



School of Education
1500 Ralston Avenue
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Preliminary Multiple Subject, Single Subject, and
Education Specialist Credentials
CalTPA Policy Handbook

For Student Teachers, Interns, Intern Liaisons,
Teachers of Record,
University Supervisors, Master Teachers
And School Administrators

2023-2024

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CalTPA: Introduction and FAQs

What are the Teacher Performance Assessments or TPA?

Teacher Performance Assessments (TPAs) are the rigorous evaluations of Multiple Subject (MS) and Single Subject (SS) teacher candidates as required in the 1998 law, known as Senate Bill 2042 (SB 2042). This law was enacted in California to maintain multiple pathways to a teaching credential, but ensure that regardless of the pathway (e.g., student teaching, district internships, and university internships) candidates meet a uniform set of standards. Among other provisions, it established a requirement for all California candidates for a preliminary teaching credential to pass a state-approved teaching performance assessment with demonstrated validity and reliability to supplement training, course assignments and supervisor evaluations. How TPAs are addressed across universities is among the provisions of the passed Senate Bill 1209 (SB 1209) on July 1, 2008 that called for a more standardized approach to assessments. Over the next four years, a job analysis of teaching by the California Commission on Teaching Credentialing (CTC) was conducted and a set of standards for prospective teachers, called Teaching Performance Expectations or TPEs, was developed. Assessment Design Standards for the Teaching Performance Assessments or TPAs were also developed. In 2018, the CTC adopted revisions to the Education Specialist credential, later requiring passage of TPA for teacher candidates enrolling after July 1, 2022.

What is the CalTPA and why is NDNU using this TPA model?

CalTPA was one of three original TPA models that commenced after July 2008 (the other two TPA models were PACT and Fresno Assessment of Student Teachers or FAST). It originally was created in partnership with CTC and Education Testing Services and centered on four separate tasks that candidates complete successfully. Since June 2016, the CalTPA has undergone revisions for Multiple, Single Subject, and World Language teacher candidates: Pilot test (Spring 2017), field test (2017-2018), and implementation (July 1, 2018). Furthermore, CalTPA is a new model for teacher candidates in Mild Moderate Support Needs (MMSN) and Extensive Support Needs (ESN) with field test (2021-22) and implementation (July 2, 2022). In the CalTPA model, the candidate must successfully complete two cycles: Cycle 1 with its focus on "Learning About Students and Planning Instruction", and Cycle 2 with its focus on "Assessment-Driven Instruction." Both cycles follow cyclical steps of plan, teach and assess, reflect, and apply, as reflected in specific tasks that candidates will need to demonstrate and document as part of their portfolio submissions.

At NDNU, our MS and SS programs aligned with the SB 2042 requirements. NDNU participated in the Performance Assessment of California Teachers (PACT) in 2007, which was originated by Stanford. Due to the implementation of the Common Core Standards in 2013, revisions were made to the TPEs (adopted in June 2016) and TPAs (adopted in July 2018). As a result, PACT ended its operations as it was no longer aligned with the revised TPEs. During this time NDNU explored various TPA models and participated in a pilot study on the revised CalTPA. After further investigation and consultation with the CalTPA design team, NDNU formally implemented the revised CalTPA as its TPA model in Fall 2018.

Who is required to submit both Cycles 1 and 2 CalTPA portfolios?

Currently all candidates who begin their first semester of student teaching in the Multiple or Single Subject Credential Programs will be given an orientation to both student teaching and the required TPA as part of the state requirement. For all MS and SS credential students, CalTPA Cycle 1 will be required for submission by the end of the first semester student teaching seminar. Cycle 2 will be required for submission by the end of the second semester student teaching seminar or at the agreed timeframe if the credential student did not pass Cycle 1. As of January 1, 2023, all candidates who begin their first semester of student teaching in the Education Specialist Credential Program will be included in orientation and be required to complete the TPA as part of the state requirement, with Cycle 1 at the end of first semester student teaching and Cycle 2 at the end of second semester student teaching.

What is required for all CalTPA submissions?

Candidates are required to submit all written templates as designated by CalTPA. Pearson will provide blank templates for students to use for written submission in the candidate's Pearson online platform account. For more information and samples of what the written templates will be used, go to this [samples](https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CalTPA_PrepMaterials.html) link or go to https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CalTPA_PrepMaterials.html.

In addition to written templates, candidates also need to provide their student samples (Cycle 2) and video clips of their teaching (Cycles 1 and 2). Candidates should secure signed consent from their students' parents and school officials, and to keep the signed consent for recordkeeping. Please see "NDNU Consent Forms" in this handbook for more information. Candidates must abide by the confidentiality policy as outlined by the CTC when recording and using teaching video clips; any non-compliance of confidentiality may result in removal or withholding of the preliminary credential.

How are the CalTPA Cycles 1 and 2 submitted and scored?

Either the TPA Director, Coordinator, and/or NDNU faculty will assist our teacher candidates to register onto the Pearson online platform found on this link: <https://www.ctcexams.nesinc.com/App/SignInForm.aspx>. All open accounts on the online platform are valid for 12 months.

Candidates upload onto the online platform all supporting documents, including narrative responses on templates (MS Word or PDF), student samples, and video clips for each Cycle final submission. Once officially submitted, the candidate's CalTPA portfolio will be assessed by scorers who have been calibrated and trained with the CCTC and Pearson. The identity of the portfolio will be maintained with confidentiality although the video portion may visually reveal the identity of the candidate. The identity of the scorer will remain anonymous, and several CalTPA submissions undergo a double scoring regardless or not if the first scoring is an initial pass.

What fees do I have to pay for CalTPA?

The implementation of any TPA model and overall costs related to the following: providing program staff to address credentialing issues of compliance and assessments; address training gaps in these roles; and prepare program documents to meet the new state standards.

That said, candidates are required to pay an additional TPA fee embedded into the CalTPA support course that is part of their NDNU tuition. At NDNU, the cost of this TPA compliance is mostly covered by the university with critical support paid by tuition dollars and other funding. NDNU is mindful of the burden of the rising cost of education and for this reason only requires a remediation fee should either CalTPA Cycle 1 or 2 not result in passing score and the candidate requests remediation support. Please see “Remediation Policy” in this handbook for further details.

How will candidates know the scores received on each CalTPA Cycle?

Scores reporting to candidates includes releasing the rubric scores. The candidates will receive a summary of their rubric scores on their Pearson online platform account. The scores for CalTPA will be recorded as attaining the *passing threshold*. As defined by the CTC, the passing threshold is the following:

- Cycle 1 (8 rubrics): A final cut score of **19 points with one score of 1 allowed**
- Cycle 2 (9 rubrics): A final cut score of **21 with one score of 1 allowed**

Any Cycle 1 or 2 submission that did not reach the passing threshold will result in the candidate going through the remediation process explained in “Remediation Policy” at the last page of this handbook.

Where can I go online or who can I contact to access more information about CalTPA?

- Official information about CalTPA: <http://www.ctcexams.nesinc.com>
- Access this [link](#) for 2022-2023 CalTPA handbooks (ESN and MMSN handbooks available after 8/31/2022)
- Feel free to Dr. Kelly Vaughn at kvaughn@ndnu.edu and/or Dr. Stephanie Demaree at sdemaree@ndnu.edu.

NDNU Consent Forms for CalTPA Videorecording

The following pages are consent forms for CalTPA videorecording in the following languages: English, Chinese, and Spanish. For more consent form templates, go to this link:

<https://drive.google.com/drive/folders/1MwEORDfjsA3zHa3zqAUZx1SlOJAISxjh?usp=sharing>.

Dear Parents(s)/Guardian(s)/Caretaker(s),

As part of my teaching credential program at Notre Dame de Namur University, the California Commission on Teacher Credentialing requires me to complete the California Teaching Performance Assessment (CalTPA) administered by Pearson Evaluation Systems. I am required to videotape my teaching of your daughter's/son's class. The videotapes and written analysis will be kept by me and by Notre Dame de Namur University. All information collected will be strictly confidential. The videos will be review by Education Systems assessors and staff and may also be shared with other teacher educators and other teacher candidates to help them improve their teaching. The focus of the video is the teacher and her/his teaching, not the students in the class. However, at times, students may appear on the video and we would like your permission for your daughter/son to take part in the filming as one of the students in this class. Neither your child's name nor the name of the school will be used in any reports or presentations of the video. Your decision about whether or not to allow your child to participate will not affect her/his academic standing or grades. The University requires us to inform you that we foresee no risks to your child from participating.

In order for your daughter/son to take part in this videotaping project, I need your permission. If you would like more information about this work, I will gladly provide you with the contact information for the CalTPA website and/or the NDNU TPA Director

Thank you for your consideration of this request. I hope you and your child will agree to participate in this project. Please return the Consent form by [insert day, date]. Again, please contact me if you have any questions.

Sincerely,

[Insert your name] NDNU Teacher Credential Candidate

CalTPA Consent Form

Child's Name: _____

Parent/Guardian/Caretaker: _____

Relationship: _____

My child may participate in the NDNU CalTPA videotaping project Check one: ____ Yes ____ No

Parent/Guardian/Caregiver Signature _____

School and Contact Information _____

Classroom Teacher _____

Grade/Subject _____

亲爱的父母/监护人/看护人

作为在 Norte Dame de Namur 大学工作的一部分，我需要录製我在您女儿/儿子班上的教学。此教学视频将由我和 Norte Dame de Namur 大学共同保存。这个视频也可能与其他教师，教育工作者和教师候选人共享，藉以协助他们增进教学。这个视频主要是针对我的教学，而不是课堂上的学生。然而，有时学生很可能也会出现在视频中，因此，我们希望您能允许您的女儿/儿子作为本课程的学生之一能参与视频製作。您孩子的姓名和学校名称，都不会用於视频的任何报告或演示文稿中。无论您允许您的孩子参加与否，皆不会影响她/他的学业成绩或表现。Norte Dame de Namur 大学要求我们知会您，我们可以预见您孩子的参与不会有任何危险。

为了让您的女儿/儿子参与这个视频专案，我需要您的许可。如果您想了解更多与此专案相关的讯息，我十分乐意提供您本大学CalTPA负责人的联系方式。

非常感谢您考虑此请求。我衷心希望您和您的孩子同意参与这个专案。如果您有任何问题或疑虑，欢迎随时与我联系。

此致

NDNU教师候选人

同意书：

我的孩子可以参加NDNU视频录像专案。选一项打勾：可以 _____ 不可以 _____
小孩的名字：

家长/监护人/看护人：

关系：

家长/监护人/看护人签名：

学校：_____

教室老师：_____

年级/科目：_____

学校电话号码: _____

Estimados Padres de Familia/Tutores/Cuidadores,

Como parte de mi trabajo para la universidad de Notre Dame de Namur, es requerido grabar mi enseñanza de la clase de su hijo/hijo. Las grabaciones permanecerán conmigo y con la Universidad de Notre Dame de Namur. Estos videos también pueden ser compartidos con otros profesores educadores y otros profesores candidatos para ayudarles a mejorar su enseñanza. El enfoque del video es el Profesor y su enseñanza, no los estudiantes en la clase. Sin embargo, a veces, estudiantes pueden aparecer en el video y nos gustaría su permiso para que su hijo/hija participe en el rodaje como uno de los estudiantes en la clase. Ni el nombre de su hijo/hija o el nombre de la Universidad se utilizará en el reporte o la presentación del video. Una forma está adjunto para indicar si su hijo/hija no está dispuesto aparecer en el video. Su decisión sobre si desea o no permitir a su hijo/hija a participar no afectará su nivel académico o grado. La Universidad requiere que informemos que no prevemos ningún riesgo de participar a su hijo/hija.

Si no tenemos noticias de usted nosotros asumiremos que ha dado su permiso para que su hijo/hija participe en el rodaje. Si usted desea obtener más información sobre este trabajo, por favor no dude en contactar a Kelly Delaney, director del CalTPA.

Gracias por su consideración de esta petición. Esperamos que usted y su niño acuerden de participar en este proyecto. Una vez más, por favor contáctenos si usted tiene alguna pregunta o inquietud.

Sinceramente,

Candidato de Credenciales de Maestro de NDNU

Forma de consentimiento:

Mi niño incluido en el video de esta clase. Escoger uno: ☐ *sí* ☐ *no*

Nombre del niño: _____

Nombre del Padre/Tutor: _____

Relación : _____

Padre/Firma del Tutor: _____

Escuela: _____

Maestro/Maestra: _____

Grado/Asignatura: _____

Escuela – número de teléfono: _____

NDNU CalTPA Remediation Policy

CTC Strategies for Supporting Candidates Who Do Not Meet the Passing Standard

Candidates who do not meet the passing standard on one or both cycles may seek remedial support from their preparation programs (and/or induction programs if they are preliminary credential teachers with TPA requirements). These candidates have the opportunity to retake the appropriate cycle(s) in accordance with the CalTPA Retake Policy. The maximum number of resubmissions needs to be determined by each teacher preparation program. See PSA 19-06 for more information. The CTC recommends the following steps for supporting candidates who do not meet the passing threshold:

1. **Step One:** Review your program report and contact each candidate who did not meet the threshold. Invite them to a coaching session. Be sure to remind them to bring their Assessment Results Report and a copy of their submission for the Cycle for which they received scores.
2. **Step Two:** Conduct a coaching session with the candidate and review the scores received for each of the rubrics of the Instructional Cycle. Facilitate a conversation through which the candidate walks through each step of the Cycle and maps their evidence to the rubric. Through this process, you and the candidate can see where evidence was missing or not clear.
3. **Step Three:** Based on the evidence review and analysis, assist the candidate to determine if all or part of the Cycle evidence needs to be revised.
4. **Step Four:** Offer resources, best practices, and coaching to support the candidate as they revise or re-do the cycle.
5. **Step Five:** Remind the candidate that they will need to resubmit and pay an additional \$150 to have their submission rescored by a different assessor.

Remediation Process for Currently Enrolled NDNU Students and New Alumni

The one-time cost of remediation support of \$150 is provided by NDNU as long as the following apply to the candidate: (a) s/he/they are current NDNU students (even if they have finished MS/SS/SPED coursework and are now enrolled in an NDNU master's program), OR (b) s/he/they are within three months after completion of the NDNU credential program. The TPA Director or Coordinator will conduct the initial coaching session with the candidate. If the candidate has done more than one remediation for the CalTPA cycle, then s/he/they will need to pay the \$150 fee¹ directly to Pearson. If there is need for additional in-person support, the TPA Director or Coordinator will recommend CalTPA support class (see below). If the candidate selects to appeal the non-passing scores, they may request a score verification directly from Pearson. Please go to this site for more details:

https://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_RequestingAScoreVerification.html.

Also note that cost for appeal (currently \$100) is the responsibility of the candidate and not the university.

¹ As of August 2023, [Registration fees for the CalTPA are being waived](#) for eligible California residents. Please see hyperlink for more information and updates.

Remediation NDNU Alumni and Candidates not Associated with NDNU

For NDNU alumni who have completed the program over three months, it is their financial responsibility to pay for CalTPA \$150 fee directly to Pearson, and pay any further remediation support (i.e. CalTPA support class) to NDNU. It is recommended for alumni who are working as public school teachers to first seek CalTPA support provided by their school district induction programs. If the candidate selects to appeal the non-passing scores, they may request a score verification directly from Pearson. Please go to this site for more details:

https://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_RequestingAScoreVerification.html.

Also note that cost for appeal (currently \$100) is the responsibility of the candidate and not the university.

CalTPA Support Class. The focus of this class is on a small cohort and/or 1:1 coaching for individuals who need to successfully pass CalTPA as part of their credential requirements. Individuals will meet online with their course instructor to receive a detailed overview of the four steps and corresponding assessment tasks and scoring rubrics, explanation and practice of the appropriate use of materials. Furthermore, candidates will review their specific Cycle drafts, review instructor and cohort feedback in order for opportunities to revise their document for (re)submission. Beginning in the 2023-24 year, NDNU will offer multiple sections of this class:

- EDU 4886 Section 1 (Fall 2023), EDU 4360/4460 (Spr 2024): Students are to enroll in this course in tandem with their corresponding *first semester teaching seminar*: EDU 4342 and 4442. Both seminar and CalTPA support courses are taken concurrently in the same semester. Only exceptions are made with approval of the instructor(s).
- EDU 4886 Section 2 (Fall 2023), EDU 4361/4461 (Spr 2024): Students are to enroll in this course in tandem with their corresponding *second semester teaching seminar*: EDU 4345, 4445, and 4446. Both seminar and CalTPA support courses are taken concurrently in the same semester. Only exceptions are made with approval of the instructor(s).
- EDU 4886 Section 3: Students have submitted CalTPA in the past, completed any of the seminar course numbers below prior to Fall 2023, and/or completed a previous CalTPA support course.
- EDU 4886 Section 4 (Fall 2023), EDU 4260/4261: Students are to enroll in this course in tandem with their corresponding *Ed Specialist seminar*: EDU 4230, 4231, 4236. Both seminar and CalTPA support courses are taken concurrently in the same semester. Only exceptions are made with approval of the instructor(s).

Except for special circumstances deemed permissible by the university, the cost for enrolling these courses will be the responsibility of the candidate.