

ASLTA

PROFESSIONAL

RENEWAL

Updated June 5, 2008

Important Note:

Checklist for Renewal of Professional

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

1. ___ Copy of your NAD/ASLTA membership card or cancelled check.
2. ___ Evaluation/Certification Fee Payment Form (Appendix 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. ___ Documentation of Professional Development: Workshops/Presentations/Courses You Have Presented (Appendix F)
7. ___ 4 copies of all paperwork
8. ___ Your check of \$125.00 issued to ASLTA
9. ___ Notification of Address Change Agreement and ASLTA Certification Agreement Form (Appendix I)
10. ___ Correct mailing address to the Evaluation Chairperson:
PO Box 39
Newell, NC 28126

Renewal of
Certificates

The American Sign Language
Teachers Association (ASLTA)¹

Procedures and Materials for Extension and Renewal of Certificates

Evaluation & Certification Committee
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¹Founded in 1975 as the Sign Instructors Guidance Network (SIGN).

Table of Contents

	Pages
Introduction.....	1
Goals of ASLTA Evaluation and Certification.....	2
Certification Levels.....	2
Renewal Procedures for Provisional Certificates.....	3
Renewal Procedures for Qualified Certificates.....	4
Renewal Procedures for Professional Certificates.....	5
Appendixes	
A. Evaluation Fee Schedule	7
B. Evaluation/Certification Fee Payment Form.....	8
C. Documentation of Sign Language Teaching Form.....	9
D. Documentation of Professional Development: Workshops/Conferences Attended	11
E. Documentation of Professional Development: Courses Attended.....	13
F. Documentation of Professional Development: Workshops/Presentations/Courses.....	14
I. ASLTA Certification Agreement.....	15
J. Evaluation Focus Form.....	16

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 Appeals. This committee is charged with ongoing review and recommendations for revisions of the ASLTA Certification Procedures and Standards. Membership on the Evaluation System Review and 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 states 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.

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

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 second-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 the 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.

Extension Procedure for Provisional Certificates

Provisional certificates are valid for four years and may be extended under special circumstances for an additional two years. Provisional certification *is not* permanent. ASLTA expects teachers certified at the Provisional level to achieve Qualified-level certification *within* the four-year period they hold Provisional certification.

The criteria required to participate in the Qualified-level evaluation are:

- a. Must hold a valid Provisional certificate.
- b. Must have an AA degree or higher, *or* 10 years of ASL teaching experience may substitute for this degree requirement.
- c. Must have 240 hours of ASL teaching experience. Up to a total of 120 hours may be in a related teaching area, e.g., Deaf Studies, Interpreter Education, Education of Deaf Students.
- d. Documentation of 150 hours of ASL and second-language teacher training or equivalent.

Teachers who do not achieve Qualified certification at the end of the four-year Provisional period may apply to extend their Provisional certificate for an additional two-year period under special circumstances.

There must be *reasonable* expectation that within two years they will meet the criteria outlined above to participate in the Qualified-level evaluation.

Provisional certificate holders wishing to appeal for extension must submit the following documentation:

- a. A written or videotaped narrative explaining/describing why they are asking for a two-year extension of their Provisional certificate.

This narrative should clearly explain each of the criteria for Qualified-level evaluation and where they stand in relation to satisfying these criteria.

The narrative should explain how they plan to work within the next two years to satisfy the criteria.
- b. The Documentation of Teaching Experience form must be completed (Appendix C).
- c. The Documentation of Professional Development form must be completed (Appendix D).
- d. Copies of college diploma or transcripts showing completed college degree at the associate's level or higher, or documentation that they will meet the 10-year experience rule.

How this documentation will be evaluated:

The chairperson of the ASLTA Evaluation Committee will send the candidate's portfolio and videotape/written narrative to three members of the Evaluation Committee. Each will report back to the chairperson whether they approve the extension of the Provisional certification for two years.

Provisional certification of candidates who are denied renewal or who do not achieve Qualified certification within the two-year extension period will be revoked. They must begin the evaluation process again at the Provisional level.

Extension Procedure for Qualified Certificates

Qualified certificates are valid for four years and may be extended under special circumstances for an additional two years. Qualified certification *is not* permanent. ASLTA expects teachers certified at the Qualified level to achieve Professional-level certification *within* the four-year period they hold Qualified certification.

The criteria required to participate in the Professional-level evaluation are:

- a. Must hold a valid Qualified certificate.
- b. Must have a BA degree or higher, *or* 15 years of ASL teacher experience may substitute for this degree requirement.
- c. Must have a total of 480 hours of ASL teaching experience. Up to a total of 240 hours may be in a related teaching area, e.g., Deaf Studies, Interpreter Education, Education of Deaf Students.
- d. Documentation of a total of 300 hours of ASL and second-language teacher training or equivalent.

Teachers who do not achieve Professional certification by their fourth year of Qualified certification may apply to extend their Qualified certificate for an additional two-year period under special circumstances.

There must be *reasonable* expectation that within two years they will meet the criteria outlined above to participate in the Professional-level evaluation.

Qualified certificate holders wishing to appeal for extension must submit the following documentation:

- a. A written or videotaped narrative explaining/describing why they are asking for a two-year extension of their Qualified certificate.

This narrative should clearly explain each of the criteria for Professional-level evaluation and where they stand in relation to satisfying these criteria.

The narrative should explain how they plan to work within the next two years to satisfy the criteria.

- b. The Documentation of Teaching Experience form must be completed (Appendix C).
- c. The Documentation of Professional Development form must be completed (Appendix D).
- d. Copies of college diploma or transcripts showing completed college degree or documentation that they will meet the 15-year experience rule.

How this documentation will be evaluated:

The chairperson of the ASLTA Evaluation Committee will send the candidate's portfolio and videotape/written narrative to three members of the Evaluation Committee. Each will report back to the chairperson whether they approve the extension of the Qualified certification for two years.

Provisional certification of candidates who are denied renewal or who do not achieve Professional certification within the two-year extension period will be revoked. They must begin the evaluation process again at the Qualified level.

Renewal Procedure for Professional Certificates

Professional certificates are valid for eight years and are renewable. Candidates for renewal must submit:

- a. A written or videotaped narrative explaining/describing their activities over the past eight years. This narrative should explain how they evaluate "currency" in the field of ASL instruction. A written narrative should be no longer than two to four double-spaced pages. A videotaped narrative should be no longer than five to ten minutes in length.
- b. The Documentation of Teaching Experience form showing at least 240 hours of ASL teaching since last certificate (Appendix C).
- c. The Documentation of Professional Development form showing continuing professional development (Appendixes D and E).
- d. Professional development may include, as appropriate, writing, provision of workshops, and mentorship in the field of sign instruction (Appendix F).

How this documentation will be evaluated:

- a. If all documentation as required is submitted and this documentation shows that the candidate is an active teacher and maintaining his/her currency and professional development, the chairperson approves the renewal of Professional certification.
- b. If documentation does not clearly establish that the candidate is actively teaching and pursuing professional development, the chairperson will send the candidate's portfolio and videotape/written narrative to three members of the Evaluation Committee. Each will report back whether they approve the renewal.

How Documentation for Renewal of Professional Certification Will Be Evaluated

The purpose of our renewal procedures is to ensure that persons holding ASLTA certification have remained active in the field of American Sign Language instruction since being awarded certification. Continuing teaching, professional development are expected. In the case of Professional certification, professional development and teaching may include supervision, mentorship of sign language teachers, writing, publishing or presentation of workshops and courses.

The evaluators will confirm that your documentation indicates continuing teaching and professional development in the field of American Sign Language instruction. You may be asked to provide additional supporting documentation and/or a letter of explanation when evaluators feel your documentation is unclear.

Make check or money order payable to: American Sign Language Teachers Association

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

Upon receipt of evaluation documentation, ASLTA will notify the candidate of receipt and forward all materials to members of the Evaluation Committee, who will review the materials and determine if they conform to the requirements of form and general content.

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

Candidates must respond within 30 days to requests for additional information or materials.

Review of evaluation documentation should take no longer than 90 days after being submitted to the evaluation chairperson.

APPENDIX AEvaluation Fee Schedule

	<u>National ASLTA Member</u>
<u>Professional Level</u>	
Evaluation & Interview Fee	250.00
Re-evaluation Fee	125.00
Renewal Fee	125.00

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

APPENDIX B

Evaluation/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

NATIONAL ASLTA MEMBER

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

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 _____

APPENDIX F

Documentation of Professional Development: Workshops/Presentations/Courses You Have Presented

Name: _____

Street Address: _____

City, State, Zip Code: _____

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

E-mail: _____

List workshops/presentations/courses in ASL teaching which you have taught.

Workshops/Presentation/Courses	Dates	Sponsoring Agency/Institution	Total Hours Presented/Taught

TOTAL HOURS _____

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

APPENDIX J

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)