



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

<b>May/June 2020</b>	<b>July 2020</b>	<b>August 2020</b>	<b>September 2020</b>	<b>October 2020</b>	<b>November 2020</b>
✓ Orientation (Summer Cohort)  ✓ Submit Online 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 Online Policy to rangek@duvalschools.org (Fall Cohort)  ✓ Submit Reading Comp Certificate(s) (Power School) to rangek@duvalschools.org (Summer Cohort)	✓ Task 1: Introduction to PDCP  ✓ Task 2: Introduction to FEAPs  ✓ Submit Mentor Agreement (Canvas) to rangek@duvalschools.org	✓ Task 3: Introduction to State Content Standards  ✓ *Task 5: Classroom Management System  ✓ Begin Mentor Contact Log (Canvas)  ✓ Submit CHAMPs Certificate (Power School) to rangek@duvalschools.org (Fall Cohort)	✓ Task 4: Professional Development Goals & Strategies  ✓ Mentor Contact Log
<b>December 2020</b>	<b>January 2021</b>	<b>February 2021</b>	<b>March 2021</b>	<b>April 2021</b>	<b>May 2021</b>
✓ Task 15: Evidence of Student Learning  ✓ ESOL: Scenarios document & Second Language Acquisition chart (Canvas)  ✓ Mentor Contact Log	✓ Task 6: Differentiated Instruction 1  ✓ *Task 13: Teacher Student Interactions  ✓ Mentor Contact Log	✓ Task 9: Differentiated Instruction 2  ✓ Focus Observation #1 (Canvas)  ✓ Mentor Contact Log	✓ Task 11: Rubric-based Assessment  ✓ *Task 19: Differentiated Instruction 3  ✓ Mentor Contact Log	✓ Task 16: Higher Order Thinking  ✓ Mentor Contact Log	✓ Task 8: Collaborating for Student Achievement  ✓ Task 14: Ethics  ✓ 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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<b>June 2021</b>	<b>July 2021</b>	<b>August 2021</b>	<b>September 2021</b>	<b>October 2021</b>	<b>November 2021</b>
✓ Task 20: Professional Development Goals & Strategies  ✓ Reading Comp 1 and/or Reading Comp 2 (Summer & Fall Cohorts)	✓ Submit Reading Comp Certificate(s) (Power School) to rangek@duvalschools.org (Summer & Fall Cohorts)  ✓ Subject Area Exam	✓ Back to School  ✓ Mentor Contact Log	✓ *Task 17: Deepening & Enriching Content Knowledge  ✓ Task 7: Communication Plan  ✓ Mentor Contact Log	✓ Task 12: Unit Plan 1  ✓ Focus Observation #2 (Canvas)  ✓ Mentor Contact Log	✓ Task 18: Unit Plan 2  ✓ Mentor Contact Log
<b>December 2021</b>	<b>January 2022</b>	<b>February 2022</b>	<b>March 2022</b>	<b>April 2022</b>	<b>May 2022</b>
✓ Catch-up & Relax  ✓ Mentor Contact Log	✓ *Task 10: Parent-Teacher-Student Conference*  ✓ 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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