REQUIREMENTS FOR A 3-YEAR EXTENSION TO THE WCSD ADVANCED CERTIFICATE IN INSTRUCTIONAL TECHNOLOGY

Applicants must complete the following two activities and present their findings in person to a technology certificate committee composed of current holders of the certificate as well as administrators who are knowledgeable of the certification process. This renewal process does not require that applicants submit a peer review project, as they were required to do for the original certificate.

1   Present examples, evidence, or such other documentation that they feel demonstrate their current or very recent exemplary use of instructional technology practices as those practices apply to the items from the *WCSD Advanced Certificate in Instructional Technology Extension Check-Off List*. Examples can be similar to but may diverge from the ones listed in the "Applicants may" column on the *Check-Off List*.

   [A] **Required**: one item from each of the six categories on the *Check-Off List*, as follows:
   I b: "demonstrate continual growth in technology"
   II a: "design developmentally appropriate learning opportunities"
   III c: "apply technology to develop student's higher order skills"
   IV c: "apply multiple methods of evaluation"
   V c: "apply technology to increase productivity"
   VI a: "model and teach legal and ethical practice"

   [B] **Plus**: any other six items selected by the applicant from among the six categories on the *Check-Off List*. It is not necessary that one item come from each category.

2   [A] Describe their current *Plan of Ongoing Technology Assistance* and assess the impact it has had on school staff, providing the committee with documentation that they feel demonstrates that impact. This documentation could include letters of support, a log they have kept of their assistance activities, outlines of courses they have taught, notes of informal training sessions they have led or consultations they had during school hours, an agenda listing them as a conference presenter, or similar items.

   [B] Present a new or revised plan for the next three years.

Applicants should make sure that they have fully covered all certificate requirements either directly in the presentation they will make to the committee or in materials they submit to the committee for its separate review. These materials can be in printed or electronic format (the committee leaves the final decision up to the candidate's ingenuity and sense of style and substance). Candidates may submit these materials at the time of their presentation or send them to the Technology and Assessment office prior to that meeting.