



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

Please respond no later than October 1, 2008

September 12, 2008

MEMORANDUM

TO: Basic Skills Directors

FROM: Randy Whitfield, Ed.D.
Associate Vice President of Academic & Student Services
Basic Skills Department

SUBJECT: NC Credentialing Field Testing

The State Basic Skills Office, in conjunction with NC Teacher Credentialing Committee, is pleased to announce the initial launch of the Basic Skills instructor credentials. With input from the field, the committee has been working diligently for two years in developing the framework for the credentialing process. We are now ready to field test Level 1 and Level 2 credentials and are seeking instructors to volunteer for this pilot project.

Each region is being asked to solicit and select ten instructors for the field test. The ten instructors should include a minimum of two candidates pursuing the Level 1 credential. As the regional representatives, I would like to request that you contact your colleagues in your region to determine your preferred selection process. For example, you need to decide if it will be first come, first serve, an allotted number per interested programs, etc. **Your region's final ten selections are due to Katie Waters no later than October 1, 2008.**

A memo was sent to all regional directors and the Basic Skills Advisory Board on September 3, 2008 to announce the launch of the credentialing process and provide necessary background information. This information was provided to them in advance so that they could begin to explore selection options for their region. Please contact your regional chair about the process in your region.

Below is a summary of key information that you need to know. In addition, attachments include:

- A one-page promotional flyer for distribution to your instructors,
- A one-page summary of the responsibilities of Certified Credentialing Coaches (required for any program submitting names of instructors for the field test), and
- Letter of intent that needs to be completed and submitted for each participating instructor.

CC08-206

Paper and e-mail copies

You and your instructors are encouraged to visit the credentialing website for more detailed information at <http://ncbsonline.net/Credential%20Project/Credential.htm>

What is the purpose of the credential?

The North Carolina Basic Skills Instructor Credentialing Project began in response to a call from the field for a credential to help professionalize the field of adult education. Such a credential was seen as a move toward accountability and would verify that the holder had participated in meaningful professional development activities and translated that knowledge into effective teaching and learning in the Basic Skills program.

The philosophy behind the North Carolina Basic Skills Credential is to encourage the development of a professional workforce of adult educators who strive to build bridges between research and practice in order to improve their teaching and further student success. The credentials affirm that Basic Skills instructors possess the knowledge and skills necessary for effective instruction and classroom management at various stages in their instructional career. The content areas mirror the teacher standards and competencies developed through ABSPD and the Credentialing Committee, with ongoing input from the field.

Why are there levels of credentials?

When fully developed, there will be four levels of credentials that span the increasingly more complex set of skills and knowledge that Basic Skills instructors need to be effective in the classroom. The competencies in each level reflect Bloom's Taxonomy and represent a progression from knowledge and comprehension to application, analysis, synthesis, and evaluation. The progressive levels are designed to help new instructors see a pathway for ongoing professional growth. We are field testing levels 1 and 2 in 2008-2009 and will be field testing levels 3 and 4 in 2009 – 2010. Receipt of a credential typically involves a combination of professional development, reflective activities, application, and observation.

What are the Level 1 and Level 2 credentials?

The **Level 1 Credential** addresses the core *knowledge* that new instructors need during their initial teaching experience. Credentialing in Level 1 is intended for the instructor who is relatively new to the Basic Skills program. Credentialing in Level 1 is intended for the instructor who is relatively new to the Basic Skills program – usually one – two years of teaching experience.

The **Level 2 Credential** addresses the competencies that instructors acquire as they gain more experience and opportunities to expand and *apply* their skills in the Basic Skills classroom. Credentialing in Level 2 is intended for the instructor who has mastered the core knowledge from Level 1 and has begun the application of that knowledge in the Basic Skills classroom.

Are the credentials mandatory?

The State Basic Skills Office is **not** making receipt of an Instructor Credential a mandatory requirement. The decision on the use of the credential in the hiring process is a **local** decision.

What are my program's responsibilities for supporting my instructors in the field test process?

You will need to:

- Select a staff member (yourself or another individual) to serve as a Certified Credentialing Coach (CCC) who will provide guidance to the instructors during the field test and will validate the instructors' documentation portfolios and
- Provide travel funds for the CCC, participating instructors, and yourself to attend a one-day training session on October 22nd in Raleigh at the System Office.

In addition, you are encouraged but not required to establish incentives to foster participation, such as local recognition, stipends, etc.

How long will the field test last?

The field test will run six months. It will begin on November 1, 2008. Evaluation forms and completed instructor documentation and verification packets completed to date will be submitted on May 1, 2009, for review by the Credentialing Committee.

We look forward to working with you on this exciting project. If you have any questions, please contact Katie Waters at watersk@nccommunitycolleges.edu.

Attachments

CC: Presidents
Senior Continuing Education Administrators

CC08-206
Paper and e-mail copies



Instructors Needed to Field Test NC Basic Skills Instructor Credentials

Be one of the first Basic Skills instructors in the state to earn
a prestigious credential!

The State Basic Skills Office is seeking **ten instructors per region** to volunteer to field test the Level 1 or Level 2 credentials. This is a wonderful opportunity for new and relatively new instructors to expand their professional growth and earn a prestigious credential. For more information about NC's credentialing process, visit <http://ncbsonline.net/Credential%20Project/Credential.htm>



Why should I participate in the field test?

Here are just a few of the reasons:

- a genuine desire to improve practice as an educator and ultimately foster student success,
- recognition as a professional in the field of adult education at the local and state levels, and
- receipt of a portable credential to increase employment opportunities in different Basic Skills programs across the state

What will I have to do?

Receipt of a Level 1 credential typically involves a combination of professional development, including NC's online orientation course, and reflective activities or written submissions. Receipt of a Level 2 credential involves a combination of professional development, including NC's online orientation course, and reflective activities, application, observation, and written submissions.

You will be responsible for:

- Attending a one-day informational session with your program director on October 22 in Raleigh,
- Completing a self-assessment to identify strengths and gaps,
- Meeting regularly with your Certified Credentialing Coach (CCC) to discuss progress in your documentation process and portfolio between November and April, and
- Submitting your documentation packet to your CCC and state credentialing committee for review.

What is the purpose of the credential?

The North Carolina Basic Skills Instructor Credentialing Project began in response to a call from the field for a credential to help professionalize the field of adult education. Such a credential was seen as a move toward recognizing Basic Skills as a bona fide field of study and building a professional workforce of adult educators who strive to build bridges between research and practice in order to improve their teaching and further student success.

What are the Level 1 and Level 2 credentials?



The **Level 1 Credential** addresses the core **knowledge** that new instructors need during their initial teaching experience. Credentialing in Level 1 is intended for the instructor who is relatively new to the Basic Skills program – usually one – two years of teaching experience.

The **Level 2 Credential** addresses the competencies that instructors acquire as they gain more experience and opportunities to expand and **apply** their skills in the Basic Skills classroom. Credentialing in Level 2 is intended for the instructor who has mastered the core knowledge from Level 1 and has begun the application of that knowledge in the Basic Skills classroom.

When fully developed, there will be four levels of credentials that span the increasingly more complex set of skills and knowledge that Basic Skills instructors need to be effective in the classroom. The competencies in each level reflect Bloom's Taxonomy and represent a progression from knowledge and comprehension to application, analysis, synthesis, and evaluation. We are field testing levels 1 and 2 in 2008-2009 and will be field testing levels 3 and 4 in 2009 – 2010. Receipt of a credential typically involves a combination of professional development, reflective activities, application, and observation.

I'm convinced! How do I participate?

Only ten instructors from each region will be selected to participate. Ask your program director about the selection process in your region.

RESPONSIBILITIES OF THE CERTIFIED CREDENTIALING COACH DURING THE FIELD TEST

What are the responsibilities of the Certified Credentialing Coach?

The Certified Credentialing Coach (CCC) is responsible for:

- Attending a one-day training workshop to become familiar with the North Carolina Basic Skills credentialing requirements and procedures for Levels 1 and 2 on October 22, 2008, in Raleigh;
- Providing information to instructors and other relevant staff on the benefits and process for earning a credential;
- Providing support and guidance to instructors interested in earning an instructor credential;
- Maintaining and reviewing all documentation submitted by the credentialing candidate in accordance with the approved criteria;
- Documenting satisfactory completion of credentialing criteria based on the developed scoring rubrics; and
- Submitting the completed evaluation forms and Credentialing Documentation and Verification Packets to the State Office for review by the Credentialing Committee to determine necessary adjustments.

Who should serve as a Certified Credentialing Coach?

Certified Credentialing Coaches may be local directors, coordinators, Certified Resource Specialists, or highly skilled instructional staff who are dedicated to helping instructors expand their professional growth. The CCC should be someone who is very familiar with the Basic Skills Program; possesses a strong background in instruction and classroom management; and capable of making **objective, unbiased** decisions regarding completion of credentialing criteria.

Conducting the responsibilities of the CCC will require additional time so the individual should have adequate opportunities to advise credentialing candidates, review documentation, observe classroom practices (when necessary), and complete the credentialing paperwork.

How does the Certified Credentialing Coach know what to do?

One-day training workshops will be conducted to acquaint the CCC with their responsibilities. During that workshop, they will be given all of the materials and forms they will need to do their work.

Letter of Intent to Pursue a North Carolina Basic Skills Level 1 Credential Field Test Participant

Type or clearly print

NAME: _____

MAILING ADDRESS: _____

CITY: _____ **ZIP CODE:** _____ **EMAIL ADDRESS:** _____

PHONE: (____) _____ (DAY) **ALTERNATE NUMBER:** (____) _____

PROGRAM: _____

EMPLOYMENT STATUS: _____ Part-time (less than 20 hrs a wk.) _____ Full-time

CURRENT TEACHING ASSIGNMENT (ABE, GED, AHS, ESL, etc.): _____

I intend to participate in the field test and pursue a North Carolina Basic Skills Level 1 Credential. My desire to pursue a credential is related to my desire to develop professional expertise in the field of adult education. Further, my pursuit of the credential also represents my commitment to improve my teaching and my assurance to promote positive outcomes for my students. I understand that the credential represents an ongoing process of professional growth and commitment to the field of adult education and to the ongoing pursuit of excellence in my own and my students' learning.

This letter formally establishes my intent to pursue a credential to its completion. I understand that I must submit documentation in compliance with the stated criteria for a Level 1 Credential which includes satisfactory completion of the *NC Online Orientation Course for New Instructors*, the *Local Program Follow-Up Checklist*, in addition to professional development options, reflections, and written assignments. I understand that the Level 1 field test is being conducted from November 1, 2008 – May 1, 2009. During that time period, I will make every effort to spend focused time on completing the credentialing documentation.

I understand that a Certified Credentialing Coach has the responsibility of reviewing and verifying required documentation as I complete the credentialing process. I understand that the CCC and/or my director will have the right to check on my progress toward the credential. I further understand that my documentation packet and evaluation form will be submitted to the NC Credentialing Committee to help them determine necessary adjustments to the credentialing process.

Finally, I understand participating in the credential is limited to teachers who remain assigned to teach in the Basic Skills system in North Carolina. I agree to inform the Credentialing Project if I discontinue employment in Basic Skills.

Signature of participant: _____ **Date:** _____

Signature of Program Director: _____ **Date:** _____

A copy of the signed Letter of Intent should be sent to Katie Waters at North Carolina Community College System, 5016 Mail Service Center, Raleigh, NC 27699-5016.

State Use Only: Date of Receipt of Letter of Intent:

Letter of Intent to Pursue a North Carolina Basic Skills Level 2 Credential Field Test Participant

Type or clearly print

NAME: _____

MAILING ADDRESS: _____

CITY: _____ **ZIP CODE:** _____ **EMAIL ADDRESS:** _____

PHONE: (____) _____ **(DAY)** **ALTERNATE NUMBER:** (____) _____

PROGRAM: _____

EMPLOYMENT STATUS: _____ Part-time (less than 20 hrs a wk.) _____ Full-time

CURRENT TEACHING ASSIGNMENT (ABE, GED, AHS, ESL, etc.): _____

I intend to participate in the field test and pursue a North Carolina Basic Skills Level 2 Credential. My desire to pursue a credential is related to my desire to develop professional expertise in the field of adult education. Further, my pursuit of the credential also represents my commitment to improve my teaching and my assurance to promote positive outcomes for my students. I understand that the credential represents an ongoing process of professional growth and commitment to the field of adult education and to the ongoing pursuit of excellence in my own and my students' learning.

This letter formally establishes my intent to pursue a credential to its completion. I understand that I must submit documentation in compliance with the stated criteria for a Level 2 Credential which includes satisfactory completion of various professional development options, observations, and written assignments.

I understand that the Level 2 field test is being conducted from November 1, 2008 – May 1, 2009. During that time period, I will make every effort to spend focused time on completing the credentialing documentation.

I understand that a Certified Credentialing Coach has the responsibility of reviewing and verifying required documentation as I complete the credentialing process. I understand that the CCC and/or my director will have the right to check on my progress toward the credential. I further understand that my documentation packet and evaluation form will be submitted to the NC Credentialing Committee to help them determine necessary adjustments to the credentialing process.

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