

Portfolio Review Process

Portfolios are read by an independent review panel of two readers. The Review Panel will recommend either approval or disapproval of each candidate's application for initial authorization. This recommendation will be forwarded to the Deputy Superintendent of the Department of Education, who will either approve or deny the candidate's application.

Review Panel recommends Approval or Denial of Portfolio



Deputy Superintendent of the Department of Education Approves or Denies Portfolio



Portfolio is Accepted

- Official letter of authorization and portfolio will be mailed to the applicant within two weeks.

Portfolio is Denied

- Holly Reed Schindler will contact the applicant to discuss the resubmission process.
- If the applicant decides to resubmit, only the competencies not passed need to be resubmitted.
- Resubmitted portfolios are due 2-3 months after the initial portfolio review (Holly Reed Schindler will give the applicant a due date).
- Resubmitted portfolios are reviewed by a panel of 2 readers who recommend approval or denial of the portfolio.