February 25, 2013

MEMORANDUM

TO: County and City Superintendents of Education
    Deans of Education

FROM: Thomas R. Bice
    State Superintendent of Education

SUBJECT: Alabama Educator Certification Testing Program (AECTP) Basic Skills
    Assessments Review/Validation: Request for Nominations

In the past, many superintendents and deans of education provided assistance to us by
nominating teachers/instructional support personnel/higher education faculty to serve as
experts on standard-setting study panels when assessments of the AECTP were validated
and reviewed for use as a certification requirement in the state of Alabama. We are once
again in need of your help in nominating educators to serve as test usage experts for the
AECTP Basic Skills Assessments. We will be conducting a one-day standard-setting study
for existing assessments that are offered by ACT, Inc.

To represent the perspectives of your district or institution, we would like to involve
teachers/instructional support personnel from your district or faculty from your institution.
To that end we ask that you consider nominating up to two individuals to participate. In
order to get a cross-section of district and college/university types, as well as a diverse
group of panelists, not all individuals nominated may be selected to participate. Nominees
must register no later than Friday, March 29, 2013, via ACT Web site using the
following Web-link: http://www.act.org/alabamapttp PANEL/.

Nominees serving at the P-12 level should be fully certified teachers and/or instructional
support personnel with three to ten years of experience. Educators with more than ten
years of experience are welcome if they are actively involved in mentoring or chairing
faculty in the areas assessed by the AECTP Basic Skills Assessment. Higher education
faculty possessing any number of years of experience should be individuals who currently
provide direct instruction to education majors in the areas assessed by the AECTP Basic
Skills Assessment and have direct involvement in the teacher education program admission
process.
ACT will make selections that will result in a panel representative of the geographic, ethnic, gender, and teaching levels of those required to take the test. Our goal for the one-day standard-setting session is to assemble a panel of between 20 and 25 educators (teachers and college faculty members who prepare teachers in the relevant content areas and have knowledge of the teacher preparation entry requirements) to study existing assessments that are offered by ACT.

After nominees have submitted the requested information via the Web site, those selected to participate will receive an official invitation from ACT via e-mail on April 1 or soon thereafter. ACT will facilitate the study on the state’s behalf and will reimburse panelists for travel to the session at Birmingham Southern College in Birmingham, Alabama, on April 12, 2013. Breakfast and lunch will be provided. *(We hope that the change in location will allow districts and institutions outside of the Montgomery area an opportunity to participate.)*

In the event we do not receive the required number of panelists through voluntary nominations, we will contact educators identified in our certification database via e-mail with a copy to the local superintendent or dean.

Should you have questions, please do not hesitate to contact Dr. Jendia S. Grissett via e-mail at jgrissett@alsde.edu or by telephone at 334-242-9983. We appreciate your continued support.

TRB/SWP/JSG

cc:  Mr. Larry E. Craven  
     Mrs. Sherrill W. Parris  
     Dr. Jayne A. Meyer  
     Mrs. Sarah P. Justiss  
     Dr. Jendia S. Grissett

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