

ASLTA
PROVISIONAL
Level
Evaluation

Checklist for Provisional Evaluation

Be sure that you include the following items in your package mailed to the Evaluation Chair:

1. ___ Videotape/CD-ROM/DVD including Parts A and B
2. ___ Syllabus
3. ___ Lesson Plan
4. ___ Copy of your national ASLTA membership card or cancelled check showing membership
5. ___ Evaluation/Certification Fee Payment Form (Appendix B)
6. ___ Documentation of ASL Experience Form (Appendix C)
7. ___ Verification of Identity Form (Appendix D)
8. ___ Promise of Confidentiality Form (Appendix E)
9. ___ 4 copies of all paperwork and 3 videotape/CD-ROM/DVD dubs
10. ___ Documentation of ASLPI rating of 3.5 or higher, or SLPI: ASL rating of Advanced Plus or higher, effective on January 1, 2009
11. ___ Your check of \$125.00 issued to ASLTA
12. ___ Notification of Address Change Agreement and ASLTA Certification Agreement Form (Appendix I)
13. ___ Correct mailing address to the Evaluation Chairperson:

PO Box 39
Newell, NC 28126

PROVISIONAL

THE AMERICAN SIGN LANGUAGE TEACHERS
ASSOCIATION (ASLTA)¹

PROCEDURES & MATERIALS
FOR PROVISIONAL CERTIFICATION

Evaluation & Certification Committee

¹Founded in 1975 as the Sign Instructors Guidance Network (SIGN).

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AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Certification Procedures and Standards for Professionals Involved in Teaching American Sign Language (ASL)

Introduction

The American Sign Language Teachers Association (ASLTA) is a national organization of professionals involved with teaching American Sign Language (ASL) and Deaf Studies. ASLTA was originally formed as the Sign Instructors Guidance Network (SIGN) in 1975 as a Section of the National Association of the Deaf (NAD). A major purpose of ASLTA is to evaluate and certify teachers of ASL. The ASLTA (through its predecessor organization, SIGN) has been certifying teachers of American Sign Language since 1976.

As with other professions, the field of sign language teaching has grown and developed tremendously since the inception of our professional organization in 1975. Procedures and standards of certification have undergone modest revisions over this period. This document represents revisions to the evaluation and certification procedures which were adopted by the Board in 1996.

The ASLTA has a standing committee, Evaluation System Review and Appeal. This committee is charged with ongoing review and recommendations for revisions of the ASLTA Certification Procedures and Standards. Membership on the Evaluation System Review & Appeals Committee is restricted to Professional level certified members of ASLTA who are appointed by the ASLTA Board.

Goals of the ASLTA Evaluation and Certification Standards and Procedures

1. To insure that teachers possess the skills and knowledge to teach American Sign Language and the culture of the American Deaf community.
2. To encourage and reward professional growth.
3. To encourage participation in the ASLTA and professionalism among the membership.

Certification Levels

There are three levels of certification in the ASLTA certification process: (a) PROVISIONAL, (b) QUALIFIED; and (c) PROFESSIONAL. These levels of certification are intended to reflect stages of experience, growing knowledge, and skills in teaching American Sign Language.

1. **PROVISIONAL:** Certified teachers have met minimum requirements as specified in the standards section of this document. The teacher, certified at the Provisional level, has demonstrated proficiency in ASL, basic knowledge about ASL teaching including developing course outlines and lesson planning. Provisional certification is valid for up to four years and may be extended for an additional two years by special request. Candidates for certification who have held Provisional Certificates for four years must apply for and be evaluated for the Qualified Certification to maintain certification unless an extension of Provisional Certification has been granted.
2. **QUALIFIED:** Certified teachers have met all requirements as specified in the standards section of this document. The teacher, certified at the Qualified level, has demonstrated knowledge of 2nd language teaching methodology, language activities, evaluation, and knowledge of ASL linguistics. **QUALIFIED CERTIFICATION** is valid for four years and may be extended for an additional two years by special request.
3. **PROFESSIONAL:** Certified teachers have met all requirements as specified in standards section of this document. The teacher, certified at the Professional level, has demonstrated the highest level of knowledge and skills in teaching ASL. These include knowledge of curriculum development, evaluation, linguistics, and theoretical and contemporary issues in the field of ASL teaching. **PROFESSIONAL CERTIFICATION** is valid for eight years and may be renewed by meeting Renewal Requirements.

Criteria for Certification

All Candidates for certification must meet the following standards for the Provisional certification level.

PROVISIONAL CERTIFICATION

Candidates for the Provisional Certificate must prepare and submit three (3) complete copies to the Evaluation Committee Chairperson the following documentation:

1. A Portfolio which includes:
 - a. Documentation of your ASL experience/use. Candidates must have a minimum of five (5) years experience using ASL on a daily basis (Use Documentation of Sign Language Experience Form, Appendix C, p. 8).
 - b. Proof of identity. (Use Verification of Identity and Accuracy of Information Form, Appendix D, p. 9, and Confidentiality Form, Appendix E, p. 10).
 - c.. Sample Syllabus and Lesson Plan from a course you have taught. (Use Instructions for Preparing Your Syllabus, Appendix F, p. 11).

- d. Documentation of ASLPI rating of 3.5 or higher, or SLPI: ASL rating of Advanced Plus or higher, effective on January 1, 2009.
2. A VHS VIDEOTAPE, CD-ROM or DVD (15 to 20 minutes maximum length of recorded material). Content to include (see instructions, Appendix H, p. 12 & 13):
 - a. Introduce yourself.
 - b. Explain your ASL experience/use demonstrating that you have a minimum of five years experience using ASL on a frequent/daily basis.
 - c. Explain the typical setting(s) in which you teach ASL and how your course syllabus (goals/objectives/activities/evaluation procedures) addresses the particular needs of your instructional setting.
 - d. Describe your primary methodology for teaching, including books and/or materials you typically use and how you use them.
 - e. Demonstrate your teaching strategies.

(NOTE: You should keep one copy of portfolio and videotape/CD-ROM/DVD in case yours is lost in the mail. ASLTA is not responsible for lost materials.)

How your PORTFOLIO & VIDEOTAPE/CD-ROM/DVD will be evaluated:

1. Your PORTFOLIO documentation will be evaluated to ensure that you meet the minimum standards of professional experience. It is recommended that you have some (1 to 2 years) teaching experience before applying for Provisional Certification.
2. Your VIDEOTAPE/CD-ROM/DVD will be used to document your competency using ASL and your experience and familiarity, with teaching ASL. The videotaping should be done following the instructions provided to ensure best possible conditions for evaluating your ASL skills and familiarity with appropriate language teaching techniques.
3. In order to be certified, you must demonstrate ability to communicate using ASL on the videotape/CD-ROM/DVD.

It is required that you produce four copies of your portfolio and videotape/CD-Rom/DVD.

Evaluation Procedures

The following general procedures will be followed for all levels of evaluation and certification.

1. Evaluation Procedures

Upon receipt of Evaluation materials from candidate, the Evaluation Committee Chairperson will review the materials and determine if they conform to the requirements of form and general content.

ASLTA Evaluation Committee Chairperson will notify the candidate if materials are missing or inappropriate.

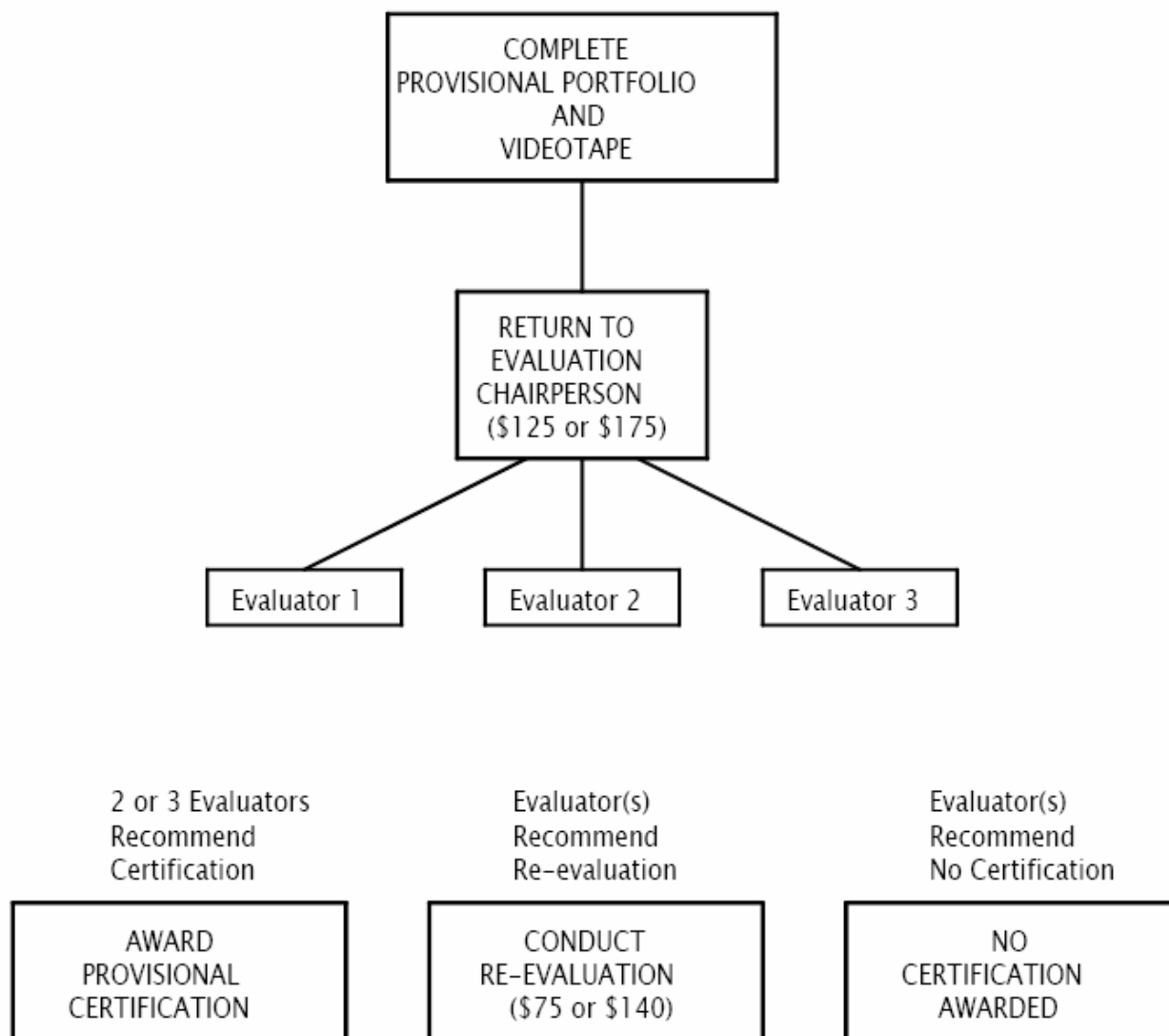
Review of Evaluation documentation should take approximately 90 days after being submitted to the Evaluation Chairperson.

The Evaluation Committee Chairperson, based on feedback of the evaluators, will prepare a written report explaining areas of strength, areas needing improvement or development, and recommendation for training for any candidate denied certification. This report may include requests for additional documentation, which when received and satisfactorily reviewed, will satisfy certification requirements.

2. Certification Renewal

Provisional certificates are valid for up to four years and may be extended for an additional two years- See the extension fee below. Candidates who have held Provisional certification for four years must apply for and be evaluated for Qualified Level to maintain certification unless an extension of Provisional Certification has been granted.

PROVISIONAL EVALUATION PROCEDURES



Note:

Provisional certification is valid for four years and is renewable up to an additional two years. First extension has the fee of \$100.00. 2nd extension's fee is \$150.00. 3rd extension fee is \$200.00. This is an incentive for you to move up and get Qualified evaluation.

Candidates who have at least 150 hours of Professional Development, an Associates degree or higher and 240 hours of Teaching Experience may proceed to the Qualified Level evaluation. Ten (10) or more years sign language teaching experience may be substituted for Associate's degree.

Note: Effective on July 1, 2012, a candidate applying for Provisional level evaluation will be required to have a college bachelor degree.

APPENDIX A**EVALUATION FEE SCHEDULE**

	<u>National ASLTA Member</u>	<u>Non-Member</u>
<u>Provisional Level</u>		
Evaluation Fee	125.00	175.00
Re-evaluation Fee	75.00	140.00
1st Extension Fee	100.00	
2nd Extension Fee	150.00	
3rd Extension Fee	200.00	

Note: You must be a member of national ASLTA in good standing prior to application for evaluation to receive member rates. A member of a State or Local ASLTA is not considered a member of National ASLTA.

APPENDIX BEvaluation/Certification
Fee Payment Form

Name: _____

Address: _____

Member of National ASLTA: ____ Effective Date: _____

Phone: (Home) _____ (TTY or V) (Work) _____ (TTY or V)

E-mail (if you have it): _____

Enter Appropriate Fee on the Line Provided

	<u>NATIONAL ASLTA MEMBER</u>	<u>NON-MEMBER</u>
<u>Provisional Level</u>		
a. Evaluation Fee	_____	_____
b. Re-evaluation Fee	_____	_____
c. Extension Fee	_____	_____
(1 st - \$100		
2 nd - \$150		
3 rd - \$200)		
Total Enclosed	_____	_____

Make check payable to: American Sign Language Teachers Association

Send evaluation fee and materials to: Keith M. Cagle, Evaluation Chair
PO Box 39
Newell, NC 28126

APPENDIX C

Documentation of Sign Language Experience Form

Name: _____

E-mail (if you have it): _____

1. How long have you known/used ASL?
____ 5 yrs; ____ 6-10 yrs; ____ 11-15 yrs; ____ 16+ yrs

2. Are members of your family deaf? ____ Explain:

3. How did you acquire/learn ASL skills?

(Use additional paper if more space is required)

4. How often do you use ASL?
___ all the time; ___ daily in my work; ___ two or three times a week; ___ once a week

5. My ability to express and receive ASL is:
___ Native-like; ___ Near-Native; ___ Advanced; ___ Intermediate; ___ Survival

6. Explain any other information that you feel will help us understand your experience with ASL.

APPENDIX D

Verification of Identity and Accuracy of Information Form

Name: _____

Address: _____

Phone: (Home) _____ (TTY or V) (Work) _____ (TTY or V)

E-mail (if you have it): _____

I verify that I am _____ and that all information I have
(print full name)
submitted regarding myself and the representations and information I have made and
provided regarding my sign language knowledge, use and teaching are true and accurate.

Witness Date Signature Date

(This form may be witnessed or notarized.)

APPENDIX E**American Sign Language Teachers Association**

Please read, sign and return this form with your evaluation materials.

Promise of Confidentiality

I promise to maintain the integrity of the ASLTA Evaluation System by not revealing or discussing with anyone the contents, nature of questions, or any other information which might compromise and invalidate the test materials. Because the Provisional and Qualified levels of the ASLTA Evaluation system are "take home" in nature, I understand that this promise to maintain confidentiality includes not copying or distributing any part of the evaluation packets or sharing or revealing my own responses to the evaluation materials with others.

I make this promise freely understanding that it is necessary to maintain the highest standards of professionalism in regard to the instruction of American Sign Language.

Date: _____

Print Name: _____

Signature: _____

Address: _____

APPENDIX F

Instructions for Preparing Your Syllabus and Lesson Plan

Part 1 - Course Syllabus

1. Prepare a course syllabus of 2–5 pages. This should be a course in American Sign Language which you teach. And, the course syllabus must be one which you have personally developed. We cannot accept a Course Syllabus which is provided by the school where you teach. It has to be your own and original work. Note: Please type or use word processing.
2. Suggested format.

Course Title _____

Course Number _____

Instructor Name _____

I. Course Title

II. Course Hours/Meeting Times per Week

III. Course Description

IV. Course Objectives

V. Evaluations & Grading Criteria

VI. Text

VII. Course Outline (show activities per each class meeting time)

Note:
This
section
should
take 2 to
5 pages.

Part 2 - Lesson Plan

Lesson Plan for One Class Period

Identify which class period you are designing the lesson for (from your syllabus). Give objectives, activity descriptions, materials, evaluation tools you will use in the lesson. The lesson plan should give enough detailed information to show how you conduct your class, and strategies, methods and materials you use. Simply copying a lesson/chapter/unit directly from a textbook, e.g., "Signing Naturally" or "Master ASL", is not acceptable. It has to be your original work.

APPENDIX H

Instructions For Producing Videotape / CD-Rom / DVD For ASLTA Provisional Level Certification

PURPOSE:

The videotape/CD-Rom/DVD is used to demonstrate your ASL skills and experience, familiarity, and currency in the field of ASL instruction.

You should use your best ASL skills. The videotaping should be done following these instructions to ensure best possible conditions for evaluating your signing ability.

You must demonstrate clear, fluent ASL.

HOW TO MAKE YOUR VIDEOTAPE/ CD-Rom / DVD:

You may produce a "homemade" videotape/ CD-Rom / DVD. Studio and professional equipment is not required.

You may have an audience/listener who can interact with you "on camera" to pose questions [interview-like format] addressing the topics specified below or you may response to the questions/topics alone. You can use props, show textbooks you use, demonstrate techniques, etc.

1. Use VHS videotapes only (either black and white or color) / CD-Rom / DVD.
2. Allow the videotape/ CD-Rom / DVD to run BLANK for 10–15 seconds.
3. Use a piece of white paper or cardboard, or the captioning capability of your camera for your name, date of videotaping. Run the caption for 10–15 seconds.
4. You must complete both parts: A and B on the next page. Part A should be approximately 5 minutes long. Part B should be no more than 15 minutes long.

5.



Make sure you frame yourself from waist to above head so that your signing is clearly visible and readable. You may need to re-adjust the camera to show blackboards or other props you are referring to.

6. Be careful about background and clothing. Background should be a solid color if possible, with no distracting background clutter or objects. Clothing should contrast with your skin tone.

You must do both Parts A and B.

Part A: (approximately 5 minutes)

You must narrate about:

- a. introduce yourself (your name)
- b. tell about your background
- c. explain whether you are deaf or hearing?
- d. when and how did you learn ASL?
- e. what job(s) do you have currently?
- f. how long have you been teaching ASL classes?
- g. how often do you teach ASL?
- h. what type(s) of student do you teach most often?
- i. what type(s) of programs do you teach in?

Part B: (approximately 10–15 minutes)

You must explain about teaching ASL. Be sure to include in your comments all (a-i):

- a. state a title/name of course you teach
- b. for which level is the course (e.g., Beginning, Advanced, etc.)
- c. what language teaching methods do you generally follow?
- d. give examples of the books or other materials you generally use.
- e. what are the objectives for the courses?
- f. give an example of part of your lesson.
- g. explain and demonstrate how you introduce/teach concepts (vocabulary), grammar and cultural information.
- h. explain how you try to improve your teaching.
- i. explain and give examples of how you evaluate students.

IMPORTANT!!

You should make a copy of your videotape/ CD-Rom / DVD to keep yourself in case it is lost. ASLTA is not responsible for lost videotapes/ CD-Rom / DVD.

Mail the videotape(s) in a protected packaging along with your completed portfolio materials to:

Keith M. Cagle
 Evaluation Chairperson
 PO Box 39
 Newell, NC 28126

Note: Your tape should be approximately 20 minutes in length. No longer. Please mark on the outside label the "running time" in minutes of your tape.

APPENDIX I**Notification of Address Change Agreement**

I agree to report any address change to the ASLTA within 30 calendar days from the day that the address change becomes effective.

Signature Date

ASLTA Certification Agreement

I give permission for ASLTA to list my name as an ASLTA-certified teacher in the ASLTA publications, including its website, ASLTA Newsletter, and any directory published by the ASLTA and/or its affiliate.

Signature Date

IMPORTANT NOTICE

In an addition to the ASLTA Certification and Evaluation information:

- * To avoid any delay, it is very important for you to follow the instructions in the evaluation package carefully and complete all forms and information prior to mailing them to the ASLTA Evaluation office.
- * For Qualified evaluation, you can count the hours from courses you took from a college/university toward your 150 hours of professional development. For an example, a 3-credit course normally is 45 hours. It may vary from college to college. Currently it is a honor system for you to fill out the hours for your professional development. No verification is required at this time. In the near future, we will require verification of your professional development hours once ASLTA sets up its CEU system for ASLTA workshops.
- * Mail the package and check to ASLTA Evaluation, PO Box 39, Newell, NC 28126 directly, NOT to the NAD Office in Silver Springs, MD, ASLTA Treasurer in Florida or N.T.I.D. in Rochester, N.Y.
- * Once the ASLTA Evaluation office receives your evaluation application and package, you will be notified by email that our office received your mail. If you have no email address, we will send a letter. Please refrain from contacting the ASLTA Evaluation office on whether our office has received your package until two weeks after you have sent. We are receiving an increasing volume of applications and evaluations.
- * Normal length of evaluation from receipt of your evaluation package to notice of result is approximately 3 months. Also please refrain from contacting the ASLTA Evaluation office to find out what is the status of your evaluation until past 90 days.
- * If you pass an evaluation, a letter of congratulation will be mailed to you. Your certification will be sent in a separate mailing several weeks after the letter of congratulation is mailed.
- * If you are recommended by the ASLTA evaluators to have a re-evaluation, the letter will be sent with specific areas explained for you to re-do.
- * If you do not pass the evaluation, the letter of "not passed" will be sent. You will have a right to request for an appeal on the result of your evaluation, which must be made within 30 days.
- For Qualified-level evaluation, you will be sent the package for you to fill out and mail it along with the check for the evaluation fee. THEN the

home-taken exam will be mailed to you. In that home-taken exam, **limit 3 pages per question.**

- * To maintain your ASLTA certification valid and to receive an annual valid stamp for four years (Provisional and Qualified) or eight years (Professional), you **MUST** maintain your national ASLTA membership.
- * If you do not apply for the next level of certification until 3-4 months before your certification expiration date, you may need to request a two-year extension and pay the extension fee. It is highly recommended that you begin working on your next level at least 6 months prior to your expiration date. For renewal of Professional certification, do it at least 3 months prior to your expiration date.
- * **DON'T** let your ASLTA certification become expired for more than six months, otherwise it will become invalid and you will have to re-do your application and evaluation all over again.

STANDARD FOR ASL SKILLS FOR ASLTA PROVISIONAL EVALUATION

Demonstration of ASL skills for Provisional level evaluation means:

- a. Candidate demonstrates the ASL skills that are at or above the rating of Advanced Plus in Sign Communication Proficiency Interview (SCPI) or the rating of 4 in American Sign Language Proficiency Interview (ASLPI).
- b. Candidate demonstrates native-like ASL skills in general.
- c. Candidate demonstrates good fluency and normal speed in signing.
- d. Candidate demonstrates clear production of signs with few or no errors in sign production.
- e. Candidate demonstrates usage of appropriate ASL grammar. This includes a minimum of using "IN, SO, FOR, AND, TO, THEN, BUT, etc."
- f. Candidate demonstrates good usage of ASL non-manual signals, not English mouthing and voicing.
- g. Candidate demonstrates an appropriate use of ASL vocabulary. Initialized signs not widely used among ASL signers such as CAR, WE US should not be used.
- h. Candidate demonstrates good usage of ASL grammatical features such as 'TOPIC-COMMENT, OSV, WH-Q, YES/NO Question, RH-Question, classifiers, locatives, incorporation of numbers in Time and Pronoun signs, etc.
- i. Candidate demonstrates knowledge and usage of advanced ASL lexicon.
- j. Candidate demonstrates using accurate choices of semantics and concepts in signing.
- k. Candidate demonstrates fluency and clarity in fingerspelling, including the use of lexicalized fingerspelling.

EVALUATION FOCUS FORM

Candidate: _____

SELECT WHICH ONE IS YOUR ASLTA Evaluation material focused on?

_____ Teaching ASL as L-2 in College / University or community

_____ Teaching ASL as L-2 in K-12

_____ Teaching ASL as L-1 in K-12

Your ASLTA Provisional Evaluation material will be sent to appropriate ASLTA evaluators with their particular expertise (e.g. L1, L2, College/University/ community or K-12)