

ASLTA  
**QUALIFIED**  
Level  
Evaluation

Updated December 2015

## CHECKLIST for Qualified Evaluation

Be sure that you include the following items in your package mailed to the Evaluation Office.

1. \_\_\_ Copy of the Confirmation/Paid Membership receipt you received. You must be a member of ASLTA at the Provisional level prior to the application.
2. \_\_\_ Evaluation/Certification Fee Payment Form (Appendix B). Copy of the payment form, Appendix B must be sent to the Treasurer with your payment. Be sure to include Appendix B with your Qualified application.
3. \_\_\_ Documentation of ASL Teaching Experience & Related Teaching Form (Appendix C)
4. \_\_\_ Documentation of Professional Development: Workshops/Conferences Attended Form (Appendix D)
5. \_\_\_ Documentation of Professional Development: Courses Attended/Taken Form (Appendix E)
6. \_\_\_ Promise of Confidentiality Form (Appendix F)
7. \_\_\_ Notification of Address Change Agreement and ASLTA Certification Agreement Form (Appendix G)
8. \_\_\_ Evaluation Focus Form (Appendix H)
9. \_\_\_  
Online payments can be made through the ASLTA website at:  
<http://aslta.org/certification/>.  
If paying by check send check and Appendix B, Payment Form to:  
ASLTA Treasurer, 10413 E. Spring Creek Road, Sun Lakes, AZ 85248.
10. \_\_\_ Mail materials to the Evaluation Office at:

ASLTA Evaluation Office  
PO Box 6517  
Annapolis, MD 21401

or

Send the attachments of scanned materials to the  
Evaluation Office at:  
[evaluation@aslta.org](mailto:evaluation@aslta.org)

NOTE: A written exam will be sent to you after we receive and review this package.

QUALIFIED

THE AMERICAN SIGN LANGUAGE TEACHERS  
ASSOCIATION (ASLTA)<sup>1</sup>

PROCEDURES & MATERIALS  
FOR QUALIFIED CERTIFICATION

Evaluation & Certification Committee

1. Founded in 1975 as the Sign Instructors Guidance Network (SIGN).

## Table of Contents

	Pages
Introduction.....	1
Goals of ASLTA Evaluation & Certification.....	1
Certification Levels.....	1
Criteria for Certification.....	2
Evaluation Procedures.....	3
APPENDIXES	
A. Evaluation Fee Schedule (Appendix A).....	5
B. Evaluation/Certification Fee Payment Form (Appendix B).....	6
C. Documentation of ASL Teaching Experience & Related Teaching Form (Appendix C).....	7
D. Documentation of Professional Development: Workshops/Conferences (Appendix D).....	9
E. Documentation of Professional Development: Courses Attended/Taken (Appendix E).....	11
F. Promise of Confidentiality Form (Appendix F).....	12
G. Notification of Address Change Agreement and ASLTA Certification Agreement Form (Appendix G).....	13
H. Evaluation Focus Form (Appendix H).....	14
I. Suggested Professional Development Topics (Appendix I).....	15

## **AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION**

### **Certification Procedures and Standards for Professionals Involved in Teaching American Sign Language (ASL)**

#### **Introduction**

The American Sign Language Teachers Association (ASLTA) is a national organization of professionals involved with teaching American Sign Language (ASL) and Deaf Studies. ASLTA was originally formed as the Sign Instructors Guidance Network (SIGN) in 1975 as a Section of the National Association of the Deaf (NAD). A major purpose of ASLTA is to evaluate and certify teachers of ASL. The ASLTA (through its predecessor organization, SIGN) has been certifying teachers of American Sign Language since 1976. In 2012, ASLTA became a 501(c)(3) nonprofit organization.

As with other professions, the field of sign language teaching has grown and developed tremendously since the inception of our professional organization in 1975. Procedures and standards of certification have undergone modest revisions over this period. This document represents revisions to the evaluation and certification procedures, which were adopted by the Board in 1996.

The ASLTA has a standing committee, Evaluation System Review and Appeal. This committee is charged with ongoing review and recommendations for revisions of the ASLTA Certification Procedures and Standards. Membership on the Evaluation System Review & Appeals Committee is restricted to Professional level certified members of ASLTA who are appointed by the ASLTA Board.

#### **Goals of the ASLTA Evaluation and Certification Standards and Procedures**

1. To insure that teachers possess the skills and knowledge to teach American Sign Language and the culture of the American Deaf community.
2. To encourage and reward professional growth.
3. To encourage participation in the ASLTA and professionalism among the membership.

#### **Certification Levels**

There are three levels of certification in the ASLTA certification process: (a) PROVISIONAL, (b) QUALIFIED; and (c) PROFESSIONAL. These levels of certification are intended to reflect stages of experience, growing knowledge, and skills in teaching American Sign Language.

1. PROVISIONAL: Certified teachers have met minimum requirements as specified in the standards section of this document. The teacher, certified at the Provisional level, has demonstrated proficiency in ASL, basic knowledge about ASL teaching including developing course outlines and lesson planning. Provisional certification is valid for up to four years and may be extended for an additional two years by special request. Candidates for certification who have held Provisional Certificates for four years must apply for and be evaluated for the Qualified Certification to maintain certification unless an extension of Provisional Certification has been granted.

2. **QUALIFIED:** Certified teachers have met all requirements as specified in the standards section of this document. The teacher, certified at the Qualified level, has demonstrated knowledge of 1st/2nd language teaching methodology, language activities, evaluation, and knowledge of ASL linguistics. **QUALIFIED CERTIFICATION** is valid for four years and may be extended for an additional two years by special request.
3. **PROFESSIONAL:** Certified teachers have met all requirements as specified in standards section of this document. The teacher, certified at the Professional level, has demonstrated the highest level of knowledge and skills in teaching ASL. These include knowledge of curriculum development, evaluation, linguistics, and theoretical and contemporary issues in the field of ASL teaching. **PROFESSIONAL CERTIFICATION** is valid for eight years and may be renewed by meeting Renewal Requirements.

### **Criteria for Certification**

All Candidates for certification must meet the following standards for the Qualified certification level.

#### **QUALIFIED CERTIFICATION**

Candidates must prepare and submit to the Evaluation Committee the following documentation and successfully complete the ASLTA Written Evaluation:

1. Evidence that you presently hold Provisional level certification.
2. A Portfolio, which includes:
  - a. Documentation of a minimum of 240 hours of ASL teaching experience. (Up to 120 hours may be in related teaching area, ex. Deaf Studies, Interpreter Education, Education of Deaf Students) use Appendix C, p. 7)
  - b. Documentation of 150 hours of ASL and first/second language teacher training or equivalent. (Use Documentation of Professional Development Forms, Appendixes D & E, pp. 9-11). See Appendix I, pp. 15-16 for the list of Suggested Professional Development topics as a guideline.

Note: The ASLTA Evaluation System requires you to have a total of 480 hours of paid ASL and related teaching experience (at least half must be ASL teaching) and 300 hours of professional development in order to complete the Provisional, Qualified and Professional levels. If you are already an experienced ASL teacher and have met these requirements in the last 5 years, you should document ALL your relevant teaching and professional development here (at the Qualified level). You will not have to repeat this paperwork at the Professional level.

### 3. Completion of the ASLTA Written Exam.

How these forms of documentation will be evaluated:

- a. Your portfolio documentation will be evaluated to ensure that you meet the minimum standards of professional experience and training. The Evaluation Office may request you to submit clarification and/or additional information.
- b. Your written exam will be judged to conform to acceptable/recognized professional practices and knowledge of both ASL structure (linguistic information) and teaching practices, strategies and procedures.

You will be judged primarily on your knowledge of ASL linguistics and teaching practices. Your written English skills are not evaluated, but your responses must be intelligible to the ASLTA evaluators. Evaluators may request further information or rewriting of certain responses judged to be unclear. At the discretion of the evaluators, you may be asked to produce a videotape, which will further clarify your responses.

### **Evaluation Procedures**

The following general procedures will be followed for all levels of evaluation and certification.

#### 1. Evaluation Procedures

Candidates are responsible for submitting all documentation as required within 60 days of receipt of this evaluation packet.

Upon receipt of Evaluation materials (1 copy) from the candidate, the Evaluation Office will review the materials and determine if they conform to the requirements of form and general content. If sent via email, send your scanned materials to: [evaluation@aslta.org](mailto:evaluation@aslta.org).

ASLTA Evaluation Office will notify the candidate if materials are missing or inappropriate.

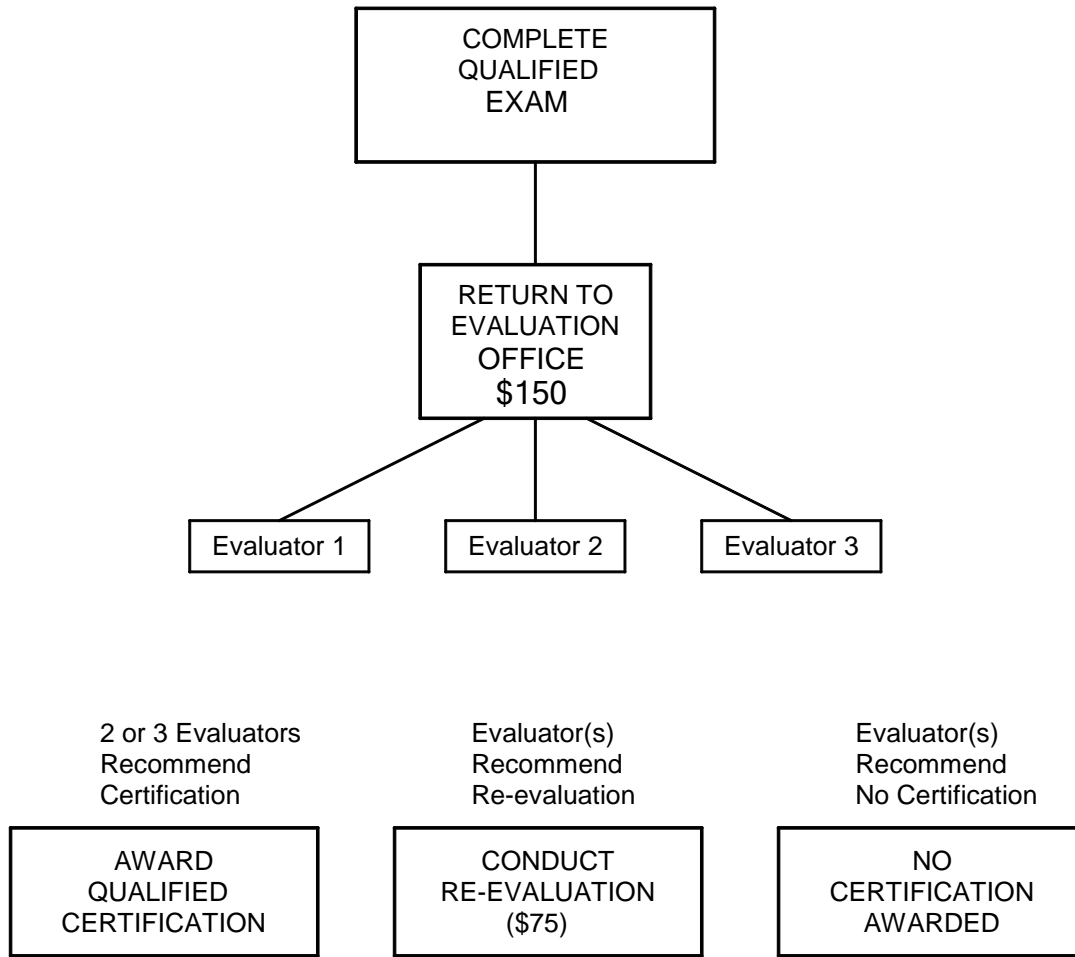
Review of Evaluation documentation should take approximately 90 days after being submitted to the Evaluation Office.

The Evaluation Committee Chairperson, based on feedback of the evaluators, will prepare a written report explaining areas of strength, areas needing improvement or development, and recommendation for training for any candidate denied certification. This report may include requests for additional documentation, which when received and satisfactorily reviewed, will satisfy certification requirements.

#### 2. Certification Renewal

Qualified certificates are valid for up to four years and may be extended for an additional two years by special request. Candidates who have held Qualified certification for four years must apply for and be evaluated for Professional Level to maintain certification unless an extension of Qualified Certification has been granted.

### QUALIFIED EVALUATION PROCEDURES





## APPENDIX A

QUALIFIED LEVEL  
EVALUATION FEE SCHEDULE

Evaluation Fee	150.00
Appeal	100.00
Re-evaluation Fee	75.00
1 <sup>st</sup> Extension Fee	100.00
2 <sup>nd</sup> Extension Fee	150.00
3 <sup>rd</sup> or more Extension Fee	200.00
The maximum number of extensions is the 4 <sup>th</sup> , then you must move up to the Professional level	

## Appendix B

Evaluation/Certification  
Fee Payment FormName: \_\_\_\_\_  
(spell exactly the name you want to be on your certificate)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Last 4 Digits of Social Security Number: \_\_\_\_\_

Home videophone # \_\_\_\_\_ Work videophone # \_\_\_\_\_

E-mail (if you have it): \_\_\_\_\_

Member of National ASLTA: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Please note that membership dues are due every year on September 1<sup>st</sup> after you become certified. Membership dues must be current in order for your certification to be valid.

**Enter Appropriate Fee on the Line Provided**

<u>Qualified Level</u>	<u>National ASLTA Member</u>
a. Evaluation Fee	_____
b. Re-evaluation Fee	_____
c. Extension Fee (1 <sup>st</sup> - \$100 2 <sup>nd</sup> - \$150 3 <sup>rd</sup> or more- \$200)	_____
Total Enclosed	_____

Make check payable to: American Sign Language Teachers Association

Send check or money order  
and a copy of this form to: ASLTA Treasurer  
10413 E. Spring Creek Road  
Sun Lakes, AZ 85248  
Email: [treasurer@aslta.org](mailto:treasurer@aslta.org)

\* (See note below)

To pay online go to: <http://aslta.org/certification/>

Send evaluation materials to: ASLTA Evaluation Office  
PO Box 6517  
Annapolis, MD 21401  
Email: [evaluation@aslta.org](mailto:evaluation@aslta.org)

\* Note: Mailed checks received by the Treasurer without this form may be returned or processing may be delayed. **Send a copy of this form with your application.**

Office use only:

Pymt Rec'd:	_____
QB	_____
DB	_____
Eval Office:	_____



Course Title Sponsoring Institution	Num. Wks. Dates	Hrs/Wk	Total	Supervisor's Name/Address/Phone No.

TOTAL HOURS \_\_\_\_\_

Note: You may copy this page if you need additional space.

## APPENDIX D

DOCUMENTATION OF PROFESSIONAL DEVELOPMENT:  
WORKSHOPS/CONFERENCES ATTENDED

Name: \_\_\_\_\_

Workshops/Conference	Dates	Sponsoring Agency	Total Hours of Actual Sessions You Attended

TOTAL HOURS \_\_\_\_\_

Note: Combination of Workshops, Conferences, and Courses in ASL and/or 1st/2nd Language Teaching, Linguistics, etc. must equal 150 hours.

If you documented all of your Workshops, Conferences, and Courses as part of your Qualified level evaluation, do not complete this form again unless there is additional information to report.



APPENDIX E

DOCUMENTATION OF PROFESSIONAL DEVELOPMENT: COURSES  
ATTENDED/TAKEN

Name: \_\_\_\_\_

List courses you have taken in teaching ASL and/or 2nd/foreign language teaching. Attach transcripts. For an example, a 3-credits course has 45 hours, and then put 45 hours there.

Courses in Sign Language Teaching (Attach Transcripts)	Dates Enrolled	Sponsoring Institution	Total Hours (not Credit Hours)

TOTAL HOURS \_\_\_\_\_

Note: Combination of Workshops, Conferences, and Courses in ASL and/or 1st/2nd Language Teaching, Linguistics, etc. must equal 150 hours.  
If you documented all of your courses attended as part of your Qualified level evaluation, do not complete this form again unless there is additional information to report.

## APPENDIX F

AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

Please read, sign and return this form with your evaluation materials.

Promise of Confidentiality

I promise to maintain the integrity of the ASLTA Evaluation System by not revealing or discussing with anyone the contents, nature of questions, or any other information, which might compromise and invalidate the test materials. Because the Provisional and Qualified levels of the ASLTA Evaluation system are “take home” in nature, I understand that this promise to maintain confidentiality includes not copying or distributing any part of the evaluation packets or sharing or revealing my own responses to the evaluation materials with others.

I make this promise freely understanding that it is necessary to maintain the highest standards of professionalism in regard to the instruction of American Sign Language.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## APPENDIX G

NOTIFICATION OF ADDRESS CHANGE AGREEMENT

I agree to report any address change to the ASLTA within 30 calendar days from the day that the address change becomes effective.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_

ASLTA CERTIFICATION AGREEMENT

I give permission for ASLTA to list my name as an ASLTA-certified teacher in the ASLTA publications including its website, ASLTA Newsletter, and directory published by the ASLTA and/or its affiliate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX H

EVALUATION FOCUS FORM

Candidate: \_\_\_\_\_

SELECT WHICH ONE IS YOUR ASLTA Evaluation material focused on?

 Teaching ASL as L-1 in K-12 Teaching ASL as L-1 in College / University or community Teaching ASL as L-2 in K-12 Teaching ASL as L-2 in College / University or community

Your ASLTA Provisional Evaluation material will be sent to appropriate ASLTA evaluators with their particular expertise (e.g. L1, L2, College / University / community or K-12)

## APPENDIX I

SUGGESTED PROFESSIONAL DEVELOPMENT TOPICS

SUGGESTED PROFESSIONAL DEVELOPMENT TOPICS for a requirement of 150 hours of professional development for each ASLTA Qualified and Professional Evaluation

Categories:

- Assessment and Evaluation
- Class Management
- Curriculum and Design
- Deaf Knowledge (e.g. Deaf Community and Culture, Deaf History)
- Language, Linguistics and Literature
- Methodology (e.g. L1, L2)
- Technology and Media

Topics

- Activities for ASL Class
- Adult Learners or Andragogy
- ASL Conversational Regulators
- ASL Curriculum and Design
- ASL and English Translations
- ASL and Deaf Arts
- ASL Discourse
- ASL Grammars or Linguistic Features
- ASL Literature, Folklore and Storytelling
- ASL Teaching Methodology
- ASL Teaching Portfolio
- Audism
- Bilingual and Bicultural approach
- Child Learner or Pedagogy
- Class Management
- Classifiers (Deception)
- Contemporary (hot) Issues in Teaching ASL
- Curriculum Development and Design (general)
- Deafhood
- Deaf Black People's Studies
- Deaf Careers
- Deaf Culture
- Deaf Community
- Deaf Education and Teaching
- Deaf Film, Theater and Novels
- Deaf Gain
- Deaf History
- Deaf Minorities
- Deaf Space
- Deaf Studies
- Deaf Women's Studies
- Depiction (classifier)

Disability Studies  
 Discourse (general)  
 Evaluations, Assessment and Testing (general and ASL)  
 History of ASL Teaching  
 History of Methodology: ASL  
 History of Methodology: General  
 Language Acquisition  
 Language Planning and Advocacy  
 Learner Styles: ASL  
 Learner Styles: General  
 Lesson Planning  
 Linguistics of ASL  
 Linguistics (general)  
 National and State ASL Standards  
 Non-manual Signals in ASL  
 Professionalization  
 Psycholinguistics (general)  
 Psycholinguistics: ASL  
 Proficiency Interviews (e.g. ASLPI or SLPI: ASL)  
 Registers (general)  
 Registers in ASL  
 Semantics: ASL  
 Semantics: General  
 Sociolinguistics (general)  
 Sociolinguistics: ASL  
 Syllabus and Lesson plan for K to 12  
 Syllabus and Lesson plan for college level  
 Teaching ASL as a 1<sup>st</sup> Language (L1)  
 Teaching ASL as a 2<sup>nd</sup> Language (L2)  
 Teaching ASL Literature and Folklore  
 Teaching Deaf Culture  
 Teaching Diversity in ASL class  
 Teaching Fingerspelling and Numbers  
 Theory & Practice in Fingerspelling  
 Theory & Practice in ASL Numbers  
 Using Media and Technology for ASL Curriculum, Instruction, and  
 Evaluation  
 Visual Gestural Communication

This listing is created by the committee members:  
 Keith M. Cagle, Barbara Ray-Holcomb, Sharon Staehle, Dorothy Wilkins,  
 and Tom Wills.

Revisions: October 28, 2005  
 June 5, 2008  
 September 22, 2012  
 December 27, 2015