

# ABCTE PROGRAM CHECKLIST



Below is a detailed checklist for the ABCTE program. It is intended as a guide based on the experiences and best practices of ABCTE alumni that can keep you on track with your exam preparation goals.

This program checklist is spread across about 11 months and assumes 3-4 hour blocks of preparation, at least two times per week. It also suggests that you begin preparing for the Professional Teaching Knowledge (PTK) exam first. Use this as a template that you can adjust to meet your own needs, timeframe, and study schedule.

We recommend that you use this checklist as your syllabus, adjust it for your needs, and consult it regularly to keep you on track to a classroom of your own! Most of the resources mentioned in the checklist can be found on through your account page. If you need any help with your Program Checklist, you can make an appointment with an advisor at any time using the Helpdesk at <http://helpdesk.abcte.org>.

## Weeks 1 – 3: Introductory Tasks

### Suggested Week 1:

- Receive initial contact from advising team
- Watch the Orientation
- Watch the How to Study Presentation
- Review Study Plans for all exams (available from your account page)
- Begin marking content weaknesses in the PTK and subject matter standards that will require study

My Goal:

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### Suggested Week 2:

- Continue marking content weaknesses in the standards
- Begin obtaining recommended resources from the PTK Study Plan as needed to address weaknesses (find online, in the library, or purchase them)
- Review your state's post-certification/licensure requirements
- Set up a schedule for studying in a planner or calendar

My Goal:

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### Suggested Week 3:

- Familiarize yourself with the required ABCTE preparation resources from the Study Plans
- Request transcripts to be forwarded to ABCTE as proof of your bachelor's degree
- Review the Candidate Handbook
- Join the online discussion forums
- Explore volunteer or substitute teaching opportunities to gain experience in classrooms or with students

My Goal:

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# ABCTE PROGRAM CHECKLIST

## Weeks 4 – 23: Preparing for Exam 1 (PTK)

### Suggested Week 4:

- Schedule Professional Teaching Knowledge exam with Pearson VUE based on your goal dates
- Use the Standards Stepwise Method:
  - Choose 5-7 standards to begin studying, starting from your weakest areas
  - Define and understand the terms mentioned in the standards
  - Use the Prepare to Teach workshops from the Study Plan
  - Use recommended resources
  - Keep detailed notes and track your progress
  - Use the forums for studying strategies or assistance

My Goal:

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### Suggested Week 5:

- Check your understanding of the standards you selected
- Address any remaining content weaknesses for those standards
- Choose the next 5-7 standards to study

My Goal:

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### Suggested Weeks 6-10:

- Continue mastering standards and assessing your progress
- Listen to the New Teacher Hotline podcast to supplement your knowledge

My Goal:

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### Suggested Weeks 11-12:

- Start preparing for the writing component using the About the Writing Component resources
- Visit the All About Writing Components forum for additional advice and strategies

My Goal:

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### Suggested Weeks 13:

- Take full-length practice exam, including the essay section, in explore mode as a midterm (available from your account page)
- Analyze practice exam results to determine additional needs to be ready for your scheduled exam
- Develop pacing and testing strategies to improve your testing performance

My Goal:

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### Suggested Weeks 14-22:

- Continue mastering standards, assessing progress, practicing for the writing component and preparing to test as needed
- Make sure that all standards are mastered so that no content is neglected

My Goal:

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### Suggested Weeks 23:

- Take full-length practice exam, including the essay section, in timed mode as a final check-in
- Scan all standards and notes one last time
- Confirm your test date and review the test center regulations from the Candidate Handbook
- Check out the tips for exam day
- Take Professional Teaching Knowledge exam (Essay scoring may take up to 6 weeks)

My Goal:

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# ABCTE PROGRAM CHECKLIST

## Weeks 24 – 43: Preparing for Exam 2 (Subject Area)

### Suggested Week 24:

- Schedule subject area exam with Pearson VUE based on your goal dates
- Begin obtaining recommended resources from your subject matter Study Plan as needed to address weaknesses (find online, in the library, or purchase them)
- Check the Study Plan to see which, if any, aids are provided on exam day
- Use the Standards Stepwise Method:
  - Choose standards to begin studying, starting from your weakest areas (*You may need to adjust your studying pace depending on your subject area and goals*)
  - Define and understand the terms mentioned in the standards
  - Use the required resources from the Study Plan
  - Use recommended resources
  - Keep detailed notes and track your progress
  - Use the forums for studying strategies or assistance

My Goal:

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### Suggested Week 25:

- Check your understanding of the standards you selected
- Address any remaining content weaknesses for those standards
- Choose the next standards to learn, study, and review

My Goal:

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### Suggested Weeks 26-32:

- Continue mastering standards and assessing your progress
- (For ELA exam only) Prepare for the writing component by reviewing the ELA rubric, crafting your own responses to the sample prompts, and comparing your responses

My Goal:

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### Suggested Week 33:

- Take full-length practice exam in explore mode (available from your account page)
- Analyze practice exam results to determine additional needs to be ready for your scheduled exam
- Develop pacing and testing strategies to improve your testing performance

My Goal:

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### Suggested Weeks 34-42:

- Continue mastering standards, assessing progress and preparing to test as needed
- Make sure that all standards are mastered so that no content is neglected
- Make sure that all standards are mastered so that no content is neglected

My Goal:

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### Suggested Weeks 34-42:

- Take full-length practice exam in timed mode as a final check-in
- Scan all standards and notes one last time
- Re-review any aids provided on exam day
- Confirm your test date and review the test center regulations from the Candidate Handbook
- Check out the tips for exam day
- Take subject area exam

My Goal:

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# ABCTE PROGRAM CHECKLIST

## Weeks 44 – 47: Preparing for Exam 2 (Subject Area)

### *Suggested Week 44:*

- Contact advising team to confirm that you have passed all exams
- Confirm that your transcript has been received
- Complete the required background check sent to you via email (Background checks are processed in 5-7 days )

*My Goal:*

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### *Suggested Weeks 45-47:*

- Receive ABCTE certificate (Approximately 1-2 weeks after all materials have been processed)
- Begin your state's post-certification/licensure requirements
- Explore steps to securing a position and job interview tips

*My Goal:*

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*Notes:*