

for

Name:

Date:

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>



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:

1 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.

2 Define the terms: take the first three items in the topic and make sure you know all the terms. Look up any you 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.
	Guides curricular planning (e.g., content clusters, instructional methods, learning activities and assessment
	Guides curricular planning (e.g., content clusters , central concepts, instructional methods, learning activities and assessment tools) based on goals of the instruction. ination to
1.1.04	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 studied on several occasions rather than all
1.1.07	Selects lesson

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

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

5 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.

6 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.

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

PROFESSIONAL TEACHING KNOWLEDGE STUDY PLAN 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: www.abcte.org/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. Your advisor will provide you with a more efficient, customized plan based on your needs.

Area of Study	Required Resource	Recommended Resource	(Time)
<input type="checkbox"/> Instructional Delivery <input type="checkbox"/> Communicating effectively <input type="checkbox"/> Presents clear and focused instruction <input type="checkbox"/> Effective questioning techniques <input type="checkbox"/> Makes efficient use of learning time <input type="checkbox"/> Applications <input type="checkbox"/> Research Strategies	<input type="checkbox"/> Review the specific PTK standard http://www.abcte.org/teach/teaching-standards The corresponding Prepare to Teach Workshops can be found at: http://www.abcte.org/prepare-to-teach-workshops The Characteristics of Successful Teachers <input type="checkbox"/> Characteristics 1 - 8 <input type="checkbox"/> Characteristics 9 - 15 <input type="checkbox"/> VIDEO CASE STUDIES: Characteristics of Successful Teachers (13:57) Pedagogy and Instructional Design <input type="checkbox"/> How Students Learn <input type="checkbox"/> Whole Group Strategies Part 1 <input type="checkbox"/> Whole Group Strategies Part 2 <input type="checkbox"/> Small Group Strategies and Individual Instruction <input type="checkbox"/> Lesson Closure <input type="checkbox"/> VIDEO CASE STUDIES: Pedagogy and Instructional Design (14:58)	Web Resources <input type="checkbox"/> Subject-specific resources <input type="checkbox"/> Pedagogy and Instructional Design <input type="checkbox"/> Summary of Education Terms Books <input type="checkbox"/> Effective teaching methods: Research-based practice <input type="checkbox"/> The First Days of School: How to be an Effective Teacher <input type="checkbox"/> Books Teaching for Learning <input type="checkbox"/> These and other resources can be found at: <input type="checkbox"/> http://www.abcte.org/teach/exam-preparation/Professional-Teaching-Knowledge-Instructional-Design-Delivery	

Your Notes:

Note: The resources recommended outside of the ABCTE program are often freely accessible online or can be found in your library. To ease your search we have hyperlinked them.

1-877-669-2228 • www.abcte.org • advisor@abcte.org

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.

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<input type="checkbox"/> Instructional Delivery <ul style="list-style-type: none"> <input type="checkbox"/> Communicating effectively <input type="checkbox"/> Presents clear and focused instruction <input type="checkbox"/> Effective questioning techniques <input type="checkbox"/> Makes efficient use of learning time <input type="checkbox"/> Applications <input type="checkbox"/> Research Strategies 	<input type="checkbox"/> Review the specific PTK standard http://www.abcte.org/teach/teaching-standards The corresponding Prepare to Teach Workshops can be found at: http://www.abcte.org/courses/prepare-to-teach/index.html The Characteristics of Successful Teachers <ul style="list-style-type: none"> <input type="checkbox"/> Characteristics 1 - 8 <input type="checkbox"/> Characteristics 9 - 16 <input type="checkbox"/> VIDEO CASE STUDIES: Characteristics of Successful Teachers (13:57) Pedagogy and Instructional Design <ul style="list-style-type: none"> <input type="checkbox"/> How Students Learn <input type="checkbox"/> Whole Group Strategies Part 1 <input type="checkbox"/> Whole Group Strategies Part 2 <input type="checkbox"/> Small Group Strategies and Individual Instruction <input type="checkbox"/> Lesson Closure <input type="checkbox"/> VIDEO CASE STUDIES: Pedagogy and Instructional Design (14:58) 	Web Resources <ul style="list-style-type: none"> <input type="checkbox"/> Noteworthy Perspectives: Keeping the Focus on Learning <input type="checkbox"/> Teaching <input type="checkbox"/> Glossary of Education Terms Books <ul style="list-style-type: none"> <input type="checkbox"/> Effective teaching methods: Research based practice <input type="checkbox"/> The First Days of School: How to be an Effective Teacher <input type="checkbox"/> These and other resources can be found at: <input checked="" type="checkbox"/> http://www.abcte.org/teach/exam-preparation/Professional-Teaching-Knowledge/Instructional-Design+Delivery	{Time}

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Study Tip:

One effective way of using the practice quizzes is to look at the incorrect answer choices before looking at the correct explanation to see if you can understand why those options are wrong. If you can understand how a test maker uses distractors, you will be able to eliminate wrong answer choices faster on test day.

Area of Study	Required ABCTE Resource	Recommended Resource	Timeline
<input type="checkbox"/> Classroom Management & Organization <ul style="list-style-type: none"> <input type="checkbox"/> Establishing efficient classroom routines <input type="checkbox"/> Setting clear standards for conduct <input type="checkbox"/> Providing student feedback & reinforcement <input type="checkbox"/> Setting expectations for student learning <input type="checkbox"/> Parental involvement 	<input type="checkbox"/> Review the specific PTK standard http://www.abcte.org/teach/teaching-standards <p>The corresponding Prepare to Teach Workshops can be found at: http://www.abcte.org/courses/prepare-to-teach/index.html</p> <p>Classroom Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Techniques for Addressing Student Discipline Problems Part I <input type="checkbox"/> Techniques for Addressing Student Discipline Part II <input type="checkbox"/> VIDEO CASE STUDIES: Classroom Management (13:50) <p>Nurturing Parental and Community Support</p> <ul style="list-style-type: none"> <input type="checkbox"/> Effective Communication with Parents <input type="checkbox"/> Opening and Maintaining Lines of Communication <input type="checkbox"/> Building Support in the Community <input type="checkbox"/> VIDEO CASE STUDIES: Avoiding Parent Conference Pitfalls (12:27) 	<p>Web Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Classroom Management <p>Books</p> <ul style="list-style-type: none"> <input type="checkbox"/> Classroom Management for Elementary Teachers <input type="checkbox"/> Classroom Management for Middle and High School Teachers <input type="checkbox"/> The First Days of School: How to be an Effective Teacher <input type="checkbox"/> Rookie Teaching for Dummies <p><input type="checkbox"/> These and other resources can be found at: ➔ http://www.abcte.org/teach/exam-preparation/Professional-Teaching-Knowledge/Instructional-Design+Delivery</p>	{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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Testing on the Computer:

This may be your first time taking a test on a computer. On average, people read 20% slower on a screen vs. paper. Because of this and other issues, practice as much as you can on the computer to become comfortable working in that environment.

Familiarity with the test and its standards will go a long way towards your ABCTE success.

The online practice tests are great practice to get a feel for the testing environment.

Area of Study	Required Resource	Recommended Resource	Timeline
<ul style="list-style-type: none"> <input type="checkbox"/> Classroom Assessment <input type="checkbox"/> Monitoring student progress <input type="checkbox"/> Understanding test concepts <input type="checkbox"/> Assessing high-needs students 	<ul style="list-style-type: none"> <input type="checkbox"/> Review the specific PTK standard http://www.abcte.org/teach/teaching-standards The corresponding Prepare to Teach Workshops can be found at: http://www.abcte.org/courses/prepare-to-teach/index.html Intro to Assessment Part 1 <ul style="list-style-type: none"> <input type="checkbox"/> What is Assessment? <input type="checkbox"/> The Purpose of Assessment <input type="checkbox"/> Summative Assessment <input type="checkbox"/> Formative Assessment <input type="checkbox"/> Ipsative Assessment <input type="checkbox"/> Diagnostic Assessment Intro to Assessment Part 2 <ul style="list-style-type: none"> <input type="checkbox"/> Performance Assessment <input type="checkbox"/> Criterion-Referenced Assessment <input type="checkbox"/> Norm-Referenced Assessment <input type="checkbox"/> Validity <input type="checkbox"/> Reliability <input type="checkbox"/> Bias Modes of Classroom Assessment <ul style="list-style-type: none"> <input type="checkbox"/> Traditional Assessments <input type="checkbox"/> Non-traditional Assessments <input type="checkbox"/> Informal Assessments <input type="checkbox"/> 10 Things to Remember About Assessment 	<ul style="list-style-type: none"> Web Resources <ul style="list-style-type: none"> <input type="checkbox"/> Classroom Assessment: Minute by Minute, Day by Day <input type="checkbox"/> School Data Tutorials <input type="checkbox"/> Benchmarking and Alignment of Standards and Testing <input type="checkbox"/> Assessment Terminology: A Glossary of Useful Terms Books <ul style="list-style-type: none"> <input type="checkbox"/> Classroom Assessment: Concepts and Applications <input type="checkbox"/> Assessment: In special and inclusive education <input type="checkbox"/> The First Days of School: How to be an Effective Teacher Other Media <ul style="list-style-type: none"> <input type="checkbox"/> E-learning Teacher's Classroom Assessment Program (Available for purchase through MyPass) <input type="checkbox"/> These and other resources can be found at: <ul style="list-style-type: none"> http://www.abcte.org/teach/exam-preparation/Professional-Knowledge/Instructional-Design+Delivery 	<p>{Time}</p>

Your Notes:

"The information presented in the courses and the workshops was extremely helpful to me because they provided real examples that I have been able to implement immediately in my classroom."

–Lauren Masino, ABCTE Teacher, FL

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We love to highlight ABCTE teachers in local newspapers. Not only does this provide publicity for a potential job search, it can also help highlight your school as one that is committed to providing students with the best possible teacher. Visit <http://www.abcte.org/get-involved/share-your-story>.

Area of Study	Required Resource	Recommended Resource	Timeline
<input type="checkbox"/> Instructional Design <ul style="list-style-type: none"> <input type="checkbox"/> Writing measurable objectives <input type="checkbox"/> Guiding curricular planning <input type="checkbox"/> Organizing content, concepts, and models <input type="checkbox"/> Developing illustrative examples <input type="checkbox"/> Building on students' prior knowledge 	<input type="checkbox"/> Review the specific PTK standard http://www.abcte.org/teach/teaching-standards The corresponding Prepare to Teach Workshops can be found at: https://www.abcte.org/courses/prepare-to-teach/workshops/index.html Organizing for Instruction <ul style="list-style-type: none"> <input type="checkbox"/> Understanding the Curriculum <input type="checkbox"/> VIDEO CASE STUDIES: Organizing for Instruction (10:18) Pedagogy and Instructional Design <ul style="list-style-type: none"> <input type="checkbox"/> How Students Learn <input type="checkbox"/> Whole Group Strategies Part 1 <input type="checkbox"/> Whole Group Strategies Part 2 <input type="checkbox"/> Small Group Strategies and Individual Instruction <input type="checkbox"/> Lesson Closure <input type="checkbox"/> VIDEO CASE STUDIES: Pedagogy and Instructional Design (14:58) 	Web Resources <ul style="list-style-type: none"> <input type="checkbox"/> Noteworthy Perspectives: Keeping the Focus on Learning <input type="checkbox"/> Glossary of Education Terms Books <ul style="list-style-type: none"> <input type="checkbox"/> Designing Instructional Strategies: The prevention of academic learning problems <input type="checkbox"/> Effective teaching methods: Research based practice <input type="checkbox"/> The First Days of School: How to be an Effective Teacher <input type="checkbox"/> Rookie Teaching for Dummies <p>These and other resources can be found at:</p> <ul style="list-style-type: none"> <input type="checkbox"/> http://www.abcte.org/teach/exam-preparation/Professional-Teaching-Knowledge/Instructional-Design+Delivery 	{Time}

Your Notes:



"The podcast for new teachers is very helpful. I have them all on my iPod and they really hit some good topics."

- Lisa Mayo, ABCTE Teacher, PA

Dr. Glen Moulton, a supervisor of instruction and life-long teacher trainer, and Michael Kelley, author of *Rookie Teaching for Dummies*, provide advice, tips, and discussions for new and veteran teachers monthly. Sign up for this great resource. It is free for anyone to download for help in the classroom:

www.newteacherhotline.com

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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 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
[Click Here](#)

- [Writing Resource Webinar](#)
- [Vantage Writing \(additional cost\)](#)

Writing
Resource
[Click Here](#)

Additional Recommendations:



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<http://www.abcte.org/facebook>