

Instructions for June 2019 Submission

1. Registration should be performed online. If you are registering after January 14, 2019 you will be directed to call the ProTeach Call Center to execute payment. Please call and provide payment details within 24 hours of registration. You will then be redirected to the WA ProTeach Web site page containing this document.
2. Download the relevant templates from the WA ProTeach Web site for the entries that you selected to submit during registration.

Entry1.docx

Entry2.docx

Entry3.docx

3. Enter text into the text boxes provided in the templates.
The text boxes provided in the Templates will expand to allow as much text as you need; however, candidates should be aware of, and adhere to, the maximum character counts for each entry (see #5 below for instructions on checking character counts).
4. Assemble artifacts to accompany your text submission.
Artifacts should be identified in the text by the full file name, including extension.
Suggested naming convention for artifacts is as follows.

Entry 1 artifacts E1A.xxx, E1B.xxx, E1C.xxx, etc.

Entry 2 artifacts E2A.xxx, E2B.xxx, E2C.xxx, etc.

Entry 3 artifacts E3A.xxx, E3B.xxx, E3C.xxx, etc.

Where “xxx” = one of the allowable file types are doc, docx, xls, xlsx, ppt, pptx, pdf, jpg, jpeg, gif, png, txt.

If you are using the same artifact in two or more entries, please copy and rename the file for each entry.

5. Once you have completed the text for each entry, check the number of characters in each text file by clicking on the number of words (displayed in the lower left corner of the MS Word document). Review the statistic “Characters (with spaces)” to make sure that it is not more than the maximum allowable.

Entry 1—Maximum character count 21,000

Entry 2—Maximum character count 21,000

Entry 3—Maximum character count 24,000

If the counts are higher than those allowed, edit the documents to reduce the character count to be less than the maximum allowed.

6. Assemble the artifacts referenced in your text and then check the number of artifacts referenced in each entry.

Entry 1—Minimum 1, maximum 10

Entry 2—Minimum 1, maximum 12

Entry 3—Minimum 1, maximum 15

NOTE: For Entry 3 - Up to a maximum of 7 “Teacher Instructional” artifacts are allowed. All remaining artifacts must be “Student Work” artifacts.

Remove, or add artifacts as necessary to meet the above guidelines.

7. Once the checks described above have been made and your submission complies with the guidelines contact jhalling@ets.org stating that you are ready to submit your portfolio for scoring. You will then be provided with instructions as to how to submit your work.
8. E-mail contact described in #7 above should be made as early as possible, and definitely no later than 11:59 p.m. on June 28, 2019.
Call Center staff will be available to assist during the posted hours on the WA ProTeach Web site.
9. **NOTE: Once work has been SUBMITTED it CANNOT be changed or deleted by the user without first contacting the Call Center.**
In the event that incorrect files have been submitted, please contact the Call Center for assistance. Be aware that the Call Center may require up to three business days to allow the user to upload new files.