

Instructional Technology Teacher (ITT) K-12

For Applicant:

1. Complete the Technology Operations and Concepts Skills Verification Form.
 - a. This form satisfies the requirements and documentation for Category 1 from the Instructional Technology Teacher Evaluation Worksheet.
 - b. This evaluation form requires a signature from an official or administrator from a school, school district, or other agency. This official should be familiar with your work in instructional technology and can attest to your skill level in the listed areas.
 - c. The applicant should provide documented evidence to support this verification form. This evidence does not need to be submitted to CDE, but may be helpful for the person signing your evaluation form. Examples of evidence may include, but not limited to:

+ Job descriptions	+ Samples of projects/work
+ Lesson Plans	+ Examples of research
+ Portfolio of publications	+ Course/workshop outlines
+ References from peers	+ Teacher observations
2. Complete the Instructional Technology Teacher Evaluation Worksheet
 - a. List all college/university, or documented professional development courses by matching the course to category 2 –6. Refer to the worksheet for additional descriptors for each category. For a course to satisfy the requirements of a category, the course does not need to have addressed all of the benchmarks listed for that category, but it will need to have covered the general concepts of the category.
 - b. List the course number, title, and number of semester hour credits for each course listed. This includes both college/university and professional development courses.
 - c. Include the number of contact hours for any professional development courses. Note: 15 contact hours will convert to 1 semester hour equivalency.
 - d. Submit a transcript for each course being listed on the Evaluation Worksheet to CDE as part of your application. This includes both college/university and professional development courses.
 - e. Provide a specific course description for each course to CDE as part of your application. This includes both college/university and professional development courses.

3. Complete the Instructional Technology Teacher Work Experience Verification Form
 - a. Complete this form, only if applying work experience towards satisfying the requirements of any of the categories 2-6.
 - b. All work hours will need to be converted to semester hour equivalency. Use the formula of 45 clock work hours = 1 semester hour
 - c. All converted work hours must be listed in the appropriate category 2-6.
 - d. A maximum of 6 semester hours of work experience can be applied toward satisfying the requirements for the endorsement.
 - e. This evaluation form requires a signature from an official or administrator from a school or school district.. This official should be familiar with your work in instructional technology and can attest to your skill level in the listed areas.
 - f. The applicant should provide documented evidence to support this evaluation form. This evidence does not need to be submitted to CDE, but may be helpful for the person signing your evaluation form.
 - g. The applicant should provide documented evidence to supporting the work experience listed in this evaluation form. This evidence does not need to be submitted to CDE, but may be helpful for the person signing your evaluation form. Examples of evidence may include, but not limited to:

+ Job descriptions	+ Samples of projects/work
+ Time/Activity Logs	+ Examples of research
+ Portfolio of publications	+ Course/workshop outlines
+ Resume of Experiences	

4. Check the total number of combined college/university and/or professional development semester hours, and the work experience semester hours. This grand total number of semester hours needs to total 24 semester hours (with a maximum of 6 semester hours from work experience equivalency) in order to qualify for the Instructional Technology Teacher endorsement. Note: A minimum of 3 semester hours is required for each of the categories 2-6.