

ASLTA  
PROFESSIONAL  
Level  
Evaluation

Updated September 2017

# IMPORTANT NOTE

## Checklist for Professional Evaluation

Be sure that you include the following items in your package mailed to the Evaluation Chair:

1. \_\_\_\_\_ Copy of the Confirmation/Paid Membership receipt you received.  
You must be a member of ASLTA at the Qualified level prior to the application.
2. \_\_\_\_\_ Evaluation/Certification Fee Payment Form (Appendix B). Copy of Appendix B also sent to the Treasurer with your payment. Be sure to include a copy Appendix B with your application.
3. \_\_\_\_\_ Documentation of ASL and Related Teaching Form (Appendix C)
4. \_\_\_\_\_ Documentation of Professional Development: Workshops/Conferences Attended Form (Appendix D)
5. \_\_\_\_\_ Documentation of Professional Development: Courses Attended Form (Appendix E)
6. \_\_\_\_\_ Documentation of Professional Development: Workshops/Presentations/Courses You Have Presented (Appendix F)
7. \_\_\_\_\_ Promise of Confidentiality Form (Appendix G)
8. \_\_\_\_\_ Notification of Address Change Agreement and ASLTA Certification Agreement Form (Appendix H)
9. \_\_\_\_\_ Evaluation Focus Form (Appendix I)
10. \_\_\_\_\_ Electronic copy of your payment for the application fee.
11. \_\_\_\_\_ Mail materials to the Evaluation Office at:  
ASLTA Evaluation  
PO Box 6517  
Annapolis, MD 21401  
or  
[evaluation@aslta.org](mailto:evaluation@aslta.org) if submitted electronically

**Note:** A notification of your professional-level interview will be sent after we receive this package.

Interviews are available through a webcam with an interviewer and with a proctor. The program that is used for the interview will be ooVoo. If you are interested in having an interview through a webcam, please contact the Evaluation Chair at [evaluation@aslta.org](mailto:evaluation@aslta.org). Please see Proctor details and on page 18, Appendix K.

PROFESSIONAL

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

PROCEDURES & MATERIALS  
FOR PROFESSIONAL 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
Certification Renewal.....	3
<b>APPENDIXES</b>	
A. Evaluation Fee Schedule.....	5
B. Evaluation/Certification Fee Payment Form.....	6
C. Documentation of ASL and Related Teaching Form.....	7
D. Documentation of Professional Development: Workshop/Conference Attended.....	9
E. Documentation of Professional Development: Courses Attended.....	11
F. Documentation of Professional Development: Workshops/Presentations/Courses You Have Presented.....	12
G. Promise of Confidentiality Form.....	13
H. Notification of Address Change Agreement and ASLTA Certification Agreement Form.....	14
I. Evaluation Focus Form.....	15
J. Professional Development Topics.....	16
K. Information for Interviews via Webcam.....	18

## 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.

Note: Effective on July 1, 2012, a new candidate applied for Provisional level evaluation will be required to have a college bachelor degree.

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 Professional certification level.

#### **PROFESSIONAL**

Candidates for the Professional Certificate must prepare and submit to the Evaluation Committee the following documentation and successfully pass the ASLTA Evaluation Interview.

1. Evidence that they presently hold Qualified level certification.
2. A Portfolio
  - a. Documentation of a total of 240 hours of ASL teaching experience. (Up to 120 hours of a total of 240 hours may be in a related teaching area, ex., Deaf Studies, Interpreter Education, Education of Deaf Students). Use Appendix C, p. 7. You do not have to repeat information if you have documented more than 480 hours at the Qualified level. Write a note on the form to inform us to look at your Qualified documentation.
  - b. Documentation of 150 hours of ASL and first / second language teacher training or equivalent (use Documentation of Professional Development Form, Appendixes D & E, pp. 9-11)
  - c. Documentation (copy of degree or transcripts) that you hold a Bachelors or higher degree
3. Successful completion of the ASLTA Interview. You will be schedule for an ASLTA Interview at the next available Interviewing date.

How these forms of documentation will be evaluated:

1. Your portfolio documentation will be evaluated to ensure that you meet the minimum standards of professional experience and training for Professional Level certification. The Evaluation Office may request you to submit clarification and/or additional information.
2. During your interview, a panel of ASLTA evaluators will ask you a series of questions regarding your knowledge of ASL and first / second language teaching practices. You may be asked to view videotapes of ASL students and comment on their skills.

The evaluators will individually rate your responses based on their knowledge of the field, current practices and good teaching standards.

The primary purpose of the interview is to test your knowledge and ability to respond in a professional manner. The interview will be conducted in ASL.

In the report of your evaluation interview which you will receive, you may be asked to submit additional information, write a paper addressing certain aspects of teaching or submit a DVD or unlisted YouTube / Vimeo demonstrating certain skills and/or knowledge.

## **Evaluation Procedures**

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

### **1. Evaluation Procedures**

The evaluation package for Professional level can be downloaded and printed from <http://www.aslta.org>'s Certification section.

Upon receipt of Evaluation Documentation, the Evaluation Office will review the materials and determine if they conform to the requirements of form and general content.

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

Candidates must respond within 30 days to requests for additional information or materials.

Candidates will be notified of the next opportunity to be schedule for the ASLTA Professional Certification Interview.

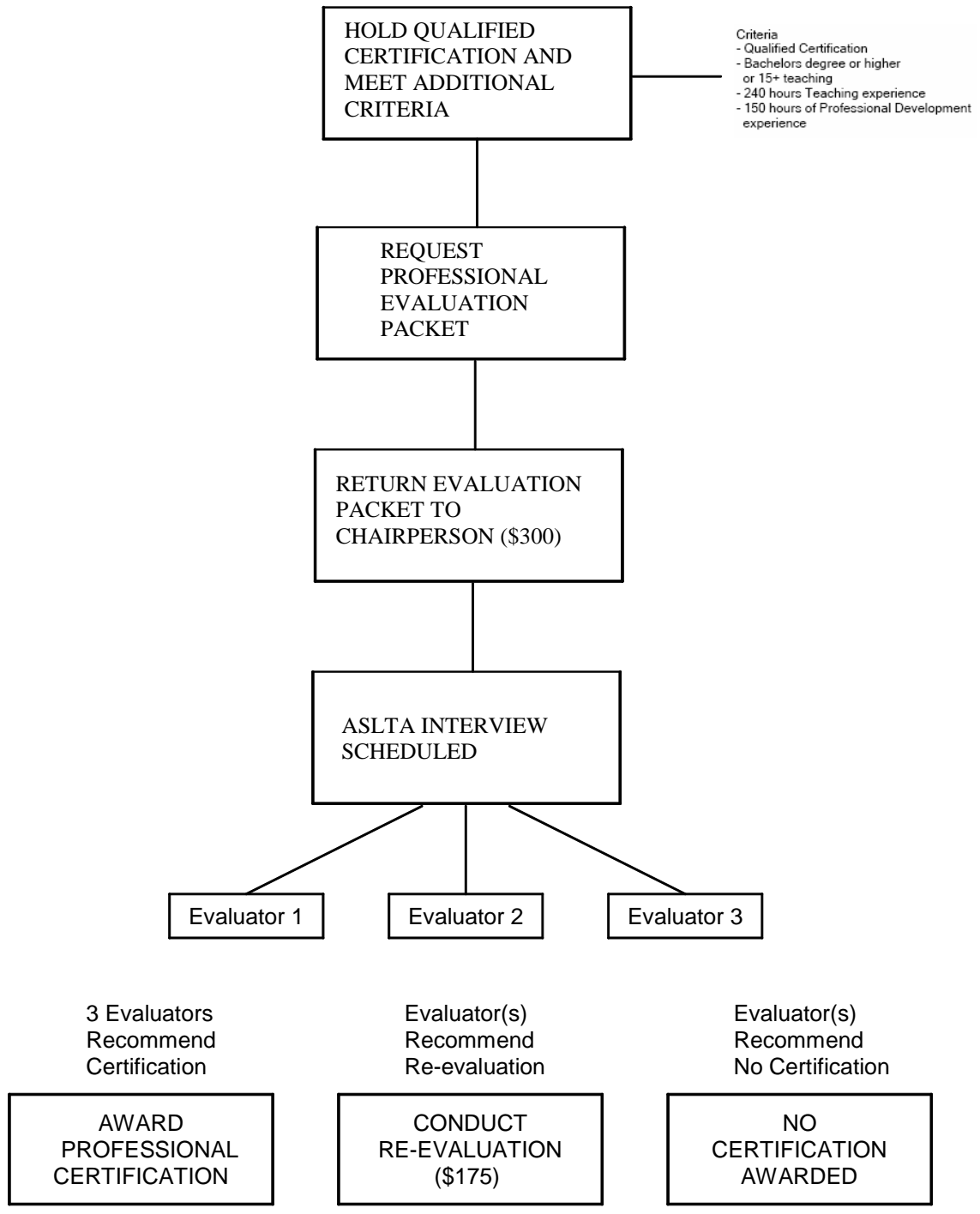
The Evaluation Committee Chairperson, based on feedback of the evaluators, will prepare a written report explaining areas of strength, areas needing improvement or development, and recommendation for training for any candidate denied certification. This report may include requests for additional documentation,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

### **2. Certification Renewal**

Professional certificates are valid for up to eight years and are renewable. Candidates for renewal must submit:

- A. The Documentation of Teaching Experience Form showing at least 240 hours of sign language teaching since last certificate. (Appendix C, p. 7)
- B. The Documentation of Professional Development Form showing continuing professional development. (Appendixes D & E, pp. 9-11)
- C. Professional Development may include as appropriate writing, provision of workshops, and mentorship in the field of sign instruction. (Appendix F, p.12)

### PROFESSIONAL EVALUATION PROCEDURES





**Appendix A****Evaluation Fee Payment Schedule**

<b><i>Professional Level</i></b>		
		<b>Member</b>
	Evaluation and Interview Fee	300.00
	Re-evaluation Fee	175.00
	Appeal	200.00
	Renewal Fee	125.00

**Note: You must be a member of national ASLTA in good standing prior to the application for evaluation.**

**Note: Payments made online at [aslta.org](http://aslta.org) include a processing fee.**

## Appendix B

### Evaluation/Certification Fee Payment Form

Name: \_\_\_\_\_  
 (spell exactly the name you want to be on your certificate)

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

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

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

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

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

##### Professional Level

- a. Evaluation Fee
- b. Re-evaluation Fee
- c. Renewal Fee

##### **Total Enclosed**

##### National ASLTA Member

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Make check payable to:

American Sign Language Teachers Association

Send check or money order and a copy of this form to:

ASLTA Treasurer  
 PO Box 64801  
 Rochester, NY 14624  
 Email: [treasurer@aslt.org](mailto:treasurer@aslt.org)

\* (See note below)

To pay online go to:

<http://aslt.org/certification/>

Send evaluation materials to:

\* 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.**

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

Office use only:

Pymt Rec'd: \_\_\_\_\_  
 QB \_\_\_\_\_  
 DB \_\_\_\_\_  
 Eval Office: \_\_\_\_\_



Course Title Sponsoring Institution	Num. Wks. Dates	Hrs/Wk	Total	Supervisor's Name/Address/ Email address

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

Total must equal 240 hours or more

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

**APPENDIX D**

**DOCUMENTATION OF PROFESSIONAL DEVELOPMENT:**  
**WORKSHOPS/CONFERENCES ATTENDED**

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 2nd Language Teaching, Linguistics, etc. must equal 150 hours.

Note: If you documented all of your Workshops, Conferences, and Courses as part (at least 300 hours) of your Qualified level evaluation, do not complete this form again unless there is additional information to report.

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.

**APPENDIX E**

**DOCUMENTATION OF PROFESSIONAL DEVELOPMENT:**  
**COURSES ATTENDED**

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.

Note: 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**

**DOCUMENTATION OF PROFESSIONAL DEVELOPMENT:  
WORKSHOPS/PRESENTATIONS/COURSES YOU HAVE PRESENTED**

**This is an option.**

List workshops/presentations/courses in ASL teaching which you have taught.

Workshops/Presentation/Courses	Dates	Sponsoring Agency/Institution	Total Hours Presented/Taught

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

Note: Candidates for Professional Level certification should have documentation of workshops/presentations/courses in ASL teaching which they have taught/presented to other ASL teachers.



**APPENDIX G**

## 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. For the Professional Evaluation, I understand that this promise to maintain confidentiality includes not discussing the specific questions or nature of the questions or any other aspect of the interview 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 H****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 any directory published by the ASLTA and/or its affiliate.

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

**Appendix I**EVALUATION FOCUS FORM

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

SELECT WHICH ONE IS YOUR ASLTA Evaluation material focused on?

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

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 J

### 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.

Created: October 2008  
 Updated: January 18, 2014  
       December 27, 2015  
       September, 2017

## Appendix K

### INFORMATION FOR ASLTA PROFESSIONAL-LEVEL EVALUATION THROUGH WEBCAM

These are instructions for a candidate who requests to take the ASLTA Professional level evaluation through a computer webcam from your remote location, please read through the requirements and Proctor Agreement for a Remote-ASLTA Professional interview.

The ASLTA Professional Interview is a test so a neutral proctor is required to oversee the process. The proctor will not be involved with the interview. The proctor simply will oversee the process to make sure everything happens in accordance with our processes and procedures. You are asked to compensate the proctor in the amount of \$40.00 for the proctor's time and oversight. Please read the Proctor Agreement carefully before you find a proctor.

With regard to finding a site and proctor, you will need to find a place that has a computer webcam. The interview normally runs for an hour. Once you have identified a site, you will ask someone at the business or another person to serve in the role of proctor. The proctor duties are basic. The proctor should not be an ASL teacher unless that person already hold Professional level certification.

Please fill out the forms: Site name, your name, ooVoo username, proctor's name, proctor's email address, and proctor's title. The Proctor Agreement Form must be completed by the proctor, as well prior to your remote interview.

Once the Evaluation Office receives the information, the Evaluation office will send you a list of available interview slots for you to choose at least three available dates/times. Then the Evaluation office will send you a confirmed interview schedule. If it is canceled within 48 hours, there will be a cancelation fee of \$75. The \$75 charge will be deducted from your payment of \$300 for the professional level evaluation fee. Then you would need to pay \$75 when you request for a rescheduled interview.

The Evaluation office will conduct a set-up check with the proctor to ensure the environment, and background is suitable for the evaluation. This is **REQUIRED** before an evaluation will be conducted. The set-up check provides the Evaluation office with an opportunity to meet the proctor and check the technology, connection, lighting, background and the surrounding environment to ensure everything is suitable for the interview. This should only take a few minutes if the proctor prepares the area in advance -- see the Remote-ASLTA-Professional requirements outlined on this web site: [www.aslta.org](http://www.aslta.org) The Evaluation Office will be in touch with the proctor after receiving all of the forms to schedule the set-up check.

You will be interviewed by one of our ASLTA evaluators through his/her computer webcam from another location. S/he will ask you several questions. The interview will be recorded and placed in the ASLTA computer hard drive, and uploaded to a private YouTube channel for the three evaluators to view and evaluate.

## SITE REQUIREMENTS FOR REMOTE ASLTA PROFESSIONAL INTERVIEW

For a Remote ASLTA Professional interview, you must have identified a site that meets the requirements listed below. The proctor will ensure that the requirements are met.

- \* Private, undisturbed area
- \* No recording of the evaluation at the proctored site
- \* No interruptions for the duration (60 to 120 minutes)
- \* No one observing the evaluation as it is taking place
- \* Chair (no arms, no wheels, and no swivel mechanism)
- \* "Clutter-free" area behind candidate
- \* Background color which contrasts with candidate's skin tone
- \* Appropriate and sufficient lighting
- \* Limited direct and excessive sunlight
- \* All electronic devices (e.g. cellphone) must be turned off
- \* Webcam (preferably high-resolution digital webcam)
- \* Do not use wireless /Wi-Fi connection. Use Ethernet cable / DSL connection (preferably at a university or community college that have higher bandwidth for optimal video quality.)
- \* Computer has an ooVoo program and it works properly. The ooVoo account must be created first, before you can use it. It can be downloaded for free from <http://www.oovoo.com/home.aspx>

Note: If the site and equipment requirements are not met or if on the day of an evaluation the site or equipment cannot provide a clear video recording, the evaluation will be cancelled. A cancellation fee of \$75 will be deducted from the candidate's evaluation fee. The proctor fee, paid by the candidate to the proctor. No cancellation fee will be owed if cancellation is due to failure on the part of the ASLTA Evaluation Office or equipment.

Please complete and submit the completed forms to [evaluation@aslta.org](mailto:evaluation@aslta.org).

## PROCTOR FOR ASLTA PROFESSIONAL-LEVEL EVALUATION

Modified from Gallaudet University ASL-DES for its videophone ASLPI and proctor, 2013.

If you request to take the ASLTA Professional level evaluation through a computer webcam from a remote location, please read through the requirements for a Remote-ASLTA Professional.

The ASLTA Professional is a test so a neutral proctor is required to oversee the process. The proctor will not be involved with the interview. The proctor simply will oversee the process to make sure everything happens in accordance with our processes and procedures. You are asked to compensate the proctor in the amount of \$40.00 for the proctor's time and oversight.

With regard to finding a site and proctor, you will need to find a place of business that has a computer webcam. The interview normally runs for an hour. Once you have identified a site, you will ask someone at the business or another person to serve in the role of proctor. The proctor duties are basic. The Proctor Agreement is located in the Professional level evaluation section of Evaluation and Certification in ASLTA website at [www.aslta.org](http://www.aslta.org).

Please fill out the following information on the form: Site name, proctor's name, proctor's email address and proctor's title. The Proctor Agreement Form must be completed by the proctor, as well. It spells out more specifically the duties and expectations. Also a Payment Form for Proctor Fee is included in the package. This is for the \$40.00 compensation to the proctor.

Once the Evaluation Office receives the site, proctor's name and email, the possible dates that work for both the interviewer and the proctor and the proctor agreement form, the office will send a tentative confirmation.

After the proctor receives a payment from you, she or he will need to sign on the form of verification, and send it to the ASLTA Evaluation Office. We also permit the proctor to waive the compensation if he/she does not want it. Some proctors are willing to help out free of charge. We leave it to the discretion of the proctor to collect or waive the compensation.

The Evaluation office will conduct a set-up check with the proctor to ensure the environment, background, etc. is suitable for the evaluation. This is REQUIRED before an evaluation will be conducted. The set-up check provides the Evaluation office with an opportunity to meet the proctor and check the technology, connection, lighting, background and the surrounding environment to ensure they are suitable for the interview. This should only take a few minutes if the proctor prepares the area in advance -- see the Remote-ASLTA-Professional requirements outlined on this web site: [www.aslta.org](http://www.aslta.org) The Evaluation Office will be in touch with you after receiving all of the forms to schedule the set-up check.



## FOR PROCTOR

Thank you for your willingness to assist the American Sign Language Teachers Association (ASLTA) in making the ASLTA Professional level evaluation accessible to this candidate. Given that the ASLTA interviewers cannot be there to conduct the professional interview, we rely on Proctors to work with our Evaluation office to ensure that the evaluations take place in accordance with system protocol, processes and procedures.

## SITE REQUIREMENTS FOR REMOTE ASLTA PROFESSIONAL INTERVIEW

For a Remote ASLTA Professional interview, the candidate has identified your place as a site that meets the requirements listed below. The candidate will be at your location and the ASLTA Interviewer will conduct the interview through the computer webcam from another location. Please ensure that the space at your location will be utilized for the Remote ASLTA Professional Interview and complies with the following requirements.

- \* Private, undisturbed area
- \* No recording of the evaluation at the proctored site
- \* No interruptions for the duration (60 to 120 minutes)
- \* No one observing the evaluation as it is taking place
- \* Chair (no arms, no wheels, and no swivel mechanism)
- \* "Clutter-free" area behind candidate
- \* Background color which contrasts with candidate's skin tone
- \* Appropriate and sufficient lighting
- \* Limited direct and excessive sunlight
- \* All electronic devices (e.g. cellphone) must be turned off
- \* Webcam (preferably high-resolution digital webcam)
- \* Do not use wireless /Wi-Fi connection. Use Ethernet cable / DSL connection (preferably at a university or community college that have higher bandwidth for optimal video quality.)
- \* Computer has an ooVoo program and it works properly. The ooVoo account must be created first, before you can use it. It can be downloaded for free from <http://www.oovoo.com/home.aspx>

## PROCTOR REQUIREMENTS FOR REMOTE ASLTA PROFESSIONAL INTERVIEW

A proctor is required for all REMOTE ASLTA PROFESSIONAL INTERVIEW. The proctor must be an employee of the place of business, institution or agency. Person who holds the ASLTA Professional certification can become a proctor. Students at educational institutions cannot serve as the proctor, nor can the proctor be personally affiliated (i.e., friend or relative) with the candidate. The proctor must have some signing skills; however, high level proficiency is not required. The proctor is not involved with any ASLTA evaluation unless he/she holds ASLTA Professional certification. The proctor assures ASLTA that the evaluation will take place in accordance with the system processes and protocol. The proctor also ensures that the evaluation is not recorded in any fashion.

### SET-UP CHECK

The set-up check must take place at least 48 hours in advance of the evaluation date. The set-up check provides us with an opportunity to meet the proctor and check the video technology, clarity, connection, lighting, background and surrounding environment to ensure they are suitable for the evaluation. This should only take a few minutes if the proctor prepares the area in advance in accordance with the site requirements.

### PROCTOR COMPENSATION

For the proctor's time and assistance with the oversight of this interview, the candidate will compensate the proctor in the amount of \$40.00. The Evaluation office leaves it to the discretion of the proctor to collect or waive this compensation.

If you are collecting the proctor compensation, please do not be shy about asking the candidate to provide the \$40.00 on the day of the evaluation, and before the evaluation begins. The candidate is aware that proctor compensation is required for a video evaluation. If you would like to receive the proctor compensation in advance of the evaluation date, please make that known in email when the scheduling process is taking place. The office will ensure the candidate is aware of that.

### REQUIRED FORM

Please complete the Proctor Agreement below and submit the completed form to [evaluation@aslta.org](mailto:evaluation@aslta.org).

## PROCTOR AGREEMENT FOR REMOTE ASLTA PROFESSIONAL INTERVIEW

A proctored American Sign Language Teachers Association (ASLTA) Professional interview will be conducted via a webcam from

\_\_\_\_\_ (site)

on \_\_\_\_\_ (day), \_\_\_\_\_ (date) at \_\_\_\_\_ am / pm Eastern Standard Time (ET).

The candidate's name is \_\_\_\_\_ and the interviewer is an ASLTA Evaluator.

The candidate's ooVoo username \_\_\_\_\_

### Appropriate Dress for Candidate:

On the day of the ASLTA Professional interview, the candidate should be dressed appropriately. To make the video recorded interview clearly and visually comfortable for the ASLTA evaluators, the candidate must wear plain and solid color clothing that contrasts with his/her skin tone (for example, darker background with lighter skin tones and lighter background with darker skin tones).

### Set-up, technology and equipment requirements for remote ASLTA Professional Interview:

- \* Private, undisturbed area
- \* Webcam (preferably high-resolution digital webcam)
- \* ooVoo program that your computer should have downloaded and it works prior to the interview date.
- \* Chair (no arms, no wheels, and no swivel mechanism)
- \* "Clutter-free" area behind examinee
- \* Background color which contrasts with examinee's skin tone
- \* Appropriate and sufficient lighting, and limited direct and excessive sunlight
- \* The proctor available is to ensure that:
  - ASLTA Professional Interview is not recorded at the proctored site
  - There are no interruptions for the duration (60-120 minutes)
  - No one, including the proctor, is observing the evaluation as it is taking place.

### Proctor:

The proctor should be an employee of the institution, agency, business or entity. Students at educational institutions may not serve as proctors for ASLTA Professional interview, nor can the proctor be personally related (i.e., friend or relative) to the candidate.

**The proctor should have some signing skills; however, high level proficiency is not required.**

### Proctor Responsibilities:

In advance of the evaluation date at an agreed upon time, the Proctor will meet via webcam through ooVoo with ASLTA Evaluation Office to complete the set-up check which includes an opportunity to meet the proctor, check the connection, lighting, background and the surrounding environment to ensure it is suitable for the interview and subsequent rating work that will take place. It is *essential* that the area has been appropriately set up in advance of the set-up check.

### On the day of the ASLTA Professional interview, expectations of the Proctor include:

- Receive incoming call from ASLTA Evaluation Office to verify clear videophone connection and to identify oneself as the Proctor.
- Review process and procedure with ASLTA Evaluation Office.
- Adjust webcam settings.
- Before the start of interview, assist candidate with technology/equipment to ensure the ASLTA interviewer can clearly see the candidate prior to the interview beginning.
- Provide the candidate with privacy for the evaluation.
- Ensure that the interview is **not** recorded in any fashion.
- Remain nearby for the duration of the ASLTA Professional interview to assist with problems that may arise.
- Keep confidential details, information or other secure information which may become known from serving as the Proctor. Secure and/or confidential information includes, but is not limited to, process and protocol, and content shared by the candidate about the ASLTA Professional interview. All such data is highly sensitive and confidential in nature and is not to be divulged.
- When the interview is completed, proctor meets via webcam with the ASLTA Evaluation Office for wrap-up.

### Proctor Compensation:

The proctor will be compensated **\$40.00** by the candidate for assisting with this process. This compensation should be collected by the proctor in advance of the evaluation beginning. Collection of this compensation and method of payment is left to the discretion of the proctor. If compensation will be collected, the candidate will complete the **Verification of Payment for Proctor Form**. This form with the proctor's signature will be sent to ASLTA Evaluation Office. The proctor compensation is not payable to ASLTA. The fee of \$300.00 for the ASLTA Professional interview is paid by the candidate and is payable to ASLTA. This payment will be secured by ASLTA in advance of the interview date and time. If payment is not received at least one week prior to the evaluation date, the evaluation may be canceled (and rescheduled).

## American Sign Language Teachers Association (ASLTA) Remote Professional Interview

Name of candidate: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Time zone: \_\_\_\_ ET \_\_\_\_ CT \_\_\_\_ MT \_\_\_\_ PT \_\_\_\_ UTC

Name of proctor: \_\_\_\_\_

Title: \_\_\_\_\_

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

VP number: \_\_\_\_\_

Email address(es): \_\_\_\_\_

Pager/cell # for text: \_\_\_\_\_

In providing my signature below, I solemnly swear to adhere to all terms and conditions outlined in this Proctor Agreement for ASLTA Professional Interview conducted by American Sign Language Teachers Association (ASLTA). I understand that the pager/cell contact information is important and will be kept confidential. This contact information will only be used to complete the scheduling process and for immediate contact if a connection problem arises on the day of the evaluation.

\_\_\_\_\_  
Proctor's name

\_\_\_\_\_  
Proctor's signature

\_\_\_\_\_  
Date

**Proctor Checklist: (Please keep handy until the evaluation is completed)**

- Submit completed Proctor Agreement for Remote ASLTA Professional interview.
- At an agreed upon time in advance of the evaluation date, meet on the webcam through ooVoo with the ASLTA Evaluation Office to complete the set-up check.
- Collect Verification of Payment for Proctor Form and \$40.00 from candidate (or waive compensation).
- At the time of the Remote ASLTA Professional interview, receive incoming call from the ASLTA Evaluation Office.
- Verify oneself as Proctor and review process and procedures with the ASLTA Evaluation Office.
- Ensure a clear connection is established.
- Adjust setting for focus and the perimeter of signer in the screen.
- Help candidate get settled for evaluation.
- Make sure the space is private for the candidate (no distractions or interruptions).
- Ensure interview is **NOT** recorded in any fashion.
- Do not observe the interview but stay nearby to assist with problems (if they arise).
- If technology problems arise (freezing up or disconnecting), the ASLTA Evaluation Office will call back (no impact on results).
- At the end of the interview, return to the webcam and meet with the ASLTA Evaluation Office for process wrap-up.

**VERIFICATION OF PAYMENT FOR PROCTOR**

Please fill out this form after the candidate pays the proctor for her or his compensation.

REMOTE ASLTA PROFESSIONAL INTERVIEW

I, \_\_\_\_\_, as the proctor have received a  
payment for my compensation from the candidate, \_\_\_\_\_  
on \_\_\_\_\_.

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Candidate print name, signature and date

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Proctor print name, signature and date

Mail it to ASLTA Evaluation Office, PO Box 6517, Annapolis, MD 21401  
or send a scanned copy to [evaluation@aslta.org](mailto:evaluation@aslta.org).