

ASLTA
QUALIFIED

Level
Evaluation

Updated June 2008

IMPORTANT NOTE

CHECKLIST for Qualified Evaluation

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

1. Copy of your ASLTA Membership card or cancelled check
2. Evaluation/Certification Fee Payment Form (Appendix A and B)
3. Documentation of ASL Experience Form (Appendix C)
4. Documentation of Professional Development: Workshops/Conferences Attended Form (Appendix D)
5. Documentation of Professional Development: Courses Attended Form (Appendix E)
6. Promise of Confidentiality Form (Appendix F)
7. Notification of Address Change Agreement and ASLTA Certification Agreement Form (Appendix G)
8. Your CHECK of \$125.00 issued to ASLTA
9. Send one copy (required).
10. An official transcript from your college showing that you have an AAS/AA degree or higher. Or a list of your supervisors with their names, addresses, phone number and email address to support that you with no college degree have been teaching ASL for at least 10 years.
11. Correct mailing address to the Evaluation Chairperson:

PO Box 39
Newell, NC 28126

NOTE: A written exam will be sent to you after we receive this package.

QUALIFIED

THE AMERICAN SIGN LANGUAGE TEACHERS
ASSOCIATION (ASLTA)

PROCEDURES & MATERIALS
FOR QUALIFIED CERTIFICATION

Evaluation & Certification Committee

1. Founded 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.

QUALIFIED CERTIFICATION

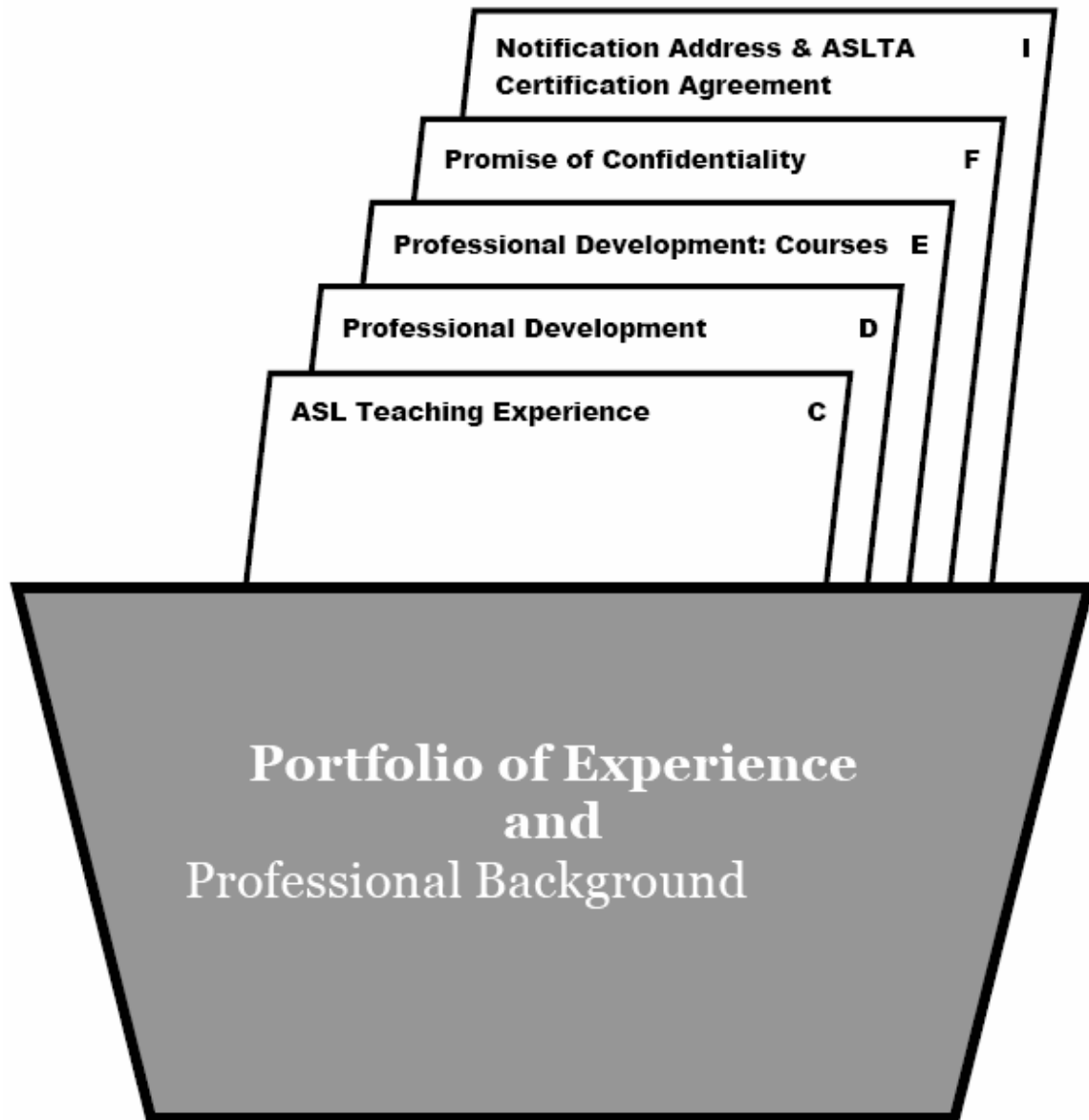
Candidates for the Qualified Certificate must prepare and submit to the Evaluation Committee the following documentation and successfully complete the ASLTA Written Evaluation:

1. Evidence that you presently hold Provisional level certification.
2. A Portfolio, which includes: (see Figure 1, p. 3)
 - a. Documentation of a minimum of 240 hours of ASL teaching experience. (Up to 120 hours may be in related teaching area, ex. Deaf Studies, Interpreter Education, Education of Deaf Students) use Appendix C, p. 8)
 - b. Documentation of 150 hours of ASL and second language teacher training or equivalent. (Use Documentation of Professional Development Forms, Appendixes D & E, pp. 10-12).
 - c. Documentation (copy of degree transcripts) that you have a college degree (Associates or above) or Appendix C showing 10 or more years of ASL & related teaching experience.

Note: The ASLTA Evaluation System requires you to have a total of 480 hours of paid ASL and related teaching experience (at least half must be ASL teaching) and 300 hours of professional development in order to complete the Provisional, Qualified and Professional levels. If you are already an experienced ASL teacher and have met these requirements, you should document ALL your relevant teaching and professional development here (at the Qualified level). You will not have to repeat this paperwork at the Professional level.

NOTE: Effective on July 1, 2012, all new candidates for ASLTA Provisional evaluation will submit an evidence of a bachelor degree.

Figure 1. Portfolio of Experience and Professional Background.



3. Completion of the ASLTA Written Exam.

How these forms of documentation will be evaluated:

- a. Your portfolio documentation will be evaluated to ensure that you meet the minimum standards of professional experience and training. The evaluation committee chairperson may request you to submit clarification and/or additional information.
- b. Your written exam will be judged to conform to acceptable/recognized professional practices and knowledge of both ASL structure (linguistic information) and teaching practices, strategies and procedures.

You will be judged primarily on your knowledge of ASL linguistics and teaching practices. Your written English skills are not evaluated, but your responses must be intelligible to the ASLTA evaluators. Evaluators may request further information or rewriting of certain responses judged to be unclear. At the discretion of the evaluators, you may be asked to produce a videotape, which will further clarify your responses.

Evaluation Procedures

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

1. Evaluation Procedures

Candidates are responsible for submitting all documentation as required within 60 days of receipt of this evaluation packet.

Upon receipt of Evaluation materials (4 copies) 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.

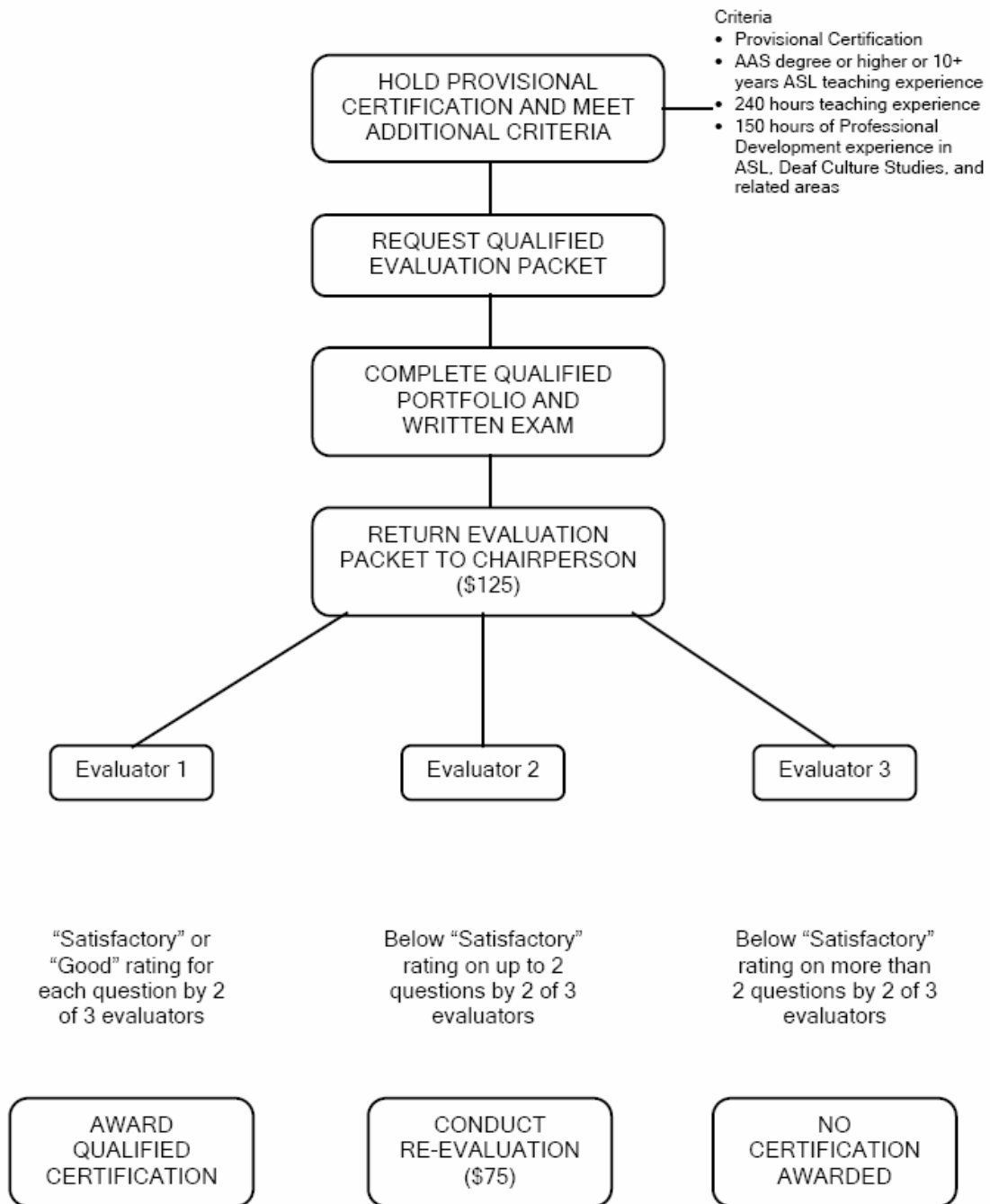
Review of Evaluation documentation should take approximately 90 days after being submitted to the Evaluation Chairperson.

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

Qualified certificates are valid for up to four years and may be extended for an additional two years by special request. Candidates who have held Qualified certification for four years must apply for and be evaluated for Professional Level to maintain certification unless an extension of Qualified Certification has been granted.

QUALIFIED EVALUATION PROCEDURES



APPENDIX A
EVALUATION FEE SCHEDULE

	<u>Member</u>	<u>Non-Member</u>
<u>Provisional</u>		
Evaluation Fee	125.00	175.00
Re-evaluation Fee	75.00	140.00
Extension Fee	100.00	175.00
<u>Qualified Level</u>		
Evaluation Fee	125.00	
Re-evaluation Fee	75.00	
Extension Fee	100.00	
<u>Professional Level</u>		
Evaluation & Interview Fee	250.00	
Re-evaluation Fee	125.00	
Renewal Fee	125.00	

Note: You must be a member in good standing prior to application for evaluation to receive Member rates.

APPENDIX B

EVALUATION/CERTIFICATION
FEE PAYMENT FORM

Name: _____
Address: _____
Phone: (Home) _____ (TTY or V) (Work) _____ (TTY or V)
E-mail (if you have it): _____
Member of National ASLTA: _____ Effective Date: _____

Enter Appropriate Fee
on the Line Provided

Provisional Level

- a. Evaluation Fee _____
- b. Re-evaluation Fee _____
- c. Extension Fee 1st - \$100, 2nd - \$150, 3rd - \$200 _____

Qualified Level

- a. Evaluation Fee _____
- b. Re-evaluation Fee _____
- c. Extension Fee 1st - \$100, 2nd - \$150, 3rd - \$200 _____

Professional Level

- a. Evaluation Fee _____
- b. Re-evaluation Fee _____
- c. Renewal Fee _____

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

TOTAL HOURS _____

Note: You may copy this page if you need additional space.

APPENDIX D

DOCUMENTATION OF PROFESSIONAL DEVELOPMENT:
WORKSHOPS/CONFERENCES ATTENDED

Name: _____

Street Address: _____

City, State, Zip Code: _____

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

E-mail: _____

Workshops/Conference	Dates	Sponsoring Agency	Total Hours of Actual Sessions You Attended

TOTAL HOURS _____

Note: Combination of Workshops, Conferences, and Courses in ASL and/or 2nd Language Teaching, Linguistics, etc. must equal 150 hours.

Note: If you documented all of your Workshops, Conferences, and Courses as part of your Qualified level evaluation, do not complete this form again unless there is additional information to report.

APPENDIX E

DOCUMENTATION OF PROFESSIONAL DEVELOPMENT: COURSES ATTENDED

Name: _____

Street Address: _____

City, State, Zip Code: _____

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

E-mail: _____

List courses you have taken in teaching ASL and/or 2nd/foreign language teaching. Attach transcripts. For an example, a 3-credits course has 48 hours, and then put 48 hours there.

Courses in Sign Language Teaching (Attach Transcripts)	Dates Enrolled	Sponsoring Institution	Total Hours (not Credit Hours)

TOTAL HOURS _____

Note: Combination of Workshops, Conferences, and Courses in ASL and/or 2nd Language Teaching, Linguistics, etc. must equal 150 hours.

Note: If you documented all of your courses attended as part of your Qualified level evaluation, do not complete this form again unless there is additional information to report.

APPENDIX F

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 G

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 directory published by the ASLTA and/or its affiliate.

Signature _____ Date _____

APPENDIX H

SUGGESTED PROFESSIONAL DEVELOPMENT TOPICS

SUGGESTED PROFESSIONAL DEVELOPMENT TOPICS for a requirement of 150 hours of professional development for each ASLTA Qualified and Professional Evaluation

Categories:

Assessment and Evaluation
Curriculum and Design
Deaf Knowledge (e.g. Deaf Community and Culture, Deaf History)
Language, Linguistics and Literature
Methodology (e.g. L1, L2)
Technology and Media

Topics

Activities for ASL Class
Adult Learners or Andragogy
ASL Conversational Regulators
ASL Curriculum and Design
ASL and English Translations
ASL and Deaf Arts
ASL Discourse
ASL Grammars or Linguistic features
ASL Literature, Folklore and Storytelling
ASL Teaching Methodology
ASL Teaching Portfolio
Child Learner or Pedagogy
Class Management
Classifiers
Contemporary (hot) Issues in Teaching ASL
Curriculum Development and Design (general)
Deaf Black People's Studies
Deaf Careers
Deaf Culture
Deaf Community
Deaf Education and Teaching
Deaf Film, Theater and Novels
Deaf History
Deaf Minorities
Deaf Studies
Deaf Women's Studies
Disability Studies
Discourse (general)
Evaluations, Assessment and Testing (general and ASL)
History of ASL Teaching
History of Methodology: ASL

History of Methodology: General
Learner Styles: ASL
Learner Styles: General
Linguistics of ASL
Linguistics (general)
National and State ASL Standards
Non-manual Signals in ASL
Professionalization
Psycholinguistics (general)
Psycholinguistics: ASL
Registers (general)
Registers in ASL
Semantics: ASL
Semantics: General
Sociolinguistics (general)
Sociolinguistics: ASL
Syllabus and Lesson plan for K to 12
Syllabus and Lesson plan for college level
Teaching ASL as a 1st Language (L1)
Teaching ASL as a 2nd Language (L2)
Teaching ASL Literature and Folklore
Teaching Deaf Culture
Theory & Practice in Fingerspelling
Theory & Practice in ASL Numbers
Using Media and Technology for ASL Curriculum, Instruction and Evaluation
Visual Gestural Communication

This listing is created by the committee members:

Keith M. Cagle, Barbara Ray-Holcomb, Sharon Staehle, Dorothy Wilkins and Tom Wills.

October 2008

APPENDIX I

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)