within content-area instruction. | Evidence for Suggested Activity 3e<br><br>☐ Curriculum maps<br>OR<br>☐ Unit and lesson plans<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |

| STANDARD 4 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **Content Knowledge**<br><br>**The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.** | Suggested Activity 4a<br><br>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in service training on content area. | Evidence for Suggested Activity 4a<br><br>☐ Evidence of participation in professional development activity<br>OR<br>☐ Course completion verification<br>OR<br>☐ Document verifying service as a facilitator<br>OR<br>☐ Assignment or reflection paper<br>OR<br>☐ Reflection |
| | Suggested Activity 4b<br><br>Read a professional article or book on a content area. | Evidence for Suggested Activity 4b<br><br>☐ Written reports or journals describing knowledge gained through this reading and how it might be used<br>OR<br>☐ Blog |
| | Suggested Activity 4c<br><br>Develop standards based content curriculum. | Evidence for Suggested Activity 4c<br><br>☐ Curriculum Map and Pacing Guide aligned with the content Common Core Standards<br>OR<br>☐ Curriculum plans that include learning goals for students, samples of activities, and outcomes |

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| | Suggested Activity 4d<br><br>Develop and implement developmentally appropriate instruction that uses multiple representations and explanations that capture key ideas in the discipline. | Evidence for Suggested Activity 4d<br><br>☐ Unit and lesson plans<br>OR<br>☐ Work samples that represent learners' content knowledge<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |
| **STANDARD 5** | **PROFESSIONAL ACTIVITIES** | **DOCUMENTATION** |
| **Application of Content**<br><br>**The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues**. | Suggested Activity 5a<br><br>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in service training. | Evidence for Suggested Activity 5a<br><br>☐ Evidence of participation in professional development activity<br>☐ Course completion verification<br>OR<br>☐ Document verifying service as a facilitator<br>OR<br>☐ Assignment or reflection paper |
| | Suggested Activity 5b<br><br>Develop and implement multidisciplinary projects that challenge learners to apply their knowledge of content areas. | Evidence for Suggested Activity 5b<br><br>☐ Unit and lesson plans<br>OR<br>☐ Work samples that represent learners' application of content knowledge<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |
| | Suggested Activity 5c<br><br>Create lesson plans/units that engage learners in critical thinking and collaborative problem solving. | Evidence for Suggested Activity 5c<br><br>☐ Collaborative learning plan<br>OR<br>☐ Unit and lesson plans<br>OR<br>☐ Activities for student collaboration |

| STANDARD 6 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **Assessment**<br><br>**The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.** | Suggested Activity 6a<br><br>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in service training on topics related to assessments. | Evidence for Suggested Activity 6a<br><br>☐ Evidence of participation in professional development activity<br>☐ Course completion verification<br>OR<br>☐ Document verifying service as a facilitator<br>OR<br>☐ Assignment or reflection paper |
| | Suggested Activity 6b<br><br>Design both formative and summative assessments that monitor learner progress and guide teaching.<br><br>. | Evidence for Suggested Activity 6b<br><br>☐ Copies of formative and summative assessments<br>OR<br>☐ Assessments of student and school needs<br>OR<br>☐ Data on student learning outcomes<br>OR<br>☐ Reflection on what adaptations or modifications will need to be made to the lesson as a result of the data. |
| | Suggested Activity 6c<br><br>Design a unit/lesson plan with multiple types of assessments to give each student opportunities to demonstrate their knowledge through a variety of products and performances. | Evidence for Suggested Activity 6c<br><br>☐ Unit/lesson plan<br>OR<br>☐ Copy of assessments and rationale for their development<br>OR<br>☐ Student work samples |
| | Suggested Activity 6d<br><br>Develop and implement instruction that uses multiple ways of assessing student learning. | Evidence for Suggested Activity 6d<br><br>☐ Unit/lesson<br>OR<br>☐ Sample activities showing evidence of using multiple ways of assessing |

| STANDARD 7 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **Planning for Instruction**<br><br>**The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.** | Suggested Activity 7a<br><br>Collaborate with professionals who have specialized expertise (e.g., special educators, related service providers, language learning specialists, librarians, media specialists) to design and jointly deliver learning experiences to meet unique learning needs. | Evidence for Suggested Activity 7a<br><br>☐ Unit and lesson plans<br>OR<br>☐ Work samples that represent learners' application of content knowledge<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |
| | Suggested Activity 7b<br><br>Develop and implement instruction that takes into account each student's learning goals. | Evidence for Suggested Activity 7b<br><br>☐ Differentiated unit/lesson plan<br>OR<br>☐ Sample activities<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |
| | Suggested Activity 7c<br><br>Evaluate and modify instruction, resources and curriculum materials in relation to short- and long-range goals and systematically adjusts plans to meet each student's learning needs and enhance learning. | Evidence for Suggested Activity 7c<br><br>☐ Modified instruction and rationale<br>OR<br>☐ Student work samples<br>OR<br>☐ Reflection<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |
| | Suggested Activity 7d<br><br>Participate in school-level professional learning communities | Evidence for Suggested Activity 7d<br><br>☐ Meeting notes<br>OR<br>☐ Improvement plans |

| STANDARD 8 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **Instructional Strategies**<br><br>**The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.** | Suggested Activity 8a<br><br>Develop and implement instruction that uses appropriate strategies and resources to adapt instruction to the needs of individuals and groups of learners.<br>. | Evidence for Suggested Activity 8a<br><br>☐ Unit and lesson plans<br>OR<br>☐ Work samples that represent learners' application of content knowledge<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices<br>OR<br>☐ Instructional strategies (video, jigsaw) and the rationale for using them. |
| | Suggested Activity 8b<br><br>Monitor student learning and adjust instruction in response to student learning needs. | Evidence for Suggested Activity 8b<br><br>☐ Examples of monitoring techniques<br>OR<br>☐ Rationale for adjusting work<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |
| | Suggested Activity 8c<br><br>Engage students in using a range of learning skills and technology tools to access, interpret, evaluate, and apply information. | Evidence for Suggested Activity 8c<br><br>☐ Curriculum Map & Pacing Guide<br>OR<br>☐ Curriculum plans that include learning goals for students<br>OR<br>☐ Unit/lesson plan<br>OR<br>☐ Student work samples |

| STANDARD 9 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **Professional Learning and Ethical Practice**<br><br>**The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.** | Suggested Activity 9a<br><br>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in service training on technologies that could be used to improve your performance or student learning. | Evidence for Suggested Activity 9a<br><br>☐ Evidence of participation in professional development activity<br>OR<br>☐ Course completion verification<br>OR<br>☐ Document verifying service as a facilitator<br>OR<br>☐ Assignment or reflection paper |
| | Suggested Activity 9b<br><br>Reflect on your teaching practice. Plan and implement adaptations/adjustments to improve your practice. | Evidence for Suggested Activity 9b<br><br>☐ Reflections<br>OR<br>☐ Rational for adjusting practice<br>OR<br>☐ Evidence of improved practice |
| | Suggested Activity 9c<br><br>Teach safe, legal, and ethical use of information and technology and respect for others in the use of social media. | Evidence for Suggested Activity 9c<br><br>☐ Unit/lesson/plan<br>OR<br>☐ Sample activities<br>OR<br>☐ Assessments<br>OR<br>☐ Student work samples |
| | Suggested Activity 9d<br><br>Develop a professional growth plan based on feedback from teacher evaluation, observations, personal reflections, and data on learner. | Evidence for Suggested Activity 9d<br><br>☐ Personal plans for professional growth<br>OR<br>☐ Evidence of meeting Professional Growth Plan goals |

| STANDARD 10 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **Leadership and Collaboration**<br><br>**The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.** | Suggested Activity 10a<br><br>Participate in a local, state, or a national professional organization to promote 21st century teaching and learning concepts and strategies. | Evidence for Suggested Activity 10a<br><br>☐ Evidence for Suggested Activity 9d<br>Meeting minutes<br>OR<br>☐ Agenda<br>OR<br>☐ Other documentation verifying service<br>OR<br>☐ Samples of completed activities. |
| | Suggested Activity 10b<br><br>Share professional knowledge and skills at a district, complex, state or national level conference. | Evidence for Suggested Activity 10b<br><br>☐ Power point<br>OR<br>☐ Reflection<br>OR<br>☐ Principal verification<br>OR<br>☐ Sample of completed activities<br>OR<br>☐ Verification of presentation |
| | Suggested Activity 10c<br><br>Service on a formal education related committee. | Evidence for Suggested Activity 10c<br><br>☐ Meeting minutes<br>OR<br>☐ Agenda<br>OR<br>☐ Verification of participation |
| | Suggested Activity 10d<br><br>Peer Coach or mentor a teacher. | Evidence for Suggested Activity 10d<br><br>☐ Observation forms<br>OR<br>☐ Student teaching evaluations<br>OR |

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| | | ☐ Other documentation verifying coaching/mentoring |
| | Suggested Activity 10e<br><br>Collaborate with peers, families, and learners in a school wide effort to build a shared vision and supportive culture, identify common goals, and monitor and evaluate progress toward those goals. | Evidence for Suggested Activity 10e<br><br>☐ Meeting notes and attendance sheets<br>OR<br>☐ Sample of completed activities<br>OR<br>☐ Reflection. |

# HAWAI'I TEACHER STANDARDS BOARD LICENSE RENEWAL FOR SCHOOL LIBRARIANS
# VERIFICATION OF SATISFYING THE HAWAI'I SCHOOL LIBRARIAN PERFORMANCE STANDARDS DOCUMENTATION

**Use this form beginning July 1, 2013**

**Name_____ Social Security Number XXX-XX-_____Date of Birth____/____/____**

This form is to be used to document that you meet all five of the Hawai'i School Librarian Performance Standards. Complete this form and **have in your possession all relevant documentation before** you answer SECTION 4 of the APPLICATION FOR RENEWAL OF HAWAI`I TEACHING LICENSE.

Retain this completed form. The HTSB will randomly audit license renewals annually and in the event you are selected to be audited, you will be required to submit your completed form and the documentation that verifies your completion of the professional growth activities.

- The Hawai'i School Librarian Performance Standards are listed in the following table in column one.
- The second column lists examples of professional growth activities that could be used to meet the Hawai'i School Librarian Performance Standards provided the activity links with the licensee's subject matter field. An activity may be used to meet multiple Librarian Performance Standards provided the verification documentation will support such applicability.
- The third column provides examples of documentation that can be used for meeting the standard. When submitting documentation you must identify it by checking the box in the "Documentation" section.

**STATEMENT OF AFFIRMATION: Sign your name in blue ink.**

**I certify that the information contained in this form is true and accurate. I understand that misrepresentation or falsification is grounds for the Hawai`i Teacher Standards Board to deem me in non-compliance with meeting renewal requirements, that my license status may change and that the Board may impose other disciplinary sanction. This form should be signed and dated prior to submitting your license renewal application.**

**SIGNATURE OF LICENSEE _____DATE _____**

# Hawai'i School Librarian Performance Standards

| ALL STANDARDS | The Following Activities Meet All Standards | DOCUMENTATION |
|---|---|---|
| **The following activity meets all five performance standards** | The most recent librarian evaluation and professional development plan from the licensee's employing educational institution with a satisfactory rating in all areas if the evaluation instrument and professional development plan aligns with all five Hawai'i School Librarian Performance Standards. | ☐ Copy of Evaluation signed by the principal within one year prior to licensure expiration date and<br>OR<br>☐ Verification from the principal or supervisor indicating that the evaluation continues to be satisfactory |
| **The following activity meets all five performance standards** | National Board Certification. | ☐ An official NBPTS document dated on or before the licensure expiration date providing the official document is the subject area of the licensee's current license field.<br>OR<br>☐ Online verification from NBPTS official website. |
| | **The Following Activities Meet Each Standard Individually** | |
| **STANDARD 1** | **PROFESSIONAL ACTIVITIES** | **DOCUMENTATION** |
| **Teaching for Learning**<br>• **School librarians are effective teachers who demonstrate knowledge of learners and learning.**<br>• **They model and promote collaborative planning, instruction in multiple literacies, and inquiry-based learning, enabling members of the learning community to become effective users and creators of ideas and information.** | Suggested Activity 1a<br>Align library program with 21st century skills and content as well as current state standards. | Evidence for Suggested Activity 1a<br>☐ Curriculum maps Curriculum maps/plans aligned with the Standards for the 21st-Century Learner and the Common Core State Standards<br>OR<br>☐ Assessments of student learning |
| | Suggested Activity 1b<br>Infuse multiple literacies (e.g., information, visual, technology) within content-area instruction. | Evidence for Suggested Activity 1b<br>☐ Curriculum maps<br>OR<br>☐ Unit and lesson plans |

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| • **They design and implement instruction that engages students' interests and develops their ability to inquire, think critically, gain and share knowledge.** | Suggested Activity 1c<br><br>Collaborate with teachers to integrate information and instructional technology into all curricular areas. | Evidence for Suggested Activity 1c<br><br>☐ Meeting minutes<br>OR<br>☐ Documents completed by the work group<br>OR<br>☐ Collaboration forms |
| | Suggested Activity 1d<br><br>Participate in school-level professional learning communities. | Evidence for Suggested Activity 1d<br><br>☐ Meeting notes<br>OR<br>☐ Improvement plans<br>OR<br>☐ Data to show increased student learning or enhanced teaching practices |
| | Suggested Activity 1e<br><br>Participate in professional organizations to promote 21st century teaching and learning concepts and strategies. | Evidence for Suggested Activity 1e<br><br>☐ Meeting notes<br>OR<br>☐ Samples of completed activities |
| | Suggested Activity 1f<br><br>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in-service training relating to curriculum and student learning. | Evidence for Suggested Activity 1f<br><br>☐ Evidence of participation in professional development activity<br>☐ Course completion verification<br>OR<br>☐ Facilitator<br>OR<br>☐ Assignments or reflection papers |

| STANDARD 2 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **Literacy and Reading**<br><br>• **School librarians promote reading for learning, personal growth, and enjoyment.**<br><br>• **They use a variety of strategies to reinforce classroom reading instruction to address the diverse needs and interests of all readers.** | Suggested Activity 2a<br><br>Conduct "read alouds" or other reading programs in the library. | Evidence for Suggested Activity 2a<br><br>☐ Reading lists<br>OR<br>☐ Promotional flyers<br>OR<br>☐ Lesson and/or unit plans<br>OR<br>☐ Letters to parents<br>OR<br>☐ Assessments of activities<br>OR<br>☐ Samples of student work |
| | Suggested Activity 2b<br><br>Plan and implement school wide literacy events to promote the importance of reading, e.g., establish library book clubs. | Evidence for Suggested Activity 2b<br><br>☐ Program schedules and plans<br>OR<br>☐ Promotional flyers<br>OR<br>☐ Student logs<br>OR<br>☐ Certificates or badges |

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| | Suggested Activity 2c<br><br>Participate in state and/or national reading promotion programs (e.g., Nene award, Newbery quiz bowl, Read Across America), or create own reading promotion programs. | Evidence for Suggested Activity 2c<br><br>☐ Program plans and timelines<br>OR<br>☐ Promotional flyers<br>OR<br>☐ Book trailers<br>OR<br>☐ Certificates or badges<br>OR<br>☐ Handouts from the programs<br>OR<br>☐ Photos of displays |
| | Suggested Activity 2d<br><br>Teach reading strategies that build student proficiency in the comprehension of information in a range of formats. | Evidence for Suggested Activity 2d<br><br>☐ Lesson and/or unit plans that include reading targets<br>OR<br>☐ Assessment of student learning |
| | Suggested Activity 2e<br><br>Read and share professional materials that include book reviews or information on current literacy/reading strategies or trends. | Evidence for Suggested Activity 2e<br><br>☐ Written reports or journals describing knowledge gained through this reading and how it might be used<br>OR<br>☐ Blogs<br>OR<br>☐ Bulletins |
| | Suggested Activity 2f<br><br>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in-service training focusing on reading literacy. | Evidence for Suggested Activity 2f<br><br>☐ Evidence of participation in professional development activity<br>☐ Course completion verification<br>OR<br>☐ Documents verifying service as a facilitator<br>OR<br>☐ Assignments or reflection paper |

| STANDARD 3 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **Information and Knowledge**<br><br>• **School librarians model and promote ethical, equitable access to and use of physical, digital, and virtual collections of resources.**<br><br>• **They provide a variety of information sources and services that support the needs of the diverse learning community.**<br><br>• **They use a variety of research strategies to generate knowledge to improve practice in school libraries.** | Suggested Activity 3a<br><br>Educate students and faculty to use best practices in:<br>• copyright<br>• ethical access and use of resources<br>• intellectual property<br>• digital citizenship | Evidence for Suggested Activity 3a<br><br>☐ Lesson and/or unit plans<br>OR<br>☐ Websites<br>OR<br>☐ Newsletters |
| | Suggested Activity 3b<br><br>Provide open and equitable access to information and technology resources that reflect and accommodate diverse student needs and interests. | Evidence for Suggested Activity 3b<br><br>☐ Collection management plans<br>OR<br>☐ Usage and circulation data<br>OR<br>☐ Policies and procedures manuals<br>OR<br>☐ Assessments based on quantitative and qualitative measures for instruction and services |
| | Suggested Activity 3c<br><br>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in-service training focusing on collection management and information access. | Evidence for Suggested Activity 3c<br><br>☐ Evidence of participation in professional development activity<br>☐ Course completion verification<br>OR<br>☐ Documents verifying service as a facilitator<br>OR<br>☐ Assignments or reflection papers |

| STANDARD 4 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **Advocacy and Leadership**<br>• **School librarians advocate for dynamic school library programs and positive learning environments that focus on student learning and achievement by collaborating and connecting with teachers, administrators, librarians, and the community.**<br>• **They are committed to continuous learning and professional growth and lead professional development activities for other educators.**<br>• **They provide leadership by articulating ways in which school libraries contribute to student achievement.** | Suggested Activity 4a<br><br>Use a range of strategies to advocate for school library programs and services. | Evidence for Suggested Activity 4a<br><br>☐ Portfolios that include accomplishments in promoting library services<br>OR<br>☐ Curriculum plans that include learning goals for students, samples of activities, and outcomes<br>OR<br>☐ Curriculum maps aligned with the Standards for the 21st-Century Learner and the Common Core State Standards<br>OR<br>☐ Short and long range plans for the library that align with school priorities |
| | Suggested Activity 4b<br><br>Practice leadership skills in school level activities and through work in professional organizations. | Evidence for Suggested Activity 4b<br><br>☐ Personal plans for professional growth that show participation in school level initiatives<br>OR<br>☐ Personal growth plans that show participation in professional organizations |

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| | Suggested Activity 4c<br><br>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in-service training on content area focusing on the development of leadership skills. | Evidence for Suggested Activity 4c<br>☐ Evidence of participation in professional development activity<br>☐ Course completion verification<br>OR<br>☐ Documents verifying service as a facilitator OR<br>☐ Assignments or reflection papers |
| **STANDARD 5** | **PROFESSIONAL ACTIVITIES** | **DOCUMENTATION** |
| **Program Management and Administration**<br><br>• **School librarians plan, develop, implement, and evaluate school library programs, resources, and services in support of the mission of the library program and the school.**<br><br>• **Their work reflects the ethics add principles of library science, education, management, and administration.** | Suggested Activity 5a<br><br>Participate in the development and implementation of the school improvement plan. | Evidence for Suggested Activity 6a<br><br>☐ School improvement and/or other leadership team documents |
| | Suggested Activity 5b<br><br>Develop and implement a library program collaboratively with the school community. | Evidence for Suggested Activity 5b<br><br>☐ Strategic plans for the library with short and long range goals |
| | Suggested Activity 5c<br><br>Collect and use relevant data to improve professional practice and the library media program. | Evidence for Suggested Activity 5c<br><br>☐ Assessments of student and school needs<br>OR<br>☐ Data on student learning outcomes<br>OR<br>☐ Usage and circulation data |
| | Suggested Activity 5d<br><br>Provide an open, equitable and accessible learning environment. | Evidence for Suggested Activity 5d<br><br>☐ Usage data and schedules<br>OR<br>☐ Collection management plan<br>OR<br>☐ Documentation of activities |

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| | Suggested Activity 5e<br><br>Establish policies and procedures to support effective school library media programs. | Evidence for Suggested Activity 5e<br><br>☐ Policies and procedures manuals<br>OR<br>☐ Websites |
| | Keep abreast of and share current research about student learning and emerging resources and encourage the school community to adopt or adapt them for the benefit of students. | ☐ Blogs<br>OR<br>☐ Websites<br>OR<br>☐ Newsletters |
| | Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in service training focusing on library administration. | ☐ Course completion verification<br>OR<br>☐ Documents verifying service as a facilitator<br>OR<br>☐ Assignments or reflection papers |

# HAWAI`I TEACHER STANDARDS BOARD LICENSE RENEWAL FOR SCHOOL COUNSELORS
# VERIFICATION OF SATISFYING THE HAWAI`I SCHOOL COUNSELOR PERFORMANCE STANDARDS DOCUMENTATION

**Use this form beginning July 1, 2013**

**Name_____Social Security Number XXX-XX-_____Date of Birth____/____/____**

This form is to be used to document that you meet all ten of the Hawai'i School Counselor Performance Standards. Complete this form and **have in your possession all relevant documentation before** you answer SECTION 4 of the APPLICATION FOR RENEWAL OF HAWAI`I TEACHING LICENSE.

Retain this completed form. The HTSB will randomly audit license renewals annually and in the event you are selected to be audited, you will be required to submit your completed form and the documentation that verifies your completion of the professional growth activities.

- The Hawai'i School Counselor Performance Standards are listed in the following table in column one.
- The second column lists examples of professional growth activities that could be used to meet the Hawai'i School Counselors Performance Standards provided the activity links with the licensee's subject matter field. An activity may be used to meet multiple Counselor Performance Standards provided the verification documentation will support such applicability.
- The third column provides examples of documentation that can be used for meeting the standard. When submitting documentation you must identify it by checking the box in the "Documentation" section.

**STATEMENT OF AFFIRMATION: Sign your name in blue ink.**

**I certify that the information contained in this form is true and accurate. I understand that misrepresentation or falsification is grounds for the Hawaii Teacher Standards Board to deem me in non-compliance with meeting renewal requirements, that my license status may change and that the Board may impose other disciplinary sanction. This form should be signed and dated prior to submitting your license renewal application.**

**SIGNATURE OF LICENSEE _____DATE _____**

# Hawai'i Performance Standards for School Counselors

| ALL STANDARDS | The Following Activities Meet All Standards | DOCUMENTATION |
|---|---|---|
| **The following activity meets all ten performance standards** | The most recent counselor evaluation and professional development plan from the licensee's employing educational institution with a satisfactory rating in all areas if the evaluation instrument and professional development plan aligns with all ten Hawai'i Performance Standards for Counselors. | ☐ Copy of Evaluation signed by the principal within I year prior to licensure expiration date<br>OR<br>☐ Verification from the principal or supervisor indicating that the evaluation continues to be satisfactory |
| **The following activity meets all ten performance standards** | National Board Certification. | ☐ An official NBPTS document dated on or before the licensure expiration date providing the official document is the subject area of the licensee's current license field.<br>OR<br>☐ Online verification from NBPTS official website. |
| | **The Following Activities Meet Each Standard Individually** | |

| STANDARD 1 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **The professional school counselor plans, organizes and delivers the school counseling program.** | Suggested Activity 1a<br><br>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in service training relating to counseling programs. | Evidence for Suggested Activity 1a<br><br>☐ Evidence of participation in professional development activity<br>OR<br>☐ Document verifying service as a facilitator<br>OR<br>☐ Assignment or reflection paper. |

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| | Suggested Activity 1b<br><br>Read professional materials that include counseling programs/strategies. | Evidence for Suggested Activity 1b<br><br>☐ Written reports or journals describing knowledge gained through this reading and how it might be used<br>OR<br>☐ Reflections |
| | Suggested Activity 1c<br><br>Collaborative work with school faculty to support and enhance learning for all students. | Evidence for Suggested Activity 1c<br><br>☐ Meeting notes written by either teacher or counselor<br>OR<br>☐ Individual student or classroom plan curriculum maps |
| | Suggested Activity 1d<br><br>Implement a counseling program that will have a positive effect on student learning | Evidence for Suggested Activity 1d<br>☐ Counseling plans<br>OR<br>☐ Unit and lesson plans<br>OR<br>☐ Schedules<br>OR<br>☐ Data to show increased student learning |
| **STANDARD 2** | **PROFESSIONAL ACTIVITIES** | **DOCUMENTATION** |
| **The professional school counselor is able to implement a school guidance curriculum through the use of effective instructional skills and careful planning of structured group sessions.** | Suggested Activity 2a<br><br>Develop and implement school guidance lessons/units around state wide General Learner Outcomes. Work with students using existing guidance curriculums. | Evidence for Suggested Activity 2a<br><br>☐ Unit and lesson plans<br>OR<br>☐ Student work samples<br>OR<br>☐ Data to show increased student learning |

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| | Suggested Activity 2b<br><br>Provide instructional involvement in students' academic achievement. | Evidence for Suggested Activity 2b<br><br>☐ Student learning goals<br>OR<br>☐ Modes and examples of assessments that were used<br>OR<br>☐ Samples of student work<br>OR<br>☐ Compilation and analysis of student achievement of learning goals |
| | Suggested Activity 2c<br><br>Develop a tool chest with best practices, instructional strategies, accommodations, etc. | Evidence for Suggested Activity 2c<br><br>☐ Tool chest charts<br>OR<br>☐ Strategies and examples of how they were used<br>OR<br>☐ Accommodations and examples of their use |
| | Suggested Activity 2d<br><br>Collaborate with teachers to ensure effective implementation of school guidance curriculum. | Evidence for Suggested Activity 2d<br><br>☐ Electronic Comprehensive Student Support System (ECSSS) reports<br>OR<br>☐ Student referrals<br>OR<br>☐ Schedules of sessions<br>OR<br>☐ Session activities with samples of student work |

| STANDARD 3 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **The professional school counselor implements the individual planning component by guiding individuals and groups of students and their parents or guardians through the development of educational and career plans.** | Suggested Activity 3a<br><br>Conduct sessions with students and coordinate ongoing systemic activities designed to assist the students in establishing personal goals and developing future plans. | Evidence for Suggested Activity 3a<br><br>☐ Unit and lesson plans with activities<br>OR<br>☐ Student work samples<br>OR<br>☐ Student Growth Plan<br>OR<br>☐ Evidence of conducting student workshops such as Career Day |
| | Suggested Activity 3b<br><br>Conduct workshops and informational sessions for parents or guardians to address the educational and career needs of students. | Evidence for Suggested Activity 3b<br><br>☐ Evidence of presenting at events such as Parent Night or Career Day<br>OR<br>☐ Power point used at presentation |
| | Suggested Activity 3c<br><br>Collaborate with the IEP team to develop and implement career, educational and behavioral goals for students with special needs. | Evidence for Suggested Activity 3c<br><br>☐ Individualized Education Program<br>OR<br>☐ Explanation how data led to the established goals |
| **STANDARD 4** | **PROFESSIONAL ACTIVITIES** | **DOCUMENTATION** |
| **The professional school counselor provides responsive services through the effective use of individual and small-group counseling, consultation and referral skills** | Suggested Activity 4a<br><br>Document and implement the counselor roles and responsibilities for the school. | Evidence for Suggested Activity 4a<br><br>☐ Counselor roles and responsibilities<br>OR<br>☐ Implementation plan<br>OR<br>☐ Daily diaries<br>OR<br>☐ Calendars |

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| | Suggested Activity 4b<br><br>Implement counseling sessions with a small group of students with identified needs and concerns. | Evidence for Suggested Activity 4b<br><br>☐ Unit and lesson plans with activities<br>OR<br>☐ Student work samples<br>OR<br>☐ Outcomes of the group sessions. |
| | Suggested Activity 4c<br><br>Implement prevention and/or intervention activities to meet students' immediate and future needs. | Evidence for Suggested Activity 4c<br><br>☐ Develop an effective referral process.<br>OR<br>☐ Witten procedures to be used in crisis situations<br>OR<br>☐ Referrals to other school support services or community resources |
| | Suggested Activity 4d<br><br>Consult with parents /guardians, teachers, other educators and professionals from community agencies regarding strategies to help students and families. | Evidence for Suggested Activity 4d<br><br>☐ Record of contacts<br>OR<br>☐ Written plans for parents/students<br>OR<br>☐ Outcome of meetings |
| | Suggested Activity 4e<br><br>Provide prevention, intervention, and follow-up to students and families facing emergency situations. | Evidence for Suggested Activity 4d<br><br>☐ Intervention Plans<br>OR<br>☐ Results of plans |

| STANDARD 5 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **The professional school counselor provides system support through effective school counseling program management and support for other educational programs.** | Suggested Activity 5a<br><br>Collaborate with staff to provide a comprehensive and balanced school counseling program that address student needs and educational goals. | Evidence for Suggested Activity 5a<br><br>☐ Meeting minutes<br>OR<br>☐ Documents that were completed<br>OR<br>☐ Results of the implementation |
| | Suggested Activity 5b<br><br>Participate and support other school programs or teams. | Evidence for Suggested Activity 5b<br><br>☐ Meeting Minutes<br>OR<br>☐ Individualized Education Program<br>OR<br>☐ Functional behavioral assessment plans<br>OR<br>☐ Modification Plans |
| | Suggested Activity 5c<br><br>Develop and implement a yearly calendar which identifies counseling activities and programs to keep students, parents/guardians, teachers, administrators, and community stakeholders informed. | Evidence for Suggested Activity 5c<br><br>☐ Yearly Calendars<br>OR<br>☐ Evidence of planned activities and results |
| | Suggested Activity 5d<br><br>Serve as an active participant on school or community committees and advisory councils. | Evidence for Suggested Activity 5d<br><br>☐ Meeting notes<br>OR<br>☐ Evidence of planned activities and results<br>OR<br>☐ Power point presentation or other verification of your presentation. |

| STANDARD 6 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **The professional school counselor discusses the counseling department management system and the program action plans with the school administrator.** | Suggested Activity 6a<br><br>Develop and implement a counseling action plan. | Evidence for Suggested Activity 6a<br><br>☐ Copy of Counseling Plans<br>OR<br>☐ List of yearly goals |
| | Suggested Activity 6b<br><br>Collaborate with staff to provide a comprehensive and balanced school counseling program that address student needs and educational goals. | Evidence for Suggested Activity 6b<br><br>☐ Meeting minutes<br>OR<br>☐ Documents that were completed<br>OR<br>☐ Results of the implementation |
| | Suggested Activity 6c<br><br>Develop and implement a yearly calendar which identifies counseling activities and programs to keep students, parents/guardians, teachers, administrators, and community stakeholders informed. | Evidence for Suggested Activity 6c<br><br>☐ Yearly Calendar<br>OR<br>☐ Evidence of planned activities and results<br>OR<br>☐ Evidence of input obtained from staff, administrators, and other stakeholders |
| | Suggested Activity 6d<br><br>Set up an advisory council to review the counseling program goals, indicators and results. | Evidence for Suggested Activity 6d<br><br>☐ Meeting minutes<br>OR<br>☐ Documents that were completed<br>OR<br>☐ Results of the implementation |

| STANDARD 7 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **The professional school counselor collects and analyzes data to guide program direction and emphasis.** | Suggested Activity 7a<br><br>Use student achievement data to make decisions regarding student choice of classes, special programs or other academic program planning. | Evidence for Suggested Activity 7a<br><br>☐ Meeting minutes<br>OR<br>☐ Student plans<br>OR<br>☐ Individualized Education Program<br>OR<br>☐ Report on how data helped establish the plans |
| | Suggested Activity 7b<br><br>Collect, analyze and interpret relevant data, to establish goals and activities to support academic achievement. | Evidence for Suggested Activity 7b<br><br>☐ Summary of analyzed data<br>OR<br>☐ Established goals<br>OR<br>☐ Documents showing activities that were used to support achievement. |
| | Suggested Activity 7c<br><br>Communicate assessment criteria and standards to teachers, students and parents. | Evidence for Suggested Activity 7c<br><br>☐Meeting minutes<br>OR<br>☐ Faculty agenda with presentation<br>OR<br>☐ Individualized Education Program meeting notes |
| | Suggested Activity 7d<br><br>Based on data, collaborate with teachers to present lessons to small and large groups of students. | Evidence for Suggested Activity 7d<br><br>☐ Unit and lesson plans with activities<br>OR<br>☐ Student work samples<br>OR<br>☐ Outcomes of the group sessions. |

| STANDARD 8 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **The professional school counselor monitors the students on a regular basis as they progress in school.** | Suggested Activity 8a<br><br>Implement a monitoring system appropriate to the school. | Evidence for Suggested Activity 8a<br><br>☐ Report on how monitoring system will work<br>OR<br>☐ Results of monitoring system |
| | Suggested Activity 8b<br><br>Use school data to identify and assist individual students who have behavioral issues. | Evidence for Suggested Activity 8b<br><br>☐ Referrals<br>OR<br>☐ Behavior charts<br>OR<br>☐ Behavior plan<br>OR<br>☐ Functional Behavior Assessment samples |
| | Suggested Activity 8c<br><br>Use school data to identify and assist individual students who do not perform at grade level and do not have opportunities and resources to be successful in school. | Evidence for Suggested Activity 8c<br><br>☐ Student plans<br>OR<br>☐ Score reports<br>OR<br>☐ Implementation plans |

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| | Suggested Activity 8d<br><br>Use student and school site data to monitor student progress and to ensure all students receive what they need to achieve school success. | Evidence for Suggested Activity 8d<br><br>☐ Disaggregated data analysis<br>OR<br>☐ Interpretation of cognitive, aptitude, and achievement tests<br>OR<br>☐ Student Action Plans<br>OR<br>☐ Interventions<br>OR<br>☐ Results of plans |
| **STANDARD 9** | **PROFESSIONAL ACTIVITIES** | **DOCUMENTATION** |
| **The professional school counselor develops a system for evaluating the results of the counseling program.** | Suggested Activity 9a<br><br>Use data to evaluate the counseling program effectiveness and to determine program needs. | Evidence for Suggested Activity 9a<br><br>☐ Results of formal and informal methods of program evaluation<br>OR<br>☐ Report on how data will modify the counseling program.<br>OR<br>☐ Data based report on the effectiveness of the program<br>OR<br>☐ Revisions that will be made to the program and the rationale. |
| | Suggested Activity 9b<br><br>Share the results of the program assessment with faculty, parents, and students. | Evidence for Suggested Activity 9b<br><br>☐ Agenda/attendance lists<br>OR<br>☐ Presentation handouts<br>OR<br>☐ Power points |

| STANDARD 10 | PROFESSIONAL ACTIVITIES | DOCUMENTATION |
|---|---|---|
| **The professional school counselor is an advocate for students, a leader, collaborator, and a systems change agent.** | Suggested Activity 10a<br><br>Participate in community based intervention trainings (e.g. ASCA webinars). | Evidence for Suggested Activity 10a<br><br>☐ Certificates of completion |
| | Suggested Activity 10b<br><br>Participate in a local, state, or a national professional organization to improve level of competence | Evidence for Suggested Activity 10b<br><br>☐ Meeting minutes<br>OR<br>☐ Agendas<br>OR<br>☐ Other documentation verifying service |
| | Suggested Activity 10c<br><br>Share professional knowledge and skills at a district, complex, state or national level conference. | Evidence for Suggested Activity 10c<br><br>☐ Power points<br>OR<br>☐ Reflections<br>OR<br>☐ Verification of presentation<br>OR<br>☐ Sample of completed activities |
| | Suggested Activity 10d<br><br>Collaborates with teacher, parents, and the community to promote academic success | Evidence for Suggested Activity 10d<br><br>☐ Meeting minutes<br>OR<br>☐ Documents that were completed<br>OR<br>☐ Results of the implementation |

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| | Suggested Activity 10e<br><br>Advocating for students at IEP meetings and other student related meetings. | Evidence for Suggested Activity 10e<br><br>☐ Student learning goals<br>OR<br>☐ Modes and examples of assessments that were used<br>OR<br>☐ Samples of student work<br>OR<br>☐ Compilation and analysis of student achievement of learning goals |