

**ACP Program Checkpoints – Hybrid
Summer & Fall 2020 Cohorts**



May/June 2020	July 2020	August 2020	September 2020	October 2020	November 2020
✓ Orientation (Summer Cohort) ✓ Submit Hybrid Policy to rangek@duvalschools.org (Summer Cohort) ✓ Reading Comp 1 and/or Reading Comp 2 (Summer Cohort)	✓ Submit CHAMPs Certificate (Power School) to rangek@duvalschools.org (Summer Cohort)	✓ Back to School ✓ Orientation (Fall Cohort) ✓ Submit Hybrid Policy to rangek@duvalschools.org (Fall Cohort) ✓ Submit Reading Comp Certificate(s) (Power School) to rangek@duvalschools.org (Summer Cohort)	✓ Class: Module 2 <i>Classroom Management</i> ✓ Submit Mentor Agreement (Canvas) to ACP Office rangek@duvalschools.org ✓ Submit CHAMPs Certificate (Power School) to ACP Office (Fall Cohort)	✓ Class: Modules 1 & 15 <i>Continuous Improvement</i> ✓ Task 2: Classroom Management Plan ✓ Begin Mentor Contact Log (Canvas) ✓ Submit CHAMPs Certificate (Power School) to rangek@duvalschools.org (Fall Cohort)	✓ Class: Module 9 <i>Cultural Competence</i> ✓ Task 1: Professional Development Goals & Strategies ✓ Mentor Contact Log
December 2020	January 2021	February 2021	March 2021	April 2021	May 2021
✓ Class: Module 7 <i>Differentiated Instruction 1</i> ✓ Task 9: Cultural Competence ✓ Mentor Contact Log	✓ Class: Module 10 <i>Differentiated Instruction 2</i> ✓ Task 7: Differentiated Instruction 1 ✓ Mentor Contact Log	✓ Class: Module 6: <i>Close Reading</i> ✓ Task 10: Differentiated Instruction 2 ✓ Focus Observation #1 (Canvas) ✓ Mentor Contact Log	✓ Class: Module 5 <i>Critical Thinking</i> ✓ Task 6: Close Reading ✓ *Task 14: Differentiated Instruction 3 ✓ Mentor Contact Log	✓ Class: Module 4 <i>Learning Environment</i> ✓ Task 5: Critical Thinking ✓ Mentor Contact Log	✓ Class: Module 8: <i>Ethics</i> ✓ *Task 4: Framework for Teaching (CAST) ✓ Task 8: Ethical Dilemmas ✓ Mentor Contact Log

*Indicates an observation

You may be required to complete **Reading Comps 3 & 4** based on your teaching certificate. You should plan to complete this coursework through the district (not included in this document). You may be required to complete an ESOL class (or classes) based on your Out-of-Field status. You should plan to complete this coursework through the district (not included in this document).

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June 2021	July 2021	August 2021	September 2021	October 2021	November 2021
✓ Class: Modules 13 &14 <i>Instructional Design and Lesson Planning</i> ✓ Class: Module 12 <i>Assessment (Parts 1 & 2)</i> Task 15: Professional Development Goals & Strategies ✓ Reading Comp 1 and/or Reading Comp 2 (Summer & Fall Cohorts)	✓ Subject Area Exam	✓ Submit Reading Comp Certificate(s) (Power School) to rangek@duvalschools.org (Summer & Fall Cohorts) ✓ Back to School ✓ Mentor Contact Log	✓ Class: Modules 3 & 11 <i>Instructional Strategies</i> ✓ *Task 13: Lesson Planning ✓ Mentor Contact Log	✓ Task 12: Assessment ✓ Focus Observation #2 (Canvas) ✓ Mentor Contact Log	✓ Task 11: Instructional Strategies ✓ Mentor Contact Log
December 2021	January 2022	February 2022	March 2022	April 2022	May 2022
✓ Catch-up & Relax ✓ Mentor Contact Log	✓ *Task 3: CET ✓ Mentor Contact Log	✓ Obtain voucher for Professional Ed Exam from ACP Office ✓ Professional Ed Exam ✓ Mentor Contact Log	✓ Organize Electronic Portfolio (One Drive) ✓ Complete Principal Verification document with principal/admin (emailed from ACP Office) ✓ Notify ACP Office portfolio ready for review	✓ Officially exit from the ACP ✓ Apply for Professional Teaching Certificate	

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