



### HOLISTIC ASSESSMENT OPTION EXPERIENCE REPORT FORM (MMCK-5)

This form is to be used when a candidate has substantial content knowledge expertise in an endorsement area and wants to demonstrate competency through a combination of alternative measures, including:

- coursework,
- alternative academic learning,
- teaching experience,
- work experience, and/or
- cultural practice.

This form is to be filled out by the teacher candidate with the support of their Education Preparation Provider (EPP) or a TSPC-approved authorized designee. Documentation must be provided to support this form, including but not limited to transcripts, verified work experience, or other TSPC-approved portfolio items or artifacts.

NOTICE: To determine the appropriateness of the adopted assessment, the Commission will collect data on educator effectiveness. Therefore, any candidate utilizing the Holistic Assessment of content knowledge for licensure or endorsement purposes shall authorize TSPC and the EPP from which the candidates completed teacher preparation to request and receive data on their performance and effectiveness on K-12 student learning for a period of no more than three years from their teaching assignment(s) subsequent to licensure. The candidate will assist TSPC and the EPP in obtaining the requested documentation from their employer.

Please type or print in ink.

TSPC Number:		Date of Birth:		
		Month	Day	Year optional
Candidate's Name (print):	First	Middle	Last	Other/Maiden
Anticipated Program Completion Date:	Term		Year	
Educator Preparation Program (institution):				
Advisor/Instructor's Name:				
Advisor/Instructor's Email:				

To satisfy content knowledge requirements utilizing the Holistic Assessment option, the candidate must demonstrate competency within a majority of the standards within each domain of the standards.<sup>1</sup> Any coursework, experiences, or cultural practice utilized in this assessment must be directly related to the standard, as determined and verified by members of the EPP-established Content Knowledge Evaluation Team (or by a TSPC-approved designee).

<sup>1</sup> ODE Academic Content Standards - what Oregon students are expected to know and be able to do in the content areas.



Oregon Teacher Standards and Practices Commission

TSPC Number:		Institution:		
Candidate's Name (print):	First	Middle	Last	Other/Maiden

ENDORSEMENT: \_\_\_\_\_

Directions:

The candidate completes the MMCK-5 Form with support from the Education Preparation Provider (EPP) or their designee as follows:

1. Identify the standard domains within the content standards for the endorsement application for which the candidate is applying and enter each domain's title separately in the space provided below (e.g., Standard Domain # \_\_\_\_\_). (Note: Tables may be added or deleted depending on the number of domains within the standards).
2. Within each table, list the coursework, alternative academic learning, teaching, work, and/or cultural practice experience that aligns with the content standards in each standard domain that has been identified. Please note the following:
  - a. In providing descriptions of experience/duties, a typical bulleted resume format is acceptable as long as the description aligns with the standards being addressed. The form must be completed in full for experience to be evaluated; additional artifacts or documentation are required.
  - b. A supervisor/manager or elder with direct knowledge of this experience must complete the required items/forms, and the College of Education Dean or their TSPC-approved designee must sign off on the form(s) for credit equivalency to be considered. Please refer to the Holistic Work and/or Cultural Practice Experience Form Letter for additional details.
  - c. The candidate is responsible for collecting transcripts, artifacts, and/or documentation relevant to each of the standards within the endorsement area and will create a portfolio of documentation and evidence demonstrating competency within the endorsement area standards for each domain.
  - d. The Evaluation Team (ET), or their designee, will review and verify the experience. They may recommend additional documentation or experiences needed to demonstrate a breadth of knowledge as defined in the Multiple Measures guiding documents.
  - e. Upon satisfaction by the ET team, each team member signs the form, attesting that the candidate has satisfied the content knowledge requirements for the endorsement. Once approved, the ET team (or the TSPC-approved designee) will document satisfactory completion of content knowledge requirements on the Program Completion Report (PCR) through the multiple measure process and provide the PCR to TSPC.
  - f. The EPP and the teaching candidate should each maintain a copy of the teaching candidate's portfolio items, including all signed forms. The portfolio and all forms and documents associated with this holistic option may be reviewed by TSPC at TSPC's request and included within program/unit review audits.



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Standard Domain # \_\_\_\_ (list title of domain): \_\_\_\_\_ (copy and paste additional Holistic Assessment Option Framework Table(s) as needed to cover all domains within content standards; *please only use one domain per table. Extra blank tables can be found at the end of this form packet.*)

**Holistic Assessment Option Framework Table.**

What type of holistic assessment option equivalency are you seeking for this experience? (Check all that apply and enter business/organization information as appropriate):	Experience details <sup>2</sup>	Aligned content standards (for endorsement subject area domain)	Where did you gain this experience/complete this coursework? Enter the Name of the business, organization, institution, or school in the cell provided below as appropriate.	Documentation (number) What documentation will you be providing to support this area, and what reference number has been assigned to this artifact Example: Resume (Artifact #1)	Average number of hours per week (AHW) and number of weeks in position (W) <sup>3</sup> or PDU information if appropriate	Total credit equivalency <sup>4</sup>
Coursework <sup>5</sup>					n/a- transcript required to support this area	
<input type="checkbox"/> Alternative Academic Learning					# PDUs x .0334 S/ .05 Q or (AHWs *.0278)* W	
<input type="checkbox"/> Teaching Experience					(AHWs *.0278)* W	
<input type="checkbox"/> Work Experience (non-teaching)					(AHWs *.0278)* W	
<input type="checkbox"/> Cultural Practice					(AHWs *.0278)* W	

Total credit equivalency for this domain<sup>6</sup>: \_\_\_\_\_

domain # \_\_\_\_ of \_\_\_\_

<sup>2</sup> In providing descriptions of experience/duties, a typical bulleted resume format is acceptable as long as description aligns with standards being addressed. The form must be completed in full for experience to be evaluated; additional documentation is required to support this application, see the Documentation section of this form.

<sup>3</sup> Credit equivalency can be determined by using the [Holistic Assessment Work Experience Credit Formula](#), except where transcripts or PDU calculations would be more appropriate. When a candidate's experience cannot be evaluated through such means, they may use a portfolio (e.g., artifacts assembled into a portfolio of evidence) to petition for full credit equivalency in a domain area; the maximum number of credits for each portfolio may not exceed the credit hour requirements designated in Appendix One for the endorsement domain area for which the candidate is seeking credit equivalency. [Each domain area requires its own portfolio](#) when the candidate isn't able to provide other proof.

<sup>4</sup> work/other experience equivalencies shall be calculated using the credit hour equivalency formula: (AHWs \*.0278)\* W = Quarter Unit (QU) competency unit equivalency, where AHWs is the average hours weekly and W is the number of weeks in position.

<sup>5</sup> Candidates may not solely use coursework to utilize CK Option 5. As described in the Holistic Assessment Option Framework, they must use two or more alternative measures to demonstrate content knowledge expertise across domains. For coursework areas, do not include remedial coursework or courses where the candidate has received a D or F grade. Courses where the candidate received a C- letter grade should include additional rationale from the candidate and supporting documentation through an alternative measure to show that the candidate has gained expertise in the subject in addition to taking the coursework.

<sup>6</sup> Total credit equivalency should match the OAR for the endorsement area and be distributed across domains to demonstrate a breadth of knowledge. Where the OAR does not define unit requirements, contact the Director of Programing for additional guidance.



TSPC Number:		Institution:		
Candidate's Name (print):	First	Middle	Last	Other/Maiden

Total credit hours/equivalent across all domains \_\_\_\_\_ /30 SU or 45 QU required

Teacher Candidate Verification: (TO BE COMPLETED BY TEACHER CANDIDATE)

By signing below, I agree that all the information on this form/letter is accurate and true to the best of my knowledge and authorize the Oregon Teacher Standards and Practices Commission or their designated agents or representatives to conduct a comprehensive review of the details provided on this form/letter and any portion of my portfolio for accuracy and auditing purposes for a period of no more than three years after my license has been issued. Also, I understand that my EPP and TSPC may ask for additional documentation or clarification before a determination may be made and that I am required to keep a signed copy of this form to submit with my portfolio evidence.

Teacher Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Teacher Education and Evaluation Team Verification: (TO BE COMPLETED BY THE DEAN and ET MEMBERS OR THEIR DESIGNEE)

Teaching candidate, (insert name), has demonstrated a breadth<sup>7</sup> of knowledge through coursework and alternative experience(s) addressing each domain of the endorsement as reflected in the ODE Academic Content Standards - what Oregon students are expected to know and be able to do in the content areas. Therefore, the ET members listed below, attest that the teaching candidate listed above has satisfactorily met the content knowledge requirements for the endorsement listed above and has submitted a complete portfolio of this experience, which the college will maintain in the candidate's file for future auditing purposes. The college will submit the Program Completion Report (PCR) through the multiple measures process and provide the PCR to TSPC.:

Evaluation Team (ET):

Staff Member's Name: _____	Staff Member's Name: _____	Staff Member's Name: _____
Position Title: _____	Position Title: _____	Position Title: _____
Signature: _____	Signature: _____	Signature: _____

<sup>7</sup> The candidate must demonstrate a breath of experience within each domain of the endorsement.

**There are additional Holistic Option Framework Tables on the following pages. Please use as needed and note it will impact page numbering.**



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Standard Domain # \_\_\_\_ (list title of domain): \_\_\_\_\_ (copy and paste additional Holistic Assessment Option Framework Table(s) as needed to cover all domains within content standards; *please only use one domain per table*)

**Holistic Assessment Option Framework Table.**

What type of holistic assessment option equivalency are you seeking for this experience? (Check all that apply and enter business/organization information as appropriate):	Experience details <sup>2</sup>	Aligned content standards (for endorsement subject area domain)	Where did you gain this experience/complete this coursework? Enter the Name of the business, organization, institution, or school in the cell provided below as appropriate.	Documentation (number) What documentation will you be providing to support this area, and what reference number has been assigned to this artifact Example: Resume (Artifact #1)	Average number of hours per week (AHW) and number of weeks in position (W) <sup>3</sup> or PDU information if appropriate	Total credit equivalency <sup>4</sup>
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Total credit equivalency for this domain<sup>6</sup>: \_\_\_\_\_

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