



MODULE 98

NWED RETOOLING PROGRAM INFORMATION



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Educational Development

MODULE PURPOSE

This module is designed to give retooling candidates the information needed to successfully complete the NWED endorsement program.

At the end of this module, you will understand the required elements, costs, and processes of earning your endorsement.

You will also be provided information about the support personnel who will assist you through your retooling journey.

Remember that communication is key. We need to know when your plans change so that we can help you adjust and keep working toward your goals.

PROGRAM OVERVIEW

To receive your new endorsement, you need to complete the following pieces:

Complete the assigned NWED modules which include:

- Reading through the module slides
- Reading/exploring/reviewing module embedded links
- Completing the module assessments with 80% or better
- Completing and submitting the module assignment

Be observed working with students

Write and submit five field reflections

Pass required endorsement test/s.

Pay for the endorsement

PROGRAM COSTS

Single Endorsement

Total Cost: \$3,500

Dual Endorsements

Elementary, Special Education or ECE (Two endorsements)

Total Cost: \$5,000

For candidate needing a short-term placement for observations, there is an additional fee of \$1500. Most candidates will be in their own classrooms, long-term substitute positions or will volunteer in a classroom. For these candidates, there is no \$1500 placement fee.

Your account must be paid in full before you are recommended to OSPI for the endorsement.

Payment Plan

NWED offers a plan where you pay \$350 every month for 10 months. (for the single endorsement or \$500 a month for the dual endorsement. Contact Jim Mickel for more information: jamesfmickel@nwed.com.

Payment Options

NWED accepts personal checks, Visa, or MasterCard and Discover.

*Costs do not cover the cost of tests, fingerprinting, OSPI fees, etc.



GETTING STARTED



REQUIRED TESTS FOR RETOOLING CANDIDATES

Test scores: You will need to take your NES or WEST-E depending on your endorsement. The WEST-E tests are currently being replaced with the NES; therefore, you will want to check the Pearson website for the most accurate information on which test is used for which endorsement. The test is required prior to endorsement recommendation by NWED. It is not required prior to entering the program.

The Elementary Endorsement tests are 102 and 103.

Early Childhood Education is 101.

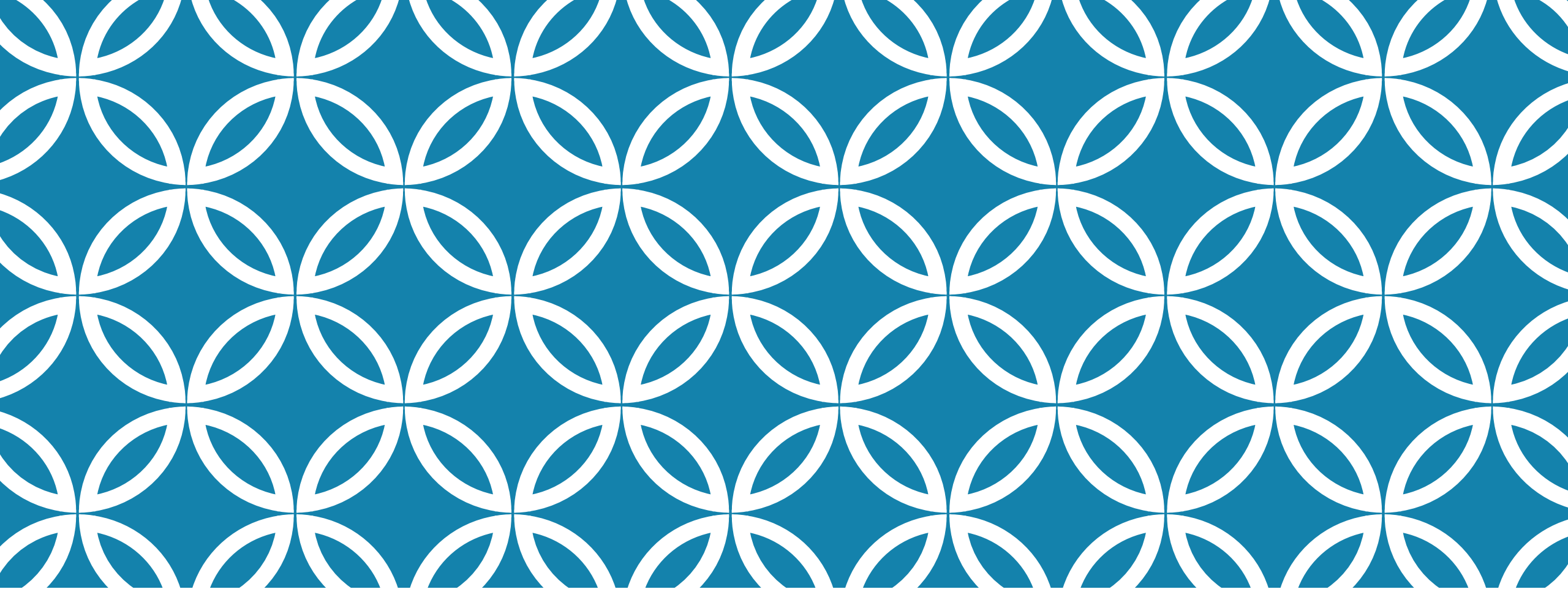
Special Education is 070.

Pearson NES test site:

<https://home.pearsonvue.com/nas>

All tests take 2-4 weeks to process and report to NWED and OSPI. You should receive an official test score report from Pearsons via email. This will signal that NWED and OSPI have also received your test scores.

It is a good idea to schedule your testing as soon as possible as testing sites and times often fill up quickly.



MAKING PROGRESS

Modules Work and Reflections

TRACKING SHEET

You have been assigned a tracking sheet that lists your information and the elements of the program.

To access your specific learning modules, click through the link on line 24 next to your endorsement descriptor.


This is where you will pay for your program. If you do not wish to pay for the entire program at this time, email Jim at jim@nwed.org to arrange a payment plan.

Once your program is paid for, or you have signed up for a payment plan, then your courses will be ready to access. A pdf version will be available for your convenience, however, only the paid version will provide the required assessment.

YOUR TRACKING SHEET

Every NWED candidate has a unique tracking sheet listing the required elements of the endorsement and their progress. You have been given the link to your tracking sheet upon entrance to the program.

The top part of the tracking sheet shows basic information, such as your name, date of entry, the endorsement you are seeking, and school information.

 Northwest Educational Development		Official Transcript www.nwed.org				
		Teacher Certification Program <i>A Washington State PESB Approved Program</i>				
Candidate Name	<input type="text"/>	Program Entry Date	11/15/2022			
Program	Retooling Certificate	Program Exit Date				
Endorsement	Elementary	NWED Supervisor/Coach	<table border="1"><tr><td>School District</td><td rowspan="2"><input type="text"/></td></tr><tr><td>School</td></tr></table>	School District	<input type="text"/>	School
School District	<input type="text"/>					
School						
Student ID #	5222	Mentor Teacher				
Program Status	In Progress	Mentor Teacher Cert #	3500			
		Field Evaluation	<table border="1"><tr><td>Dispositional Evaluation</td><td><input type="text"/></td></tr></table>	Dispositional Evaluation	<input type="text"/>	
Dispositional Evaluation	<input type="text"/>					
Program Details						

TRACKING SHEET

The bottom half of your tracking sheet shows the progress you are making throughout the program.

This section is updated within 48 hours of when you submit an assignment, reflection, and complete your field observations.

There are also links to your courses from this tracking sheet.

(The example to the right is of a candidate that has completed two module assignments, but not yet started their reflections or observations.)



Program Details					
Program Requirements					
Not Yet Started	▼ NES/WEST E Test	Endorsement Test			
Not Yet Started	▼ Field Placement	Observations			
In Progress	▼ Course Completion	Completion of Course, assignment and quiz			
Not Yet Started	▼ Field Reflections	See Below			
Not Yet Started	▼ Reflective Practitioner				
Course Links and Assignment Tracking					
Course #	Course Name	Link to Course	Field Placement Reflections	Status	
98	Introduction to NWED Retooling Program	https://nwed.isp.ringmarket.com/organization/1/view/4990-c01zAmNAsn-CpQT1	Reflection 1	Not Yet Started	▼
701	Retooling Elementary Courses	https://nwed.isp.ringmarket.com/cart/add/e9484b9e-7589-11ed-8f41-8eab4b3b89ba?auth_popup=1	Reflection 2	Not Yet Started	▼
	Retooling Culminating Assignments		Reflection 3	Not Yet Started	▼
			Reflection 4	Not Yet Started	▼
98	Introduction to NWED Retooling Program		Reflection 5	Not Yet Started	▼
103	Elementary Assessments			Passed	▼
202	Elementary Literacy			Passed	▼
209	Elementary Math			Not Yet Started	▼
212	Elementary Science			Not Yet Started	▼
215	Elementary Social Studies			Not Yet Started	▼
300	Elementary Classroom Management			Not Yet Started	▼



MODULE WORK

The program consists of between 4 and 10 course modules. The number is based on the endorsement you are seeking and your prior coursework and professional development. During the admittance process, we review this prior work and assign courses based on that review.

Each module consists of 3 basic pieces that must be completed the module is complete (passed):

The learning module slides – which provides educational content

The assessment – which verifies you understand the content

The assignment – which shows you can apply the information to your practice

In the Retooling program, assignments can be done at any time. For candidate in the initial certification program, the program requires certain assignments to be done during the field experience. This does not apply to the Retooling program.

Only complete the module assignments that match the specific modules listed on your tracking sheet.

At the end of each module, you will find a link to submit your module assignment. You will also find a link on the module assignment sheet (found in your learning portal.)

The Assignment document is located in your learning portal.

Links to your assigned courses are on your tracking sheet. A link to this will be sent upon entrance to the program.

BROKEN LINKS

The NWED program curriculum is written by teachers, for new teachers. Every year modules are reviewed and updated per the newest pedagogical information. All modules have links to outside sources for you to read, watch, and/or examine.

The nature of live, current, outside links, is that often they are broken as their URL addresses are changed or the source is removed from the internet.

If you encounter a broken link in a module, first try to google the link to find the source.

If that doesn't work, try using a different browser.

If the link is still broken, report the link to NWED administrators who will follow up with authors to either update the link or replace the source.

Finally, move on in the module.

The NWED team is constantly monitoring module content, but we also understand that the internet information is continuously changing, and broken links are a reality.

FIELD REFLECTIONS

In addition to the module work you will also complete five (5) field reflection pieces that you will write and submit. Your reflection questions can be found in your learning portal.

These field reflections allow you to provide information and reflection regarding your teaching, your students, and your experiences in the classroom.

You can submit field reflections via any assignment link found at the end of any module, or by using the link on the Field Reflections Questions sheet.

The Field Reflection prompts are in you learning portal.

FIELD OBSERVATIONS

During the program, you will be observed by a NWED supervisor in a classroom that matches your endorsement. A minimum of three observations are required. Your evaluator will be looking for classroom management skills, transitions, student engagement, and rapport with your students. You will be given observation notes and feedback directly after the completion of each observation.

All retooling visits are now conducted virtually, either via videotaped lessons or by inviting the NWED supervisor into your classroom virtually.

Observations are not designed to be punitive or negative critiques of your teaching, but rather a reinforcement of the skills you have developed as an educator.

When you are ready to be observed, contact Kathlyn Mickel at mickelkathlyn@gmail.com for specific directions.

FIELD PLACEMENTS

Most retooling candidates are in their own classroom and will complete their field experience with their current group of students.

However, if you are not in your own classroom, you can:

1. Find a host classroom where you can be observed through personal educational contacts
2. Volunteer in a summer school classroom where you can be observed
3. Elect to have NWED staff secure a classroom for you to be observed. This option will cost \$1500 (to pay for administrative and cooperating teacher costs.) It also includes an additional paperwork process. Placements can take 4-12 weeks to secure, therefore, if you choose this option, payment and notification must take place at the point of entrance to the program or soon thereafter.

FIELD ASSESSMENTS

Your field observations will be documented using two types of assessments.

Field Assessment: Assess your knowledge of teaching pedagogy including planning, implementation of lessons, assessments, classroom management, connection with families, accommodations for special needs, and other teaching elements.

Dispositional Assessment: Assess your “teacher disposition” including working well with others, kindness towards children, embracement of diversity, professionalism and other dispositional elements.

Field assessments are strictly the work of your NWED field observer, not you nor anyone in your building.



FINISHING UP

Adding the Endorsement



EDTPA

The good news for retooling candidates is that they are ***NOT*** required to take the edTPA.

SUMMARY OF COMPLETION REQUIREMENTS

You are ready to exit the program when you have completed the following pieces:

4-10 modules, including assessments and assignments

5 reflection pieces

NES/WEST E Endorsement Tests Passed

Supervisor observations in the classroom

Proven competency in all areas listed on the field & dispositional assessments

Completed all payments to NWED

Candidates that successfully complete all requirements will be recommended for the endorsement by Northwest Educational Development. Once we have submitted the recommendation, you will log into your eCert profile and apply for your endorsement.

NOTE: Upon completion of the program, NWED will initiate the application to add the endorsement. Please do not start the application with OSPI, this will delay the process. We will let you know when the application is ready for your part of the process.



PROGRAM PERSONNEL

Who can answer that question?



PROGRAM PERSONNEL

Executive Director: Jim Mickel

Certification Officer: Bree Van Horn

Director of Personnel and Curriculum: Kathlyn Mickel

Field Supervisors/Coaches:

Kathlyn Mickel

Jack Fallat

Kristen Orlando

Eric Sellereit

ROLES OF PROGRAM PERSONNEL: ADMINISTRATION

Executive Director: Oversees the Retooling program implementation and candidate success. Responsible for maintaining all financial aspects of the program, technology, and ensuring adherence to program policies.

Director of Personnel & Curriculum: Oversees module content, assignments, and field assessments. Assists candidates through the program by guiding them through NWED modules, content, assignments, and field observations.

Certification Officer: Submits endorsement recommendation to OSPI.



ADDITIONAL RESOURCES



CONTACT INFORMATION

Retooling/Technical/Financial

Jim Mickel, Executive Director

jamesfmickel@nwed.com

360-840-1698

Modules/Field Observations

Kathlyn Mickel, Director of Personnel
and Curriculum

mickelkathlyn@gmail.com



HELPFUL LINKS

[Fingerprinting Procedures, Fees and Policies](#)

[eCert Login](#)

[Testing Information](#)

IMPORTANT POINTS TO REMEMBER

If you need help - ASK! It's our job to help you and we want to hear from you. We may not know if you're struggling if you don't reach out.

Communication! Questions aren't the only thing you should contact us for. You are in charge of your progress and program completion, we are here to help. If your plan changes, let us know. Effective communication will make a huge difference in your experience.

Hold yourself accountable! Our program is designed for candidates that want to set their own timelines and path towards certification. However, that also means NWED personnel will not remind you of missing work or set deadlines. Design a system that works for you and adhere to it. Don't procrastinate.