

PRPIL CAP PROCESS

Updated 02/23/21

Step 1 – Initial Meeting

- This meeting is with the IC, Mentor and Candidate
- Discuss all of the forms outlined in the box below
- Discuss Live Binder portfolio or Google e portfolio and E portfolio implementation evidence form.
- Set up first observation date and three-way meeting debrief date

IC/Mentor Teacher Forms	Candidate Forms
<ol style="list-style-type: none"> 1. CAP Form (A) (email to candidate to upload when complete) Plan the observation with the mentor teacher if possible to calibrate 2. IC Observation Form #1(B) ((email to candidate to upload to portfolio) 3. Post Conference Planning Form(C) completed by IC and Mentor (email to candidate to upload to portfolio) 4. Baseline Assessment (F) completed by IC and Mentor (give to candidate) <p><i>Tip: Documents for signatures, place in a Google document and then have everyone add their signature.</i></p>	<ol style="list-style-type: none"> 1. Candidate Self Reflection Form(D) (candidate shares during 3-way meeting). These can be included in your portfolio. 2. Candidate Self-Assessment Summary (E) candidate shared during 3-way meeting) 3. e-Portfolio Implementation Evidence (G) Planned Form (candidate brings this form to the meeting)

Step 2 – Observation and Three-Way Meeting #1

- IC completes 1st observation on date determined above (with mentor to calibrate if possible)
- Hold first 3-way meeting #1 and discuss the following: (Denote date on CAP form and all parties sign)
 - Have candidate shares Self Reflection Form
 - IC shares Post Conference Planning Feedback
 - Discuss Baseline Assessment vs. Candidate Self-Assessment data
 - Discuss e Portfolio Implementation Evidence – candidate shares portfolio
 - Set up date for 2nd observation and second three-way meeting
 - Ask mentor to have unannounced completed before 3-way meeting

IC/Mentor Teacher Forms	Candidate Forms
<ol style="list-style-type: none"> 1. CAP Form (A) (email to candidate to upload to portfolio at the end of the process) 2. IC Observation Form #1 (B) (email to candidate to upload to portfolio) <ul style="list-style-type: none"> ○ 1.A.1 – Subject matter Knowledge ○ 1.A. 3 - Well-structured Lessons and ○ 2.E.1 High Expectations. 3. Post Conference Planning Forms (C) one completed by IC and one completed by the Mentor (email to candidate to upload to portfolio) 	<ol style="list-style-type: none"> 1. Candidate Self-Assessment Summary (E) 2. Candidate Self Reflection Form(D) 3. e-Portfolio Implementation Evidence (G)

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Step 3 –Observations, Formative Assessment and Three-way Meeting #2

- IC completes 2nd observation on date determined
- Mentor teacher completes 1st unannounced observation
- IC and Mentor meets to complete the **Formative Assessment Forms** after observations and before the 3-way meeting
- Conduct the 3-way meeting #2 and discuss the following: *(Denote date on CAP form and all parties sign)*
 - Have candidate shares Self Reflection Form
 - IC and Mentor IC share Post Conference Planning Feedback
 - Discuss Formative Assessment Form
 - Discuss e-Portfolio Implementation Evidence and have candidate share progress
 - Share with candidate that the CAP Student feedback instrument must be administered before next three-way meeting. *(Provide candidate with copy and have them download)*
 - Set up date for 3rd observation and 3rd three-way meeting - *(Let candidate know that the expectation is that they will present their final portfolio to IC and mentor during this meeting)*

IC/Mentor Teacher Forms	Candidate Forms
<ol style="list-style-type: none"> 1. CAP Form (A) <i>(email to candidate to upload to portfolio at the end of the process)</i> 2. IC Observation Form #2 (B) <i>(email to candidate to upload to portfolio)</i> <ul style="list-style-type: none"> ○ 1.B.2 Adjustments to Practice ○ 2.A.3 – Meeting Diverse Needs 3. Mentor Unannounced Observation #1 (B) <i>(email to candidate to upload to portfolio)</i> <ul style="list-style-type: none"> ○ 1.A.1 – Subject matter Knowledge ○ 1.A. 3 - Well-structured Lessons and ○ 2.B.1. Safe Learning Environment 4. Post Conference Planning Forms (C) one completed by IC and one completed by the Mentor <i>(email to candidate to upload to portfolio)</i> 5. Formative Assessment (I) form is completed by IC and Mentor Teacher Together <i>(email to candidate to upload to portfolio)</i> 	<ol style="list-style-type: none"> 1. e-Portfolio Implementation Evidence (G) 2. Candidate Self Reflection Form(D) 3. Candidates need to administer CAP Student Feedback Instrument® (J)

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Step 4 Observation and Summative Assessment and Three-Way meeting #3

- IC Completes 3rd observation on date determined
- Mentor teacher completes 2nd unannounced observation
- IC and Mentor meet to complete the Summative Assessment Form
- Conduct 3-way meeting #3 and discuss the following: *(Denote date on CAP form and all parties sign)*
 - Have candidate shares Self Reflection Form
 - IC and Mentor IC share Post Conference Planning Feedback
 - Candidate will share feedback from Student Surveys
 - IC and Mentor share Summative form
 - Candidates present final portfolio
 - All parties sign all final documents
 - CAP instrument
 - Portfolio Summary Page

IC/Mentor Teacher Forms	Candidate Forms
1. CAP Form Signed by All Parties (A) 2. IC Announced Observation Form #3 (B) <i>(email to candidate to upload to portfolio)</i> <ul style="list-style-type: none"> ○ ALL AREAS 3. Mentor Unannounced Observation #2 (B) <i>(email to candidate to upload to portfolio)</i> <ul style="list-style-type: none"> ○ 1.B.2 Adjustments to Practice 4. Post Conference Planning Forms one completed by IC and one completed by the Mentor (C) <i>(email to candidate to upload to portfolio)</i> 5. Summative Assessment (H) to be completed by IC and Mentor <i>(email to candidate to upload to portfolio)</i> 6. Portfolio Summary Form(K) signed by IC and Mentor <i>(email to candidate to upload to portfolio)</i>	1. Candidate Self Reflection Form(D) <i>(candidate shares during 3-way meeting)</i> 2. Candidates share CAP Student Feedback (J) information from surveys 3. Candidate shares FINAL portfolio

Step 5 Notification

- Teacher Candidate works with IC to submit CAP documents via the PRPIL Portal.
- Once the CAP Manager verifies and approves all CAP documents, the Teacher Candidate may submit their ePortfolio via the PRPIL Portal.
- Portfolios are reviewed within 14 business days and the Teacher Candidate will receive notification

Names of Forms

A. Cap Form	F. Baseline Assessment
B. Observation Form	G. e-Portfolio Implementation Evidence
C. Post Conference Planning Form	H. Summative Assessment
D. Candidate Self Reflection Form	I. Formative Assessment
E. Candidate Self-Assessment Summary	J. CAP Student Feedback Form link
	K. Portfolio Summary Form