PROFESSIONAL TEACHING KNOWLEDGE STUDY PLAN

for Name: _____ Date: _____

AMERICAN BOARD for Certification of Teacher Excellence

About Your Study Plan

This Study Plan comprises the full spectrum of materials and resources available to a candidate. We encourage you to use the recommended resources to target preparation to your needs and goals.

There will be hyperlinks throughout this document. Please make sure that you visit the relevant pages to access all of the resources.

Your commitment to great teaching begins here. Your efforts will not only help you pass the test, but will also prepare you to become a successful teacher.

How to study:

ABCTE is committed to making sure you are the best possible teacher.

We will provide you with study tips to get ready for the exam and both the content and resources to review this material. It is your job to commit to preparing and stay dedicated while studying.

Think of the Snapshot below as an overview for what you need to know. For more detail in each topic, review the exam standards. The ABCTE exams are based on this blueprint, so consider this a syllabus for what you want to study.

ABCTE Teacher Forums:

Become a part of the ABCTE community by participating in our Teacher Forums today!

You can discuss the program, ask questions, and learn what other candidates have done to succeed in their classrooms.

http://www.abcte.org/forums

Forum
Public Forums
General Discussion

Professional Teaching Knowledge Exam Snapshot

Time Allowed	150 minutes for multiple-choice; 60 minutes for writing component
Format	Multiple-choice; writing component
Number of Questions	100 multiple-choice questions; 1 writing component
On-Screen Exhibits	None
Passing Score	Proficient: 270 Writing component: 4 — (The number of questions answered correctly is converted to a scaled score ranging from 0 to 500. Writing component scores range from 0 to 6.)

Exam Summary	Content Domains	Approximate Percentage of Examination
	Instructional Design	18%
	Effective Instructional Delivery	32%
	Classroom Management and Organization	30%
	Assessment	20%

About This Exam

The American Board for Certification of Teacher Excellence believes that highly skilled teachers should possess a comprehensive body of knowledge that is research-based and promotes student achievement. The Professional Teaching Knowledge exam is designed to assess a new teacher's knowledge of teaching-related criteria. Such knowledge is typically obtained in undergraduate preparation in areas such as human development, classroom management, instructional design and delivery techniques, assessment, and other professional preparation. This exam also contains a writing component that will evaluate a candidate's ability to write to audiences they will most likely address as a teacher: parents, colleagues, and/or school administrators.

How to use ABCTE Practice Tests

If you have chosen to use our practice tests, you may have already used the quizzes to get a better idea of where your strengths and weaknesses are. There are two full-length exams that we would suggest you use in *testing mode* as a mid-term and final to work on your timing and endurance. You can use them again in *explore mode* to identify distractors.

ABCTE's Standards Stepwise Method

The right way to get started: using the Standards as your syllabus

Your Self Assessment is a summary of the standards; by doing it, you have identified which ones need the most attention. The Standards are your study lifeline; you can find them on your MyAccount page. Throughout the course of your study, you will learn all of them. How to begin? Here is ABCTE's Standards Stepwise method:

❶ **Approach in bite-sized chunks:** don't be overwhelmed or paralyzed by how many standards there are, simply pick a topic of a domain and get started.

❷ **Define the terms:** take the first **three items** in the topic and make sure you know all the terms. Look up any you are do not recognize. After all, you cannot answer a question definitively if you don't even know the terms.

Domain 1: Instructional Design
Topic 1: Selects, Organizes, Plans, and Designs Content

1.1.01	Writes measurable objectives for both individual or classroom performance based on student data and subject matter.
1.1.02	Guides curricular planning (e.g., content clusters, instructional methods, learning activities and assessment tools) based on goals of the instruction.
1.1.03	...central concepts...
1.1.04	...ination to substantiate or illustrate ideas.
1.1.05	Juxtaposes examples that differ in many ways but are the same in defining features, so that students can generalize to new examples and learn to discriminate same/different when faced with new examples.
1.1.06	Plans lessons, depending on size and content of unit, so that important ideas or skills are stu... ...everal occasions rather than al...
1.1.07	Selects lesso...

> Guides **curricular planning** (e.g., **content clusters**, instructional methods, learning activities and assessment tools) based on goals of the instruction.

❸ **Use the required resources** in your Study Plan or a broad survey text to refresh your memory on the topic.

❹ **Use the appropriate recommended resources** to probe deeper if you need better understanding. Use the Standards to target the sections you need to read.

❺ **Your Notes:** go to the resources section of ABCTE.org and identify additional resources to use as needed. Use the Forums to see what other people are using.

❻ **Check for understanding and reflect:** think about how you would use this in a classroom or how you would teach the subject. Use your quizzes to check for understanding and move on.

❼ **Wash, rinse, and repeat:** once you finish a chunk of three, go back and attack the next three.

Have a Plan

It is important to have a plan of attack to study. Block out set times to study and if you slip and miss a session, restart your plan instead of letting yourself get paralyzed and procrastinate.

AMERICAN BOARD *for Certification of Teacher Excellence*

The Study Plan:

Your study plan includes direction on how to use ABCTE's resources. We also include recommended resources to aid in your mastery. The full description of these can always be found at: http://www.abcte.org/drupal/teach/exam-preparation. You should also rate these resources whenever possible.

This plan was designed for a 9 month period (4 months for Professional Teaching Knowledge (PTK); 4 months for the subject matter; 2 weeks to take each test) in which most people are able to complete the program. Many have completed the program in a shorter amount of time.

Area of Study	Required Resource	Recommended Resource	Timeline
☐ **Instructional Delivery** 　☐ **Communicating effectively** 　☐ **Presents clear and focused instruction** 　☐ **Effective questioning techniques** 　☐ **Makes efficient use of learning time** 　☐ **Applications** 　☐ **Research Strategies**	☐　Review the specific PTK standard http://www.abcte.org/drupal/teach/teaching-standards **The corresponding Prepare to Teach Workshops can be found at:** http://www.abcte.org/drupal/courses/prepare-to-teach/index.html **The Characteristics of Successful Teachers** 　☐　Characteristics 1 - 8 　☐　Characteristics 9 - 16 　☐　VIDEO CASE STUDIES: Characteristics of Successful Teachers (13:57) **Pedagogy and Instructional Design** 　☐　How Students Learn 　☐　Whole Group Strategies Part 1 　☐　Whole Group Strategies Part 2 　☐　Small Group Strategies and Individual Instruction 　☐　Lesson Closure 　☐　VIDEO CASE STUDIES: Pedagogy and Instructional Design (14:58)	Web Resources 　☐　Noteworthy Perspectives: Keeping the Focus on Learning 　☐　Teaching 　☐　Glossary of Education Terms Books 　☐　Effective teaching methods: Research based practice 　☐　The First Days of School: How to be an Effective Teacher 　☐　**These and other resources can be found at:** 　↻　http://www.abcte.org/drupal/teach/exam-preparation/Professional-Teaching-Knowledge/Instructional-Design+Delivery	{Time}

Your Notes:

1-877-669-2228 ❋ **www.abcte.org** ❋ **contact@abcte.org**

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Area of Study	Required ABCTE Resource	Recommended Resource	Timeline
☐ **Classroom Management & Organization** ☐ **Establishing efficient classroom routines** ☐ **Setting clear standards for conduct** ☐ **Providing student feedback & reinforcement** ☐ **Setting expectations for student learning** ☐ **Parental involvement**	☐ Review the specific PTK standard http://www.abcte.org/drupal/teach/teaching-standards **The corresponding Prepare to Teach Workshops can be found at:** http://www.abcte.org/drupal/courses/prepare-to-teach/index.html Classroom Management ☐ Techniques for Addressing Student Discipline Problems Part I ☐ Techniques for Addressing Student Discipline Part II ☐ VIDEO CASE STUDIES: Classroom Management (13:50) **Nurturing Parental and Community Support** ☐ Effective Communication with Parents ☐ Opening and Maintaining Lines of Communication ☐ Building Support in the Community ☐ VIDEO CASE STUDIES: Avoiding Parent Conference Pitfalls (12:27)	**Web Resources** ☐ Classroom Management **Books** ☐ Classroom Management for Elementary Teachers ☐ Classroom Management for Middle and High School Teachers ☐ The First Days of School: How to be an Effective Teacher ☐ Rookie Teaching for Dummies ☐ **These and other resources can be found at:** ➲ http://www.abcte.org/drupal/teach/exam-preparation/Professional-Teaching-Knowledge/Instructional-Design+Delivery	{Time}

Your Notes:

"I can give children the inspiration and encouragement to confront their own challenges, surpass negativity and persevere….Without this program, I wouldn't have had the opportunity to pursue teaching."

–Traci Brown, ABCTE Teacher, FL

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Area of Study	Required Resource	Recommended Resource	Timeline
☐ **Classroom Assessment** 　☐ **Monitoring student progress** 　☐ **Understanding test concepts** 　☐ **Assessing high-needs students**	☐ Review the specific PTK standard http://www.abcte.org/drupal/teach/teaching-standards **The corresponding Prepare to Teach Workshops can be found at:** http://www.abcte.org/drupal/courses/prepare-to-teach/index.html **Intro to Assessment Part 1** 　☐ What is Assessment? 　☐ The Purpose of Assessment 　☐ Summative Assessment 　☐ Formative Assessment 　☐ Ipsative Assessment 　☐ Diagnostic Assessment **Intro to Assessment Part 2** 　☐ Performance Assessment 　☐ Criterion-Referenced Assessment 　☐ Norm-Referenced Assessment 　☐ Validity 　☐ Reliability 　☐ Bias **Modes of Classroom Assessment** 　☐ Traditional Assessments 　☐ Non-traditional Assessments 　☐ Informal Assessments 　☐ 10 Things to Remember About Assessment	**Web Resources** 　☐ Classroom Assessment: Minute by Minute, Day by Day 　☐ School Data Tutorials 　☐ Benchmarking and Alignment of Standards and Testing 　☐ Assessment Terminology: A Glossary of Useful Terms **Books** 　☐ Classroom Assessment: Concepts and Applications 　☐ Assessment: In special and inclusive education 　☐ The First Days of School: How to be an Effective Teacher 　☐ Rookie Teaching for Dummies **Other Media** 　☐ E-learning Teacher's Classroom Assessment Program (Available for purchase through MyPass) 　☐ **These and other resources can be found at:** 　↪ http://www.abcte.org/drupal/teach/exam-preparation/Professional-Teaching-Knowledge/Instructional-Design+Delivery	{Time}

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Area of Study	Required Resource	Recommended Resource	Timeline

☐ **Instructional Design**
  ☐ Writing measurable objectives
  ☐ Guiding curricular planning
  ☐ Organizing content, concepts, and models
  ☐ Developing illustrative examples
  ☐ Building on students' prior knowledge
	☐ Review the specific PTK standard http://www.abcte.org/drupal/teach/teaching-standards
	
	The corresponding Prepare to Teach Workshops can be found at:
	https://www.abcte.org/drupal/courses/prepare-to-teach/workshops/index.html
	Organizing for Instruction
	  ☐ Understanding the Curriculum
	  ☐ VIDEO CASE STUDIES: Organizing for Instruction (10:18)
	Pedagogy and Instructional Design
	  ☐ How Students Learn
	  ☐ Whole Group Strategies Part 1
	  ☐ Whole Group Strategies Part 2
	  ☐ Small Group Strategies and Individual Instruction
	  ☐ Lesson Closure
	  ☐ VIDEO CASE STUDIES: Pedagogy and Instructional Design (14:58)
		Web Resources
		  ☐ Noteworthy Perspectives: Keeping the Focus on Learning
		  ☐ Glossary of Education Terms
		
		Books
		  ☐ Designing Instructional Strategies: The prevention of academic learning problems
		  ☐ Effective teaching methods: Research based practice
		  ☐ The First Days of School: How to be an Effective Teacher
		  ☐ Rookie Teaching for Dummies
		
		  ☐ **These and other resources can be found at:**
		  ☐ http://www.abcte.org/drupal/teach/exam-preparation/Professional-Teaching-Knowledge/Instructional-Design+Delivery
			{Time}

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Questions and concerns can be directed to the Help Desk at: http://helpdesk.abcte.org/
Or contact your advisor at: advisor@abcte.org

Your Essay – Start with About your Writing Component

The PTK writing component will consist of a prompt which in turn consists of several tasks. It is critical that you address every task to get a passing grade (4 or higher out of 6) on the writing component.

IMPORTANT: Most people believe they can write and often underestimate the writing component of the exam, especially when it is in a letter form. As a result, they often neglect spending the time learning, and then practicing what kind of writing is being asked of them.

Consider the tasks (5 min):
Take the time to consider what exactly is being asked. Write down the key words from the prompt and consider your ideas. When creating a preliminary outline, each task should be roman numeral.

Map your prompt (5 min):
Address every task in the prompt. Brainstorm ideas and a write a few words for each of the individual tasks in an outline form.

Write (40 min):
Make sure your writing is clean and concise. If you have thought through your outline, the actual writing will become much easier. Remember that you are writing for clarity and communication.

An effective way to make sure your grader notes each of your tasks is to make each task a separate body paragraph in your "5 paragraph essay."

Proofread your work (7 min):
One good exercise as you practice is to read your essays out loud to someone. Everywhere you stumble or sound awkward as you read is a place to correct. On test day you will sub-vocalize as you proofread and "hear" your errors before you turn in your essays.

IMPORTANT: Scoring is holistic and based on a rubric. Examine the rubric and note what elements are required for a score of 6, and understand the difference between a score of 3 and a score of 4, as that is the pass/fail mark.

IMPORTANT: Excellent writers can have the problem of trying to be too creative in their writing and may miss required tasks in the prompt. Stick to a clean intro, body paragraphs, and conclusion as taught in the 5 paragraph form. Use the sample essays to see how they are constructed. Sample essays can be found in the PTK rubric.

Resources:

- Preparation Guide
- PTK Rubric

Preparation Guide

- Writing Resource Webinar
- Vantage Writing (additional cost)

Writing Resource

Additional Recommendations:

Did you know that ABCTE is on Facebook? Become an ABCTE fan.
http://www.abcte.org/facebook