

**Central Washington University School Psychology Professional  
Education Advisory Board  
Minutes for November 14, 2008**

Members Present: Cindy Jacobsen, Keith Mars, Steve Gill, Joan Jensen, Chuck Rehberg, Gene Johnson, Michelle Montgomery, and Jessica Harris.

- I. **CWU:** They are now searching for two school psychologist teaching positions (have four candidates) and a program director.
- II. **Finances:** Gene indicated that OSPI has financed the PEAB for this year. They gave us \$100 for the year. This will not suffice at all, as the PEAB owes \$700 from past expenses. OSPI promised to look in to the situation and will perhaps give us more.
- III. **Review of Candidates' Materials:** Some candidates are not feeling comfortable with the requirements of role demonstration to meet minimum standards. Keith expressed concern about the complaints of candidates that are asked for clarification or additional materials. It is our responsibility as PEAB members to insist on maintaining our standards.
- IV. **Professional Certification:** Steve passed out a proposal that included using a video presentation of the pre-entry seminar, with further clarification at the Entry seminar of what further portfolio materials would need to be supplied to demonstrate competencies in all areas. The PEAB member assigned to the candidate would be available by phone or email (perhaps) for further CORE meetings. Then there would be an all-candidate Culminating Seminar with an oral interview by PEAB members. The PEAB also reviewed the proposal of the ProCert Consortium from EWU and WSU. Steve proposed that the PEAB encourage two to three candidates to attempt professional certification this year to help the PEAB go through the process and refine it.

**A. Pre-Entry Level Seminar:** Michelle proposed that a procert website be developed for candidates to access prior to the seminar. Included in this website would be a downloadable handbook, including an outline of the process and standards, as well as a registration document, and the PEAB contact person's name and email/phone number. Also included would be the date of the Entry Level Seminar. It was also suggested that on the website the number of accepted candidates would be limited to two to three times the number of PEAB members available for review. The website might also include a copy of the portfolio outline used by CWU for their graduates. It might be suggested that the candidate find another colleague who is interested in going through the process as well to be a part of the PGT.

**B. Entry Level Seminar:** The professional growth team, including the professional colleague selected by the candidate, will come to the Entry Level Seminar. At this time the Professional Growth Plan will be developed. Also at this time,

- previously submitted materials will be discussed with regard to assessing candidates' strengths and weaknesses.
- C. Associated Charges:** It was proposed that the candidates enroll in five credits for fall (Entry Level Seminar) and five for spring quarter (Culminating Seminar). This will cost \$550 per quarter.
  - D. Core:** During this period the PEAB member and candidate in consultation with the PGT will develop the portfolio to demonstrate competencies, with all members available for review of materials. Prior to the CS the candidate, their professional colleague and the PEAB member will complete the assessment rubric and submit it to the PEAB member.
  - E. Culminating Seminar:** The PEAB member will go over the scoring rubrics used to evaluate the portfolio and discuss the final recommendation for certification. This will also include the following:
    - 1. An opportunity to review the Professional Growth Plan to assure that all standards have been met.
    - 2. An opportunity to present the individual's portfolio for review. The portfolio should include:
      - a. Evidence verifying that the individual meets the standards.
      - b. Reflections
      - c. A summary of activities the individual completed and how they fulfill the growth plan.
    - 3. An opportunity to present the portfolio to the PEAB.
    - 4. Once it has been determined the individual meets all the standards, the university supervisor will "sign off" on the portfolio and recommend the individual for the ESA professional certificate.

**The next meetings will be:**

**February 6<sup>th</sup> at 9:30 at Franklin Pierce**

**Respectfully submitted,**

**Cindy Jacobsen, secretary**