

ASLTA
PROFESSIONAL
Level
Evaluation

Updated June 5, 2008

IMPORTANT NOTE

Checklist for Professional 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 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. _____ Your check of \$250.00 issued to ASLTA
8. _____ Notification of Address Change Agreement and ASLTA Certification Agreement Form (Appendix I)
9. _____ Correct mailing address to the Evaluation Chairperson:

PO Box 39
Newell, NC 28126

Note: A notification of your professional-level interview will be sent after we receive this package.

PROFESSIONAL

THE AMERICAN SIGN LANGUAGE TEACHERS
ASSOCIATION (ASLTA)¹

PROCEDURES & MATERIALS
FOR PROFESSIONAL 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.

Note: Effective on July 1, 2012, a new candidate applying 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 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 Professional certification level.

PROFESSIONAL

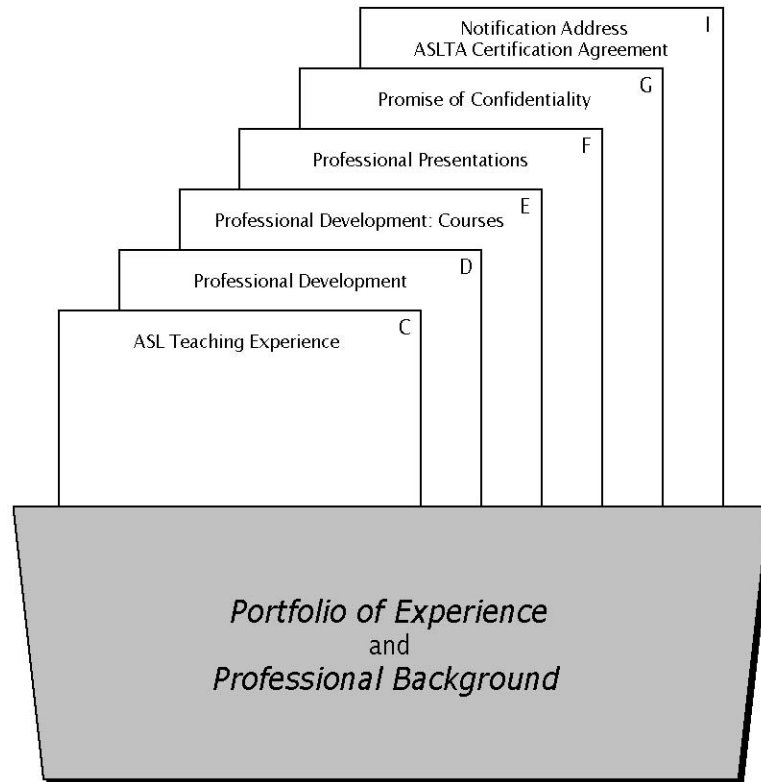
Candidates for the Professional Certificate must prepare and submit to the Evaluation Committee the following documentation and successfully pass the ASLTA Evaluation Interview.

1. Evidence that they presently hold the Qualified level of certification.
2. A Portfolio (see Figure 1, p. 3)
 - a. Documentation of a total of 480 hours of ASL teaching experience. These hours include the 240 documented at the Qualified level. (Up to a total of 240 hours may be in a related teaching area, ex., Deaf Studies, Interpreter Education, Education of Deaf Students). Use Appendix C, p. 8. You do not have to repeat information you provided at the Qualified level.
 - b. Documentation of 150 hours of ASL and second language teacher training or equivalent (use Documentation of Professional Development Form, Appendixes D & E, pp. 10-12)

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.

- c. Documentation (copy of degree or transcripts) that you hold a Bachelors or higher degree or Appendix C showing 15 or more years of sign language teaching experience.
3. Successful completion of the ASLTA Interview. You will be schedule for an ASLTA Interview at the next available Interviewing date.

Figure 1. Portfolio of Experience and Professional Background.



How these forms of documentation will be evaluated:

1. Your portfolio documentation will be evaluated to ensure that you meet the minimum standards of professional experience and training for Professional Level certification. The evaluation committee chairperson may request you to submit clarification and/or additional information.
2. During your interview, a panel of ASLTA evaluators will ask you a series of questions regarding your knowledge of ASL and second language teaching practices. You may be asked to view videotapes of ASL students and comment on their skills.

The evaluators will individually rate your responses based on their knowledge of the field, current practices and good teaching standards.

The primary purpose of the interview is to test your knowledge and ability to respond in a professional manner. The interview will be conducted in ASL.

In the report of your evaluation interview which you will receive you may be asked to submit additional information, write a paper addressing certain aspects of teaching or submit a videotape demonstrating certain skills and/or knowledge.

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 forms and instructions.

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

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

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

Candidates will be notified of the next opportunity to be schedule for the ASLTA Professional Certification Interview.

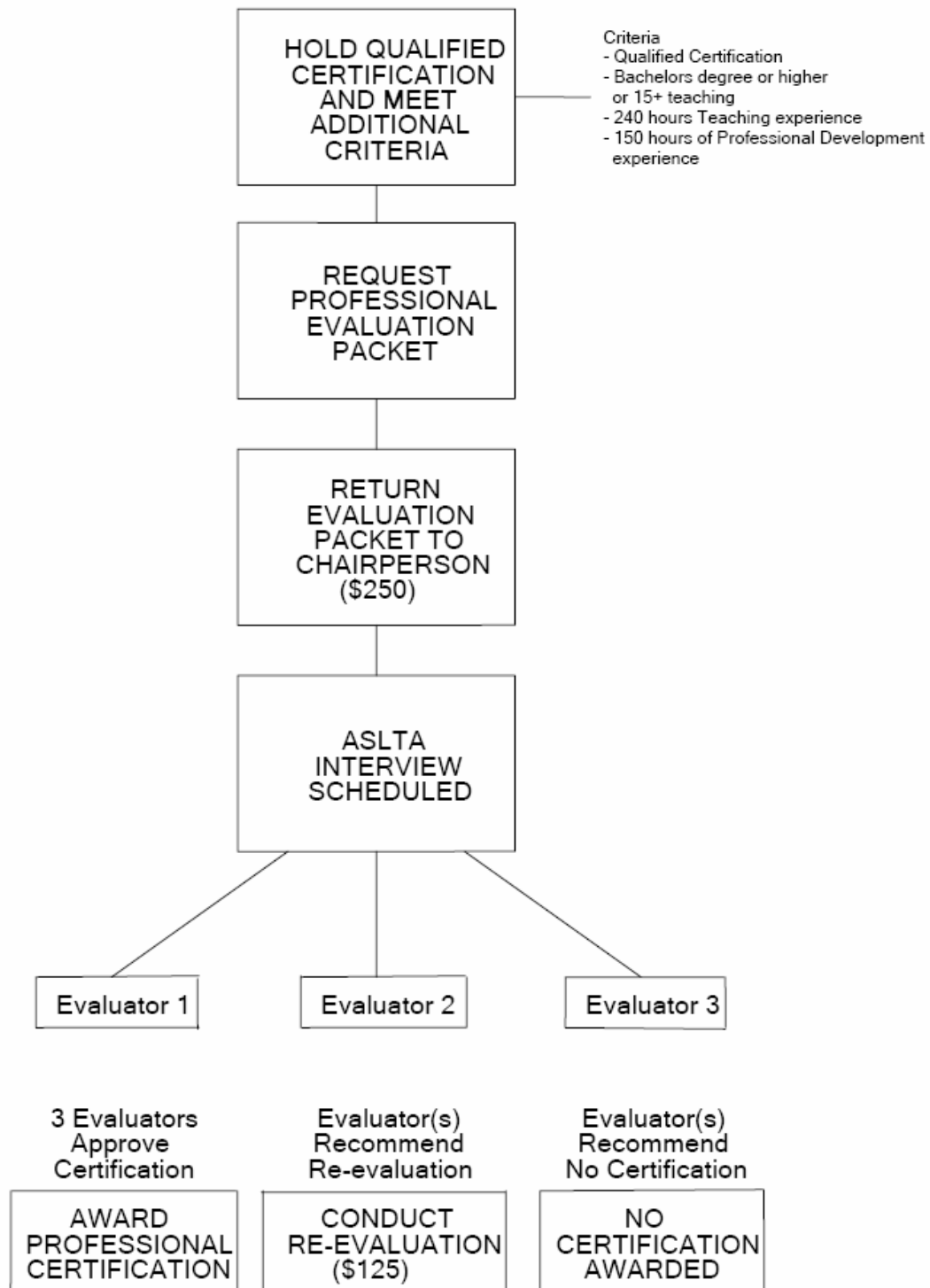
The Evaluation Committee Chairperson, based on feedback of the evaluators, will prepare a written report explaining areas of strength, areas needing improvement or development, and recommendation for training for any candidate denied certification. This report may include requests for additional documentation,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

2. Certification Renewal

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

- a. The Documentation of Teaching Experience Form showing at least 240 hours of sign language teaching since last certificate. (Appendix C)
- b. The Documentation of Professional Development Form showing continuing professional development. (Appendixes D & E)
- c. Professional Development may include as appropriate writing, provision of workshops, and mentorship in the field of sign instruction. (Appendix F)

PROFESSIONAL EVALUATION PROCEDURES



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

TOTAL HOURS _____

Total must equal 240 hours or more

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

Note: If you are using teaching experience in lieu of a college degree, please include 10+ (Qualified level) or 15+ (Professional level) years sign language teaching experience on this form.

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

**DOCUMENTATION OF PROFESSIONAL DEVELOPMENT:
WORKSHOPS/PRESENTATIONS/COURSES YOU HAVE PRESENTED**

This is an option.

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 _____

Note: Candidates for Professional Level certification should have documentation of workshops/presentations/courses in ASL teaching which they have taught/presented to other ASL teachers.

APPENDIX G**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. For the Professional Evaluation, I understand that this promise to maintain confidentiality includes not discussing the specific questions or nature of the questions or any other aspect of the interview 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 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

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

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)