

Instructions for Application Submissions for HSPCC and CPCC, 2013-2014

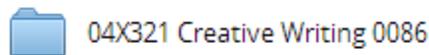
This document provides instructions and requirements for submitting applications for all HSPCC/CPCC certification processes:

- New courses
- Renewal of expired 1-year and 3-year certifications
- Adopted courses

Summary of Steps for Submitting an HSPCC/CPCC Application

There are four steps for submitting a course. Additional details and instructions can also be found in this document.

- 1) Indicate your intent to submit your course by filling out an online form with current and past years' course codes. The form will be available on the [Progress Report website](#) for the duration of the application period. Each course must be submitted separately. Upon confirmation of your course codes, an email will be sent with an Application ID. Please double-check course codes before you submit them, as our system will automatically reject course codes that cannot be located in our records. Please submit your course codes early to allow time to resolve any problems that may arise with your submitted course codes.
- 2) Collect and organize your application materials as specified below under "Application Requirements and File Organization". A link to the dividers will be sent with your course code confirmation email.
- 3) Create a shared DropBox folder labeled with your **DBN, course title, and Application ID** that you received in your confirmation email. Example:



Upload your application materials into this folder. See "Frequently Asked Questions" for additional guidance.

- 4) When your application is complete, email cpcertification@schools.nyc.gov to let us know that you are ready for us to download your course.

Please do this **before the end of the submission period**. Dates for the application period can be found on the [Progress Report website](#). See "Frequently Asked Questions" for additional guidance.

Application Requirements and File Organization

Please refer to the "Requirements and File Organization" guidelines below for information about the materials that should be uploaded to your DropBox folder. Further guidance on how to create and share a DropBox folder can be found below under "Frequently Asked Questions".

For each process, we have also provided an example of how to name and organize your course within the folder. Organizing and naming your files in this manner will help to ensure that our reviewers are able to understand the structure of your application and review your course thoroughly.

Requirements and File Organization for New HSPCC/CPCC Courses

Application Requirements: Submit the following materials through DropBox and share it with cpcertification@schools.nyc.gov:

- ___ A completed cover page
(a template for this was attached in your confirmation email. It is also available on the Progress Report website.)
- ___ Course overview materials, e.g. Course description, overview, syllabus, etc.
- ___ Prerequisites, Grading Policy, List of Key Texts
- ___ Three major assessments, each with the following materials:
 - a. Student-facing assessment
 - b. Supporting artifacts (optional)
 - c. Student- and/or teacher-facing rubric and/or answer key
 - d. Three pieces of graded student work showing a range of performance levels: exceeds expectations, barely meets expectations, and below expectations

Example of Folder Organization:

0. 04M321 COVER PAGE WITH FREE RESPONSES ← Completed Cover Page with Free Responses

1a. 04M321 Cr Writing Course Overview

1b. 04M321 Cr Writing Syllabus

1c. 04M321 Cr Writing Letter to Students

2. MAJOR ASSESSMENT #1 DIVIDER

2a. 04M321 Cr Writing Charter Dev Directions

2b. 04M321 Cr Writing Character Dev Graphic Organizer

2c. 04M321 Cr Writing Character Dev Rubric

2d. 04M321 Cr Writing Character Dev - Exceeds

2e. 04M321 Cr Writing Character Dev - Barely Meets ← Include DBN, abbreviate course name, document name

2f. 04M321 Cr Writing Character Dev - Below

3. MAJOR ASSESSMENT #2 DIVIDER ← Use dividers

3a. 04M321 Cr Writing Plot Task

3b. 04M321 Cr Writing Plot Model

3c. 04M321 Cr Writing Plot Rubric

3d. 04M321 Cr Writing Plot - Exceeds

3e. 04M321 Cr Writing Plot - Barely Meets

3f. 04M321 Cr Writing Plot - Below

4. MAJOR ASSESSMENT #3 Divider

4a. 04M321 Cr Writing Final Project

4b. 04M321 Cr Writing Final Project Rubric

4c. 04M321 Cr Writing Final Project - Exceeds

4d. 04M321 Cr Writing Final Project - Barely Meets

4e. 04M321 Cr Writing Final Project - Barely Meets

Requirements and File Organization for Re-submission of Expired 1- and 3-year Certifications

Application Requirements:

Submit the following materials through DropBox and share it with cpcertification@schools.nyc.gov:

- A completed cover page
(a template for this was attached in your confirmation email. It is also available on the Progress Report website)
- A description of major changes made to your course
- Artifacts demonstrating each change (required for 1-year recertification, optional for 3-year recertification)
- Two major assessments with the following materials:
 - a. Student-facing assessment
 - b. Student- and/or teacher-facing rubric and/or answer key
 - c. Three pieces of student work showing a range of performance levels: exceeds expectations, meets expectations, and below expectations

Example of Folder Organization:

The screenshot shows a file folder structure for a course submission. The files are organized into sections and subsections. Annotations with arrows provide instructions on naming conventions and the use of dividers.

- 0. 04M321 COVER PAGE WITH FREE RESPONSES ← **Completed Cover Page with Free Responses**
- 1a. 04M321 Shaskesp Course Overview
- 1b. 04M321 Shaskesp Grading Policy
- 1c. 04M321 Shaskesp Syllabus
- 1d. 04M321 Shaskesp Curriculum Map ← **Include DBN, abbreviate course name, document name**
- 2. MAJOR CHANGES DIVIDER
- 2a. 04M321 Shaskesp Description of Major Changes
- 2b. 04M321 Shaskesp Artifact 1 (Course Overview - see Unit 5)
- 2c. 04M321 Shaskesp Artifact 2 (Final Exam)
- 2d. 04M321 Shaskesp Artifact 2 (Final Exam Answer Key)
- 2e. 04M321 Shaskesp Artifact 2 (Final Exam Rubric)
- 2f. 04M321 Shakesp Artifact 3 (Macbeth Project Description, Rubric)
- 3. MAJOR ASSESSMENTS #1 DIVIDER
- 3a. 04M321 Shaskesp Character Development Project
- 3b. 04M321 Shakesp Character Development Lessons
- 3c. 04M321 Shakesp Character Development Rubric
- 3d. 01M321 Shakesp Character Dev Student work—Exceeds Expectations
- 3e. 01M321 Shaskesp Character Dev —Barely Meets Expectations
- 3f. 01M321 Shakesp Character Dev —Below Expectations
- 4. MAJOR ASSESSMENT #2 DIVIDER ← **Use dividers**
- 4a. 01M321 Shakesp Midterm
- 4b. 01M321 Shakesp Midterm Answer KeyRubric
- 4c. 01M321 Shakesp Midterm Student work—Exceeds Expectations
- 4d. 01M321 Shakesp Midterm Student work —Barely Meets Expectations
- 4e. 01M321 Shakesp Midterm Student work —Below expectations

Requirements and File Organization for Adopted Courses

Application Requirements: Submit the following materials through DropBox and share it with cpcertification@schools.nyc.gov:

- ___ A completed cover page (a template for this was attached in your confirmation email. It is also available on the Progress Report website.)
- ___ A letter describing major changes made to the original course
- ___ Artifacts demonstrating each change
- ___ Three major assessments with the following materials:
 - a. Student-facing assessment
 - b. Student- and/or teacher-facing rubric and/or answer key
 - c. Three pieces of student work showing a range of performance levels: exceeds expectations, meets expectations, and below expectations

Example of Folder Organization:

The image shows a screenshot of a file folder structure for a course. The files are organized into sections and subsections. Annotations with arrows point to specific files, providing instructions on what to include or how to name them.

Subsection (indicated by a bracket on the left):

- 0. 04M321 COVER PAGE WITH FREE RESPONSES ← **Completed Cover Page with Free Responses**
- 1a. 04M321 Shaskesp Course Overview
- 1b. 04M321 Shaskesp Grading Policy
- 1c. 04M321 Shaskesp Syllabus
- 1d. 04M321 Shaskesp Curriculum Map ← **Include DBN, abbreviate course name, document name**

Section 2 (indicated by a bracket on the left):

- 2. MAJOR CHANGES DIVIDER
- 2a. 04M321 Shaskesp Description of Major Changes
- 2b. 04M321 Shaskesp Artifact 1 (Course Overview - see Unit 5)
- 2c. 04M321 Shaskesp Artifact 2 (Final Exam)
- 2d. 04M321 Shaskesp Artifact 2 (Final Exam Answer Key)
- 2e. 04M321 Shaskesp Artifact 2 (Final Exam Rubric)
- 2f. 04M321 Shakesp Artifact 3 (Macbeth Project Description, Rubric)

Section 3:

- 3. MAJOR ASSESSMENTS #1 DIVIDER
- 3a. 04M321 Shaskesp Character Development Project
- 3b. 04M321 Shakesp Character Development Lessons
- 3c. 04M321 Shakesp Character Development Rubric
- 3d. 01M321 Shakesp Character Dev Student work—Exceeds Expectations
- 3e. 01M321 Shaskesp Character Dev —Barely Meets Expectations
- 3f. 01M321 Shakesp Character Dev —Below Expectations

Section 4:

- 4. MAJOR ASSESSMENT #2 DIVIDER ← **Use dividers**
- 4a. 01M321 Shakesp Midterm
- 4b. 01M321 Shakesp Midterm Answer KeyRubric
- 4c. 01M321 Shakesp Midterm Student work—Exceeds Expectations
- 4d. 01M321 Shakesp Midterm Student work —Barely Meets Expectations
- 4e. 01M321 Shakesp Midterm Student work —Below expectations

Section 5:

- 5. MAJOR ASSIGNMENT #3 DIVIDER
- 5a. 01M321 Shakesp Intro to character development
- 5b. 01M321 Shakesp Character Development Project
- 5c. 01M321 Shakesp Student work—Exceeds Expectations
- 5d. 01M321 Shakesp Student work —Barely Meets Expectations

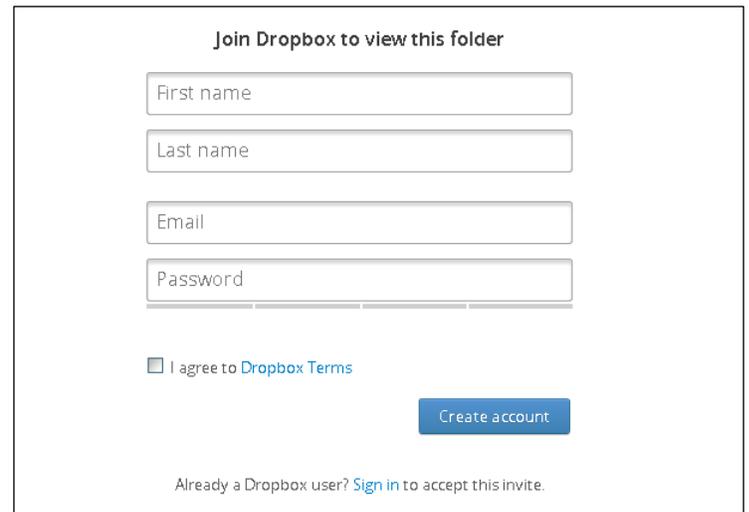
Frequently Asked Questions

What are some considerations for a strong application?

- If reviewer feedback is available (Recertification and Course Adoption), address the feedback directly in your application through written responses and artifacts.
- Select your graded student work and assessment/assignment artifacts with care. Student work is of prime importance in our review of the course. It gives insight into the rigor of the course and the level at which students are able to engage with the Common Core Learning Standards/NYS Standards and higher-order thinking. It also gives insight into the level of independence expected of students as well as the supports given to students towards mastery. Artifacts containing extended responses, as well as those that show the trajectory of a student's learning and independent mastery, can tell a better story than artifacts such as a student's answers to a multiple-choice final exam.
- Every review, including reviews of previously-certified courses and adopted courses, is conducted through the lens of the Common Core Learning Standards, NYS Standards (as appropriate), and current Citywide Instructional Expectations. Because of this, a previously-certified course that does not meet the current expectations (as appropriate to the topics of the course) may not be re-certified.
- Organize and name your files in such a way that the materials can be easily identified, and appear in the correct order when sorted alphabetically. This will ensure that reviewers understand the structure of the course. See examples above.

How do I create a DropBox account?

- 1) Go to www.DropBox.com.
- 2) Follow the directions to create an account.



Join Dropbox to view this folder

First name

Last name

Email

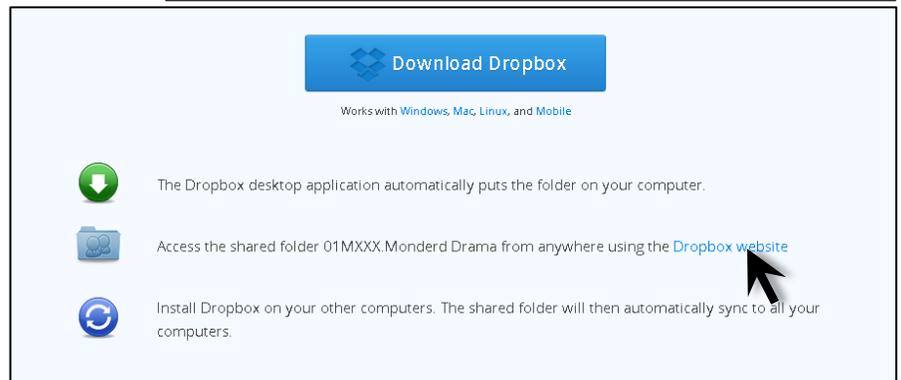
Password

I agree to [Dropbox Terms](#)

Create account

Already a Dropbox user? [Sign in](#) to accept this invite.

- 3) In the DropBox window, select the second option: “Access the shared folder X from anywhere using Dropbox website.”
- 4) Continue with instructions for “How do I upload files to my Dropbox folder?”



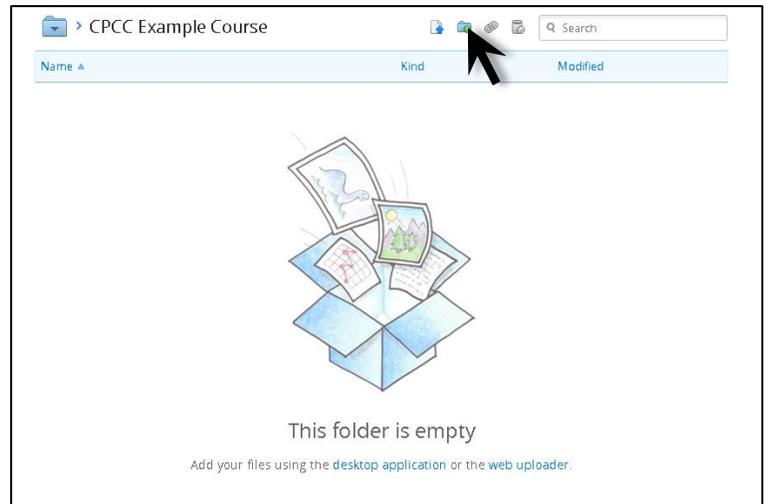
[Download Dropbox](#)

Works with Windows, Mac, Linux, and Mobile

-  The Dropbox desktop application automatically puts the folder on your computer.
-  Access the shared folder 01MXXX.Monderd Drama from anywhere using the [Dropbox website](#)
-  Install Dropbox on your other computers. The shared folder will then automatically sync to all your computers.

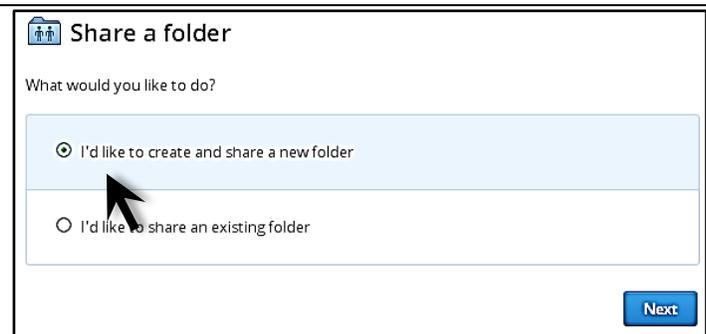
How do I create a shared folder on DropBox?

1. Sign into DropBox using your existing credentials.
2. Click on the Share a folder... icon in the top right bar of options.



Select I'd like to create and share a new folder.

1. Enter the name of the new folder. Your folder should include your DBN, Course Name, and Application ID.
2. In the "Invite members to view this folder" box, enter CPCertification@schools.nyc.gov.
3. Select "Share folder".

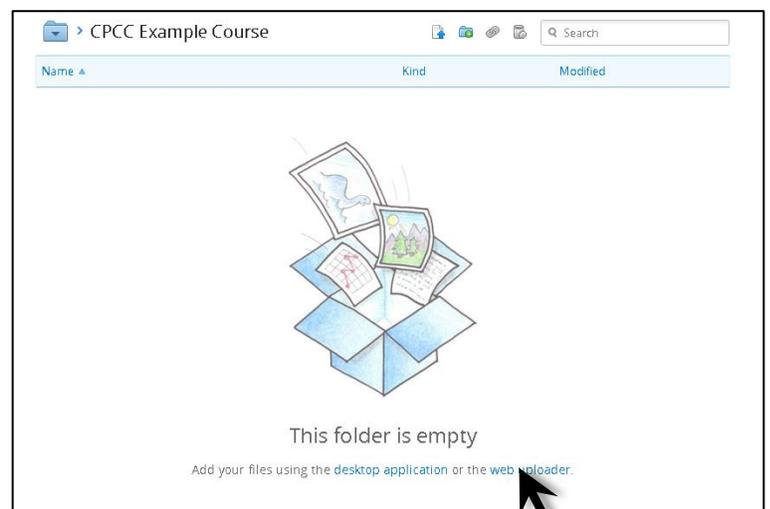


As a confirmation, you will receive an email with the subject line, "CPCertification has joined your folder" when the DOE has received your share request and can view your folder.

How do I upload files to the DropBox folder?

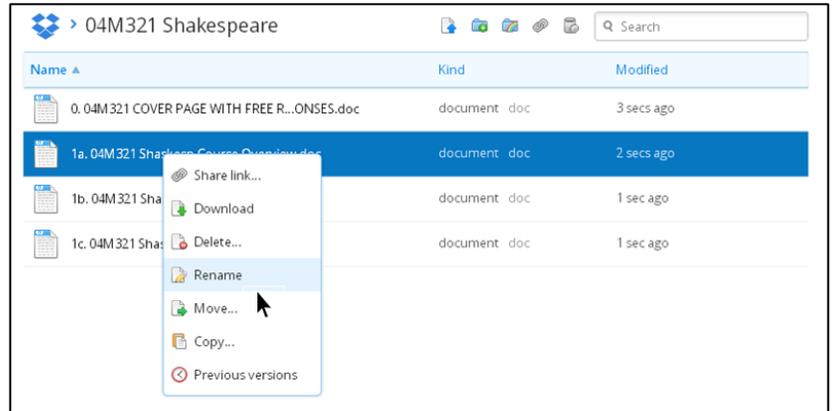
- 1) Sign in to DropBox using your existing credentials.
- 2) Select the folder for your course (this folder should be titled with your DBN, Course Name, and Application ID).
- 3) Select add files using web uploader link and select the appropriate files to upload. You can also click the Upload link on the top options bar.

See file organization instructions above to make sure your files are correctly named and organized to be reviewed.



How do I rename a file or folder?

Right-click on the file or folder you wish to rename. Click the Rename option on the dropdown of options and enter the new name. See file organization instructions above to make sure your files are correctly named and organized to be reviewed.



I lost the confirmation email with my Application ID and dividers. What do I do now?

Email CPCertification@schools.nyc.gov and make a request to send resend your Application ID or dividers. Include the DBN and course name in the subject of the email.

I have more questions. Whom can I ask?

Please visit the [Progress Report Website](http://schools.nyc.gov/Accountability/tools/report/default.htm) at <http://schools.nyc.gov/Accountability/tools/report/default.htm> for resources such as the eligibility requirements, materials for adoptable courses, and qualitative evaluation rubrics.

For specific help on the content of your application, please contact your [Network Performance Point](#).

For questions related to your CPCC application, email CPCertification@schools.nyc.gov. **Include the DBN and course name, and Application ID (if you have it), in the subject of the email.**