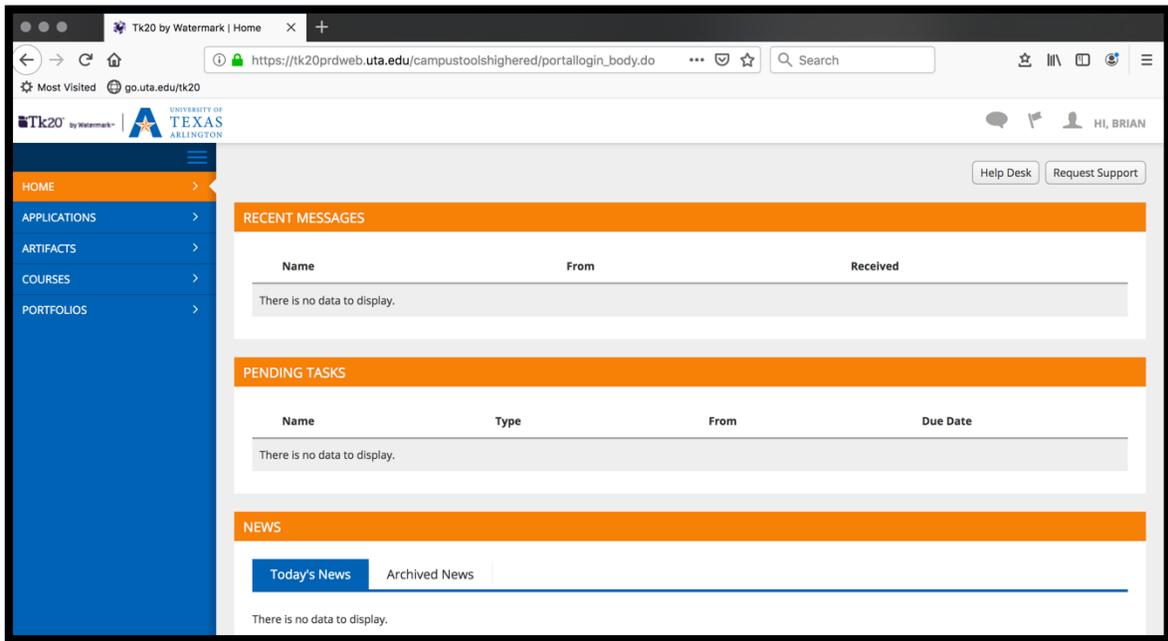


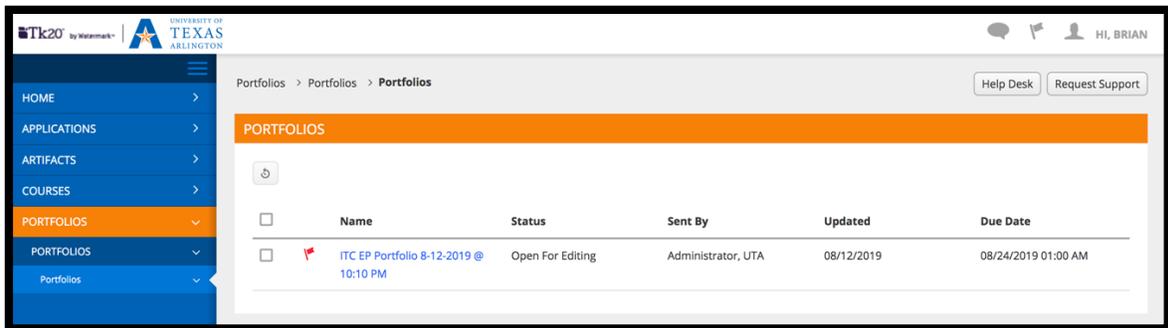
Initial Teacher Certification Portfolio

The Initial Teacher Certification Portfolio is used to track your progress along the path to certification. You will use this portfolio several times throughout your program and will submit it at or near the completion of student teaching.

1. The Initial Teacher Certification Portfolio is accessed via Tk20 (<https://go.uta.edu/tk20>). Log into Tk20 using your UTA NetID and password and then select the Portfolio tab on the left-hand menu.

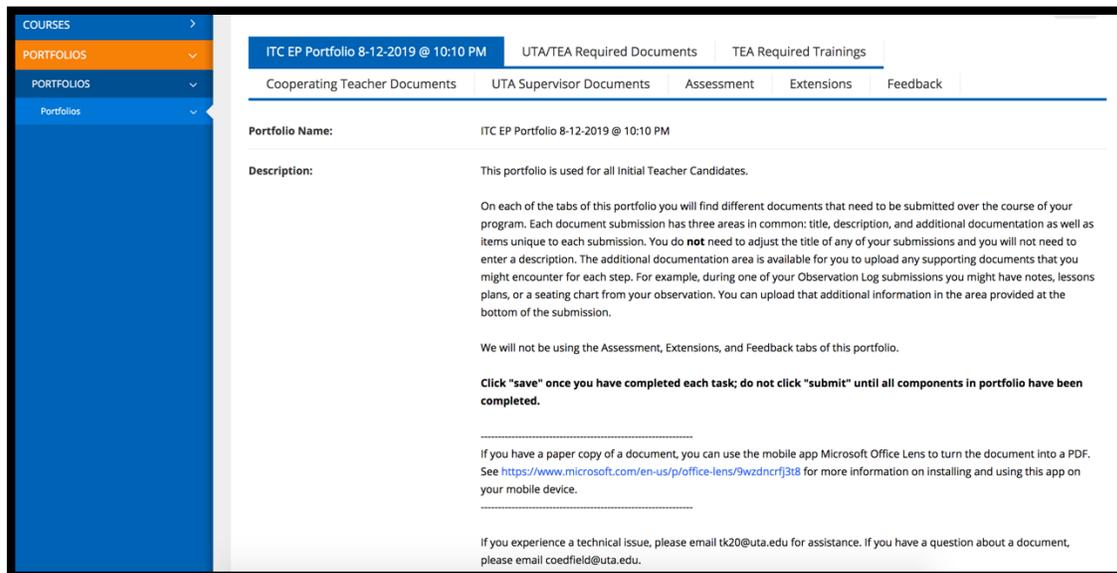


2. If you have been issued a portfolio, it should appear on this page. Click on the Name of the portfolio to open it.



3. The ITC portfolio consists of several tabs of information:
 - Portfolio Name

- This is the main landing page for the portfolio.
- UTA/TEA Required Documents
 - This tab contains four documents required for certification.
- TEA Required Trainings
 - Documentation that provides evidence that you have completed the required training modules. There are six of these training modules.
- Cooperating Teacher Documents
 - Submission space for most documents requiring input or a signature from the cooperating teacher. There are seven of these documents.
- UTA Supervisor Documents
 - Submission space for the three Teacher Observation Records completed by your university field supervisor during student teaching.
- Assessment
 - This tab is not currently being used.
- Extensions
 - This tab is not currently being used.
- Feedback
 - This tab is not currently being used.



- Each tab has a list of the documents and/or forms that need to be completed. You will access each document and/or form by clicking the “Select” button next to the document or form you wish to add to your portfolio. The “Submit” button will only be used once all documents are uploaded to the **entire** portfolio. Use the “Save” button to save progress until you have uploaded all forms and/or documents. Only then will you use the “Submit” button.

ITC EP Portfolio 8-12-2019 @ 10:10 PM

UTA/TEA Required Documents

TEA Required Trainings

Cooperating Teacher Documents | UTA Supervisor Documents | Assessment | Extensions | Feedback

INSTRUCTIONS

This section contains documentation that is required by TEA and/or UTA in order to successfully complete an educator preparation program.

Click "save" once you have completed each task; do not click "submit" until all components in portfolio have been completed.

If you have a paper copy of a document, you can use the mobile app Microsoft Office Lens to use your phone or tablet to turn the document into a PDF. See <https://www.microsoft.com/en-us/p/office-lens/9wzdncrj3t8> for more information on installing and using this app.

ATTACHMENT(S):

Acknowledgement of Clinical Teaching Handbook, Liability Insurance, and Waiver of Liability: Unattached

FERPA Consent to Release Educational Records and Information: Unattached

Professional Disposition Acknowledgement: Unattached

Notification of Pending Criminal Background Check: Unattached

ADDITIONAL ATTACHMENTS (OPTIONAL):

- Each document and/or form may have areas for you to upload attachments, make selections, or type in short answers (i.e., your name). Each document and/or form has an extra area at the bottom which allows for additional documentation to be added to your portfolio. For example, during a field observation you might be given a copy of the lesson plan, seating chart, or handouts. These are appropriate additional documents that could be uploaded along with the field observation log.

Waiver of Liability

By my signature below, I understand and accept the condition that the College of Education at the University of Texas at Arlington and the assigned public school district are released from any liability related to accidents or any other unexpected events which may occur in conjunction with my participation in required or voluntary activities during Clinical Teaching. I acknowledge that it is the recommendation of the College of Education that I obtain general medical/health insurance if I am not already covered.

Name: Brian Brown

Please type your full name to provide electronic agreement to policies stated above. *

Use this area to upload the confirmation of liability insurance. This should be a single file. Additional documentation can be uploaded below. *

The area below is so any additional documentation can be attached. For this form, this area is optional.

Attached Documents: