

ASLTA
EXTENSION
and
RENEWAL

Updated September 10, 2017

Important Note:

Checklist for Extension or Renewal

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

1. ____ Copy of your NAD/ASLTA membership card or cancelled check.
2. ____ Evaluation/Certification Fee Payment Form (Appendix B)
3. ____ Documentation of ASL Experience 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. ____ Notification of Address Change Agreement and ASLTA Certification Agreement Form (Appendix G)
8. ____ Evaluation Focus Form (Appendix H)
9. ____ 1 copy of all paperwork
10. ____ Your check issued to ASLTA. See Appendix A, Fee Schedule: Page 7.

Send payment to:
ASLTA Treasurer
PO Box 64801
Rochester, NY 14624

11. ____ Correct mailing address to:

ASLTA Evaluation Office
PO Box 6517
Annapolis, MD 21401

Or

evaluation@aslta.org if submitted electronically

Extension and Renewal of Certificates

The American Sign Language
Teachers Association (ASLTA)¹

Procedures and Materials for Extension and Renewal of Certificates

Evaluation & Certification Committee
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¹Founded in 1975 as the Sign Instructors Guidance Network (SIGN).

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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 Appeals. This committee is charged with ongoing review and recommendations for revisions of the ASLTA Certification Procedures and Standards. Membership on the Evaluation System Review and 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 states 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 applying 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 first and/or second 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 the 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.

Extension Procedure for Provisional Certificates

Provisional certificates are valid for four years and may be extended under special circumstances for an additional two years. Provisional certification *is not* permanent. ASLTA expects teachers certified at the Provisional level to achieve Qualified-level certification *within* the four-year period they hold Provisional certification.

The criteria required to participate in the Qualified-level evaluation are:

- a. Must hold a valid Provisional certificate.
- b. If you obtain your degree before July 1, 2012, you must have an AA degree or higher, *or* 10 years of ASL teaching experience. You may substitute ASL teaching experience for the degree requirement, if you obtained your Provisional certification prior to July 1, 2012. If you obtained your degree on or after July 1, 2012, an official transcript showing an earned bachelor degree must be included.
- c. Must have 240 hours of ASL teaching experience. Up to a total of 120 hours may be in a related teaching area, e.g., Deaf Studies, Interpreter Education, Education of Deaf Students.
- d. Documentation of 150 hours of ASL and second-language teacher training or equivalent.

Teachers who do not achieve Qualified certification at the end of the four-year Provisional period may apply to extend their Provisional certificate for an additional two-year period under special circumstances.

There must be *reasonable* expectation that within two years they will meet the criteria outlined above to participate in the Qualified-level evaluation.

Provisional certificate holders wishing to appeal for extension must submit the following documentation:

- a. A written or DVD/YouTube/Vimeo narrative explaining/describing why they are asking for a two-year extension of their Provisional certificate.

This narrative should clearly explain each of the criteria for Qualified-level evaluation and where they stand in relation to satisfying these criteria.

The narrative should explain how they plan to work within the next two years to satisfy the criteria.

- b. The Documentation of Teaching Experience form must be completed (Appendix C).
- c. The Documentation of Professional Development form must be completed (Appendix D).

How this documentation will be evaluated:

The chairperson of the ASLTA Evaluation Committee will send the candidate's portfolio and DVD / Unlisted YouTube / Vimeo or written narrative to three members of the Evaluation Committee. Each will report back to the chairperson whether they approve the extension of the Provisional certification for two years.

Provisional certification of candidates who are denied renewal or who do not achieve Qualified certification within the two-year extension period will be revoked. They must begin the evaluation process again at the Provisional level.

Extension Procedure for Qualified Certificates

Qualified certificates are valid for four years and may be extended under special circumstances for an additional two years. Qualified certification *is not* permanent. ASLTA expects teachers certified at the Qualified level to achieve Professional-level certification *within* the four-year period they hold Qualified certification.

The criteria required to participate in the Professional-level evaluation are:

- a. Must hold a valid Qualified certificate.
- b. Must have a BA degree or higher, *or* 15 years of ASL teacher experience may be substituted for this degree requirement if an applicant got the Qualified certification prior to July 1, 2012.
- c. Must have a total of 240 hours of ASL teaching experience. Up to a total of 120 hours may be in a related teaching area, e.g., Deaf Studies, Interpreter Education, Education of Deaf Students.
- d. Documentation of a total of 150 hours of ASL and first and/or second language teacher training or equivalent.

Teachers who do not achieve Professional certification by their fourth year of Qualified certification may apply to extend their Qualified certificate for an additional two-year period under special circumstances.

There must be *reasonable* expectation that within two years they will meet the criteria outlined above to participate in the Professional-level evaluation.

Qualified certificate holders wishing to appeal for extension must submit the following documentation:

- a. A written or DVD / Unlisted YouTube / Vimeo narrative explaining/describing why they are asking for a two-year extension of their Qualified certificate.

This narrative should clearly explain each of the criteria for Professional-level evaluation and where they stand in relation to satisfying these criteria.

The narrative should explain how they plan to work within the next two years to satisfy the criteria.

- b. The Documentation of Teaching Experience form must be completed (Appendix C).

- c. The Documentation of Professional Development form must be completed (Appendix D).
- d. Copies of college diploma or transcripts showing completed college degree or documentation that they will meet the 15-year experience rule if the applicant got the Qualified certification prior to July 1, 2012.

How this documentation will be evaluated:

The chairperson of the ASLTA Evaluation Committee will send the candidate's portfolio and DVD / Unlisted YouTube / Vimeo or written narrative to three members of the Evaluation Committee. Each will report back to the chairperson whether they approve the extension of the Qualified certification for two years.

Provisional certification of candidates who are denied renewal or who do not achieve Professional certification within the two-year extension period will be revoked. They must begin the evaluation process again at the Qualified level.

Renewal Procedure for Professional Certificates

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

- a. A written or DVD / Unlisted YouTube / Vimeo narrative explaining/describing their activities over the past eight years. This narrative should explain how they evaluate "currency" in the field of ASL instruction. A written narrative should be no longer than two to four double-spaced pages. A DVD / Unlisted YouTube / Vimeo narrative should be no longer than five to ten minutes in length.
- b. The Documentation of Teaching Experience form showing at least 480 hours of ASL teaching since last certificate which is 8 years (Appendix C).
- c. The Documentation of Professional Development form showing at least 300 hours of professional development (Appendixes D and E) in past 8 years.
- d. Professional development may include, as appropriate, writing, provision of workshops, and mentorship in the field of sign instruction (Appendix F).

How this documentation will be evaluated:

- a. If all documentation as required is submitted and this documentation shows that the candidate is an active teacher and maintaining his/her currency and professional development, the chairperson approves the renewal of Professional certification.
- b. If documentation does not clearly establish that the candidate is actively teaching and pursuing professional development, the chairperson will send the candidate's portfolio and DVD / Unlisted YouTube / Vimeo or written narrative to three members of the Evaluation Committee. Each will report back whether they approve the renewal.

How Documentation for Renewal of Professional Certification Will Be Evaluated

The purpose of our renewal procedures is to ensure that persons holding ASLTA certification have remained active in the field of American Sign Language instruction since being awarded certification. Continuing teaching, professional development are expected. In the case of Professional certification, professional development and teaching may include supervision, mentorship of sign language teachers, writing, publishing or presentation of workshops and courses.

The evaluators will confirm that your documentation indicates continuing teaching and professional development in the field of American Sign Language instruction. You may be asked to provide additional supporting documentation and/or a letter of explanation when evaluators feel your documentation is unclear.

Make check or money order payable to: American Sign Language Teachers Association

Send the check to: ASLTA Treasurer
PO Box 64801
Rochester, NY 14624

Send completed forms to: ASLTA Evaluation Office
PO Box 6517
Annapolis, MD 21401

OR

evaluation@aslt.org if submitted electronically

Upon receipt of evaluation documentation, ASLTA Evaluation Office will notify the candidate of receipt and forward all materials to members of the Evaluation Committee, who will review the materials and determine if they conform to the requirements of form and general content.

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

Review of evaluation documentation should take no longer than 90 days after being submitted to the evaluation chairperson.

Appendix A

Extension and Renewal Fee Schedule

	Member
<u>Provisional or Qualified Extension</u>	
1 st Extension Fee	\$150.00
2 nd Extension Fee	\$200.00
3 rd Extension Fee	\$250.00
4 th Extension Fee	\$300.00
<u>Professional Level Renewal</u>	
	\$125.00

Note: You must be a member of national ASLTA in good standing prior to application. A member of a State or Local ASLTA is not considered a member of National ASLTA.

Note: Payments made online at aslta.org include a processing fee.

Appendix B

Evaluation/Certification Fee Payment Form

Name: _____

Address: _____
City
State
Zip

Member of National ASLTA: _____ Effective Date: _____

E-mail (if you have it): _____ Phone/VP # _____

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

Enter Appropriate Fee on the Line Provided

Level

- a. Provisional – Extension Fee _____
- b. Qualified – Extension Fee _____
- c. Professional – Renewal Fee _____

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
PO Box 64801
Rochester, NY 14624
Email: 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

* 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/ Email address

TOTAL HOURS _____

Total must equal 480 hours or more for the renewal of Professional certification.

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 1st and/or 2nd Language Teaching, Linguistics, etc. must equal 300 hours for renewal of Professional certification.

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

TOTAL HOURS _____

Note: Combination of Workshops, Conferences, and Courses in ASL 1st / 2nd Language Teaching, Linguistics, etc. must equal 300 hours for Professional certification renewal.

Appendix E

Documentation of Professional Development:
Courses Attended

List courses you have taken in teaching ASL first and/or 2nd/foreign language teaching. Attach transcripts. For an example, a 3-credits course has 45 hours, and then put 45 hours there. Note: If you list the hours below, they will be part of 300 hours required for Professional certification renewal.

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 1st / 2nd Language Teaching, Linguistics, etc. must equal 300 hours for Professional Certification renewal.

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.
Note: If you list the hours below, they will be part of 300 hours required for Professional certification renewal.

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**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 H

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 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, or 300 hours for Professional certification renewal.

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
 Deception (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 1st Language (L1)
 Teaching ASL as a 2nd 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.

October 2008

Updated September 10, 2017