



Graduate School of Education

**2018 - 2019 Catalog and
Candidate Handbook**

TEACH-NOW Graduate School of Education

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teach-now.edu

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Course Catalog and Candidate Handbook

This *Catalog and Candidate Handbook* contains detailed information about TEACH-NOW's programs, admissions, and academic policies. The catalog is updated frequently, and the most current version is always accessible at <http://teach-now.edu> and on the learning platform used by candidates and faculty. Candidates should refer to this catalog as they progress through the program in which they are enrolled.

Also available on the learning platform are the *Field Experiences and Clinical Practice Handbook* and *Mentor Handbook* to guide candidates and their mentors through the clinical practice phase of the certification and teacher education programs offered by TEACH-NOW.

Candidates are subject to the degree requirements in the *Catalog* for the academic year in which they were admitted. However, TEACH-NOW reserves the right to change programs, requirements, fees, and other provisions at any time within the candidate's enrollment period.

Questions about anything in this Catalog can be addressed to the Admissions Office at admissions@teach-now.edu.

Disclaimer: All information in this document is provided for informational purposes only and does not constitute a legal contract between TEACH-NOW and any person or entity unless otherwise specified. Every reasonable effort is made to present current and accurate information, but is not guaranteed. Information in this document is subject to change without prior notice.

About TEACH-NOW

Mission

The mission of TEACH-NOW is to equip, enable, and empower tomorrow's teachers for tomorrow's students in tomorrow's world using a globally-accessible, activity-based, collaborative learning model. Graduates are prepared to enter any learning environment and implement learning strategies that ensure each child learns, grows, and develops.

Philosophy

TEACH-NOW's philosophy is to "learn in the way you plan to teach." In keeping with this philosophy, TEACH-NOW utilizes a state-of-the-art curriculum for the preparation of post-baccalaureate candidates who are grounded in subject matter and have a passion for teaching. The learning experience is primarily virtual. A 12-week clinical experience is required for candidates seeking a teaching certificate.

TEACH-NOW is built on a highly-interactive, collaborative online learning platform. In each program, an instructor works with 10-15 candidates, forming a learning cohort. Each program is comprised of modules that include instruction, videos, readings, and aligned activities. The instructor of a module provides feedback on all activity submissions. Some activities require field experiences in schools in which candidates observe and apply what they have learned about the topic being addressed. The instructor scores each candidate's submitted activities using a rubric and provides feedback on the submission.

TEACH-NOW utilizes rigorous screening and selection processes, online program content, early field experiences in schools, clinical practice in schools, and program assessments and evaluation strategies that have been developed by experts. Candidates use and become familiar with technology that is essential in the modern classroom with students who are increasingly digital natives.

Goals and Purposes

The goals of TEACH-NOW are to develop and deliver degree and non-degree programs that:

1. Prepare educators who are effective in helping all students learn
2. Equip, enable, and empower educators to enter any learning environment and be able to diagnose from where each learner is coming and to design and implement learning strategies that ensure each child learns, grows, and develops
3. Prepare educators who respect the diversity of their students and use culturally responsive strategies in their classrooms
4. Prepare educators who can select and use next generation tools and technology for learning and teaching
5. Offer a globally-accessible, activity-based, collaborative learning model of educator preparation

TEACH-NOW's focus is on preparing candidates to teach students in public and private schools around the world. Faculty members are evaluated primarily on instruction and their ability to prepare candidates to be effective teachers.

History

The innovative online TEACH-NOW graduate teacher preparation certificate program was initiated under the National Center for Education Information with seed money from New Schools Venture Fund in November 2011. In February 2013, the 9-month, 8-module TEACH-NOW teacher preparation program was approved by the District of Columbia Office of the State Superintendent of Education (OSSE) to lead to a full, standard, 4-year renewable teaching license, which is recognized through reciprocity in most states. In July 2015, the District of Columbia Higher Education Licensure Commission (HELIC) granted a Certificate of License to Operate an Institution of Higher Education: the TEACH-NOW Graduate School of Education (TEACH-NOW). At that time, Master's in Education degree were launched in addition to the TEACH-NOW Teacher Preparation Certificate Program.

Accreditation/Approval

TEACH-NOW is nationally accredited by the Distance Education Accrediting Commission (DEAC), which is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA)¹. TEACH-NOW is also nationally accredited by the Council for the Accreditation of Educator Preparation (CAEP), which is recognized by CHEA.

The TEACH-NOW Teacher Preparation Certificate Program is approved as a teacher preparation program by both the District of Columbia and the State of Arizona. Both of these states have reciprocity with the other states. TEACH-NOW works with all candidates to obtain the teaching license they need in any state. The organizations that have accredited or approved TEACH-NOW can be reached at the following addresses and websites:

Distance Education Accrediting Commission
1101 17th Street NW, Suite 808
Washington, DC 20036
202.234.5100
www.deac.org

Council for the Accreditation of Educator Preparation
1140 19th Street NW, Suite 400
Washington, DC 20036
202.223.0077
www.caepnet.org

DC Higher Education Licensure Commission
1050 First Street, NE, 5th floor
Washington, DC 20002
202.727.6436
<https://osse.dc.gov/service/higher-education-licensure-commission-helc>

DC Office of the State Superintendent of Education
Educator Credentialing and Certification
1050 First Street, NE
Washington, DC 20002
202.727.6436
<https://osse.dc.gov/ed-credentials>

Arizona Department of Education
Educator Preparation Programs
1535 West Jefferson Street
Phoenix, AZ 85007
602.542.4367
<http://www.azed.gov/hetl/epp/>

¹The lists of nationally recognized accreditors can be accessed at [CHE A's web site](#) and the [website of the U.S. Department of Education](#).

Governance

TEACH-NOW is owned by TeachNow, Inc. The Chief Executive Officer of the corporation is Dr. Emily Feistritz, the Founder of TEACH-NOW.

Board of Directors and Officers

The Board of Directors has direct governance responsibilities for the Corporation as well as for TEACH-NOW programs.

C. Emily Feistritz, Ph.D.
Chair of the Board
Chief Executive Officer, TeachNow, Inc.
Washington, DC

Carla Garrett, J.D.
Secretary of the Board
Potomac Law Group and Carla J. Garrett, PLC
Arlington, VA

Richard Feistritz, MBA
Treasurer of the Board
Chief Financial Officer, TeachNow, Inc.
Atlanta, GA

Advisory Council

The Advisory Council is responsible for providing guidance and counseling to the President and CEO for all academic matters.

Dr. Robert V. Steiner
Director of Online Teaching
American Museum of Natural History
New York City, NY

Dr. Robert Floden
Director, Institute for Research on
Teaching and Learning
Michigan State University
Lansing, MI

Mr. Robert Duncan, M.S.
Former STEM Program Director at
Western Governors University
STEM Teacher
Enterprise, OR

Dr. Charlotte Danielson
The Danielson Group
Princeton, NJ

Staff

The Chief Executive Officer (CEO) manages the Corporation, its finances, and its technology. The Vice President for Academic Affairs reports to the President and has general responsibility for faculty, candidate support, and registrar activities, including Title II reporting and state compliance.

Emily Feistritz, Ph.D.
President and CEO

Richard Feistritz, M.B.A.
Chief Financial Officer

Jean-Louis Ikambana, Ph.D.
Director of Partnerships

Janet Stocks, Ph.D.
Vice President for Academic
Affairs

Kunali Sanghvi, M.A.
Chief Learning Officer

Greg Garrison, M.Ed.
Director of Operations

Rose Douglas M.Ed.
Candidate Liaison

Elizabeth Kiely, M.A.
Admissions Director

Andre Barnes, B.A.
Admissions Director

Bernadette Gormally, M.B.A
Registrar

Angie Hicks Skinner
Director of Licensure and
Accreditation

Shelbie Goodnow, M.S.
Coordinator of Clinical
Placements

Patti Froom, M.S.
Director of Clinical Practice

Office Facilities and Hours

The Administrative Offices of TEACH-NOW are located in Washington, DC, at 1701 K. St. NW, Suite 250. Office hours are from 9:00 a.m. to 5:00 p.m. eastern time on Monday through Friday. The phone at 844-283-2246 is answered by a D.C. staff member during that time period. Candidates can also call 844-383-2240 from 12:00 a.m. to 9:00 a.m. eastern time for academic and technical support.

The Administrative Offices have a large assortment of computers (both PCs and MACs), hand-held devices, printers, copiers, white and glass boards, five administrative offices, a reception area, a conference room, a kitchen, and a large central common space. The entire office suite is wifi enabled and a phone/intercom system is employed that contains 12 individual lines. Given the nature of TEACH-NOW's programs, candidate instruction is virtual and computer-based. Virtual classes (VCs) use Adobe Connect. While it is rare, when local candidates drop in, offices, the conference room, glass boards, and computers can be used for instructional purposes.

Academic Programs

TEACH-NOW currently offers the following programs:

- 9-month TEACH-NOW Teacher Preparation Certificate Program
- 12-month Master's in Education Degree with Teacher Preparation
- 12-month Master's in Education Degree with Globalization & Education Research Emphasis

Instructors in each program guide a cohort of candidates through collaborative online learning, in-school clinical experience, and project-based activities to help them develop effective teaching practices to help students learn.

TEACH-NOW Teacher Preparation Certificate Program

This certificate program prepares candidates for state licensure and includes a 12 week clinical practice module. The TEACH-NOW Certificate Program has been granted program approval in the District of Columbia and the State of Arizona.

Learning Outcomes

Candidates who complete the TEACH-NOW Teacher Preparation Certificate Program should be able to:

- Diagnose students' learning capacities
- Design learning experiences that enable each student to achieve success
- Use new research on learners and learning to create innovative and effective teaching methods
- Recognize the changing role of a teacher from dispenser of knowledge to manager, coach, leader, and facilitator of learning
- Select and use next-generation tools and technology for teaching and learning
- Use an active, collaborative learning model in the classroom
- Manage the challenges of the environment in which formal education occurs

Certificate Program Requirements

Course	Contact Hours	Credit Hours	Number of Weeks
1: Program Introduction	15	1	1
2: The Culture of Schooling	30	2	3
3: The Learner & Learning in the Digital Age	45	3	4
4: Managing the Learning Environment	45	3	6
5: Student Assessments	45	3	4
6: Planning & Preparation for Learning	30	2	4
7: Introduction to Clinical Practice	15	1	2
8: Teaching Practice and Proficiency (clinical)	120	8	12
Totals	345	23	36

Master's in Education Degree with Teacher Preparation

This Master's program prepares candidates for P-12 teaching with a focus on either Educational Research or Globalization of Education. The program includes a 12-week clinical practice module.

Learning Outcomes

Candidates who complete the Master's in Education Degree with Teacher Preparation Program should be able to meet the outcomes listed in the Teacher Preparation Certificate Program. In addition:

Master's in Education with Research Focus

- Integrate reading and literacy into the subjects they are teaching
- Critically analyze and evaluate educational research
- Use research to address classroom-based conditions

Master's in Education with Globalization Focus

- Examine the impact of globalization on education and the appeal of international curricula
- Critically analyze international mindedness, intercultural literacy, and global competence in educational settings
- Use action research to study a problem or question related to multilingualism, international mindedness, or global education

Degree Requirements

The Master's in Education Degree with Teacher Preparation is a 12-month Master's degree program. After completing the first eight modules, candidates are eligible for certification in the District of Columbia and Arizona.

Curriculum and Course Sequence

Course		Contact Hours	Credit Hours	Number of Weeks
1: Program Introduction		15	1	1
2: The Culture of Schooling		30	2	3
3: The Learner & Learning in the Digital Age		45	3	4
4: Managing the Learning Environment		30	3	6
5: Student Assessments		30	2	4
6: Planning & Preparation for Learning		45	3	4
7: Introduction to Clinical Practice		15	1	2
8: Teacher Practice and Proficiency		120	8	12
Research Focus	Globalization Focus			
9: Reading and Literacy	12: Globalization of Education	45	3	4
10: Education Research	13: International Mindedness	60	4	4
11: Research Project	14: International Project	60	4	4
Totals		510	34	52

Master's in Education Degree in Globalization & Education Research

This Master's program is designed for the educator who is seeking a Master's degree in education research and the globalization of education.

Learning Outcomes

Candidates who complete the Master's in Education Degree Program in Globalization and Education Research should be able to:

- Diagnose students' learning capacities
- Design learning experiences that enable each student to achieve success
- Use new research on learners and learning to create innovative and effective teaching methods
- Recognize the change in role of a teacher as a dispenser of knowledge to teacher as a manager, coach, leader, and facilitator of learning
- Select and use next generation tools and technology for teaching and learning
- Manage the challenges of the environment in which formal education occurs
- Integrate reading and literacy into the subjects they are teaching
- Examine the impact of globalization on education and the appeal of international curricula
- Critically analyze international mindedness, intercultural literacy, and global competence in educational settings
- Use action research to study a problem or question related to multilingualism, international mindedness, or global education
- Critically analyze and evaluate educational research
- Use research to address classroom- or school-based conditions

Curriculum and Course Sequence

(Note that these Modules are listed in the order taken rather than in numerical order.)

Module	Course	Contact Hours	Credit Hours	Number of Weeks
1	Program Orientation	15	1	1
2	The Culture of Schooling	30	2	3
3	The Learner & Learning in the Digital Age	45	3	5
4	Managing the Learning Environment	30	3	6
5	Planning & Preparation for Learning	45	3	5
6	Student Assessments	30	2	4
9	Reading and Literacy	15	3	4
12	Globalization of Education	120	3	4
13	International Mindedness	45	4	4
10	Education Research	60	4	4
15	Master's Thesis Research	60	6	10
Totals		510	34	50

Module Descriptions

Teacher Preparation Certificate Program (36 weeks)

Module 1: Program Introduction (1 week)

This module introduces the project/activity based, collaborative learning design of the program as well as the TEACH-NOW online platform to new candidates. The module activities require candidates to meet their cohort members, explore collaboration tools together and discuss ways to work with each other during the program. The module also provides some practice opportunities to learn new tools that will be used by candidates in the program.

Module 2: The Culture of Schooling (3 weeks)

Module 2 provides candidates opportunities to investigate a big picture view of the context in which they will be teaching. This includes understanding laws and policies that affect teaching and learning, and analyzing student demographic and performance data to find patterns and relationships between the two. The module focuses on understanding student diversity in terms of race, gender, language, socioeconomic backgrounds, special abilities, difficulties, and disabilities. Candidates discuss strategies to differentiate and personalize instruction to meet the needs of all students, especially students with special needs.

Module 3: The Learner and Learning in a Digital Age (4 weeks)

Module 3 focuses on understanding the student learner and designing student-centered learning experiences. Candidates are asked to use innovative tools and strategies to create immersive and deeper learning experiences for students through projects, games, and use of mobile technologies. Candidates apply their understanding of student-centered learning strategies to student case studies to demonstrate and discuss how these strategies would be relevant in their own classrooms. The purpose of this module is to open discourse on preparing students for the future, and how teachers can make instruction relevant to better prepare them to be successful in tomorrow's world.

Module 4: Managing the Learning Environment (6 weeks)

Module 4 prepares candidates to be an effective and efficient classroom teacher. It provides candidates with tools and strategies that they can use to effectively manage their class time and student work using norms, procedures and transitions that help every student learn, develop and grow. Candidates learn the importance of collaboration and reflection as tools for continuous learning and development as a teacher professional. This module provides opportunities to explore various types of challenging student behaviors and provides strategies for addressing these behaviors in a positive manner while maintaining a positive classroom climate. Candidates use video as a learning and observation tool to discuss and conclude what constitutes effective and ineffective management of the learning environment and develop plans that would help them in managing their own classroom. Candidates design these learning management plans in preparation for their actual teaching practice during the culminating clinical practice portion of the program.

Module 5: Student Assessments (4 weeks)

In Module 5, candidates do a deep dive into different types of assessments and where and how they can be applied during instruction. Candidates begin the planning the curriculum and determine ways of tracking and monitoring student progress as well as gathering, collating and analyzing data to inform instruction, differentiation and student grouping. Candidates discuss and practice ways of communicating and partnering with parents or guardians in helping students improve and succeed. The module also focuses on strategies involving data-based decision making for identifying and implementing interventions to improve student learning and differentiating assessments for students with special needs and English language learners.

Module 6: Planning and Preparation for Learning (4 weeks)

Module 6 focuses on curriculum mapping, unit planning and lesson planning based on standards, goals and objectives. Candidates observe and analyze lesson plans, and then compare and contrast the plans with the delivery of the lessons to evaluate the strengths and areas of improvement in the lessons. In this module, candidates are asked to apply the knowledge, skills, tools, resources and strategies they learned in the previous modules to designing lesson plans that they can use during the culminating clinical practice portion of the program. Candidates practice writing and reviewing unit plans and lessons plans to collaboratively learn the skills involved in designing good lesson plans. Candidates also have the opportunity to observe and evaluate a special education class and an ESL or EFL (English as a Second/Foreign Language) class and reflect on how they can use strategies from their observations with their own students.

Module 7: Introduction to Clinical Practice (2 weeks)

Module 7 introduces candidates to the clinical practice portion of the program. Candidates review the TEACH-NOW Clinical rubric based on InTASC standards with their instructor, mentor and cohort. Candidates review the evaluation procedure with their onsite mentor and prepare lessons for the first week of teaching in the classroom as well as review their strategies for managing the learning environment.

Module 8: Teacher Practice and Proficiency (12 weeks)

This is the culminating clinical practice portion of the program where candidates work in a classroom with a mentor teacher and engage in reflective and collaborative teaching practice with their cohort. In this module, candidates present evidence of their teaching practice and discuss student case studies on a weekly basis to brainstorm and collaborate with their cohort on how to meet the learning needs of all their students and

ensure that every student in the class learns, develops, and grows. Candidates demonstrate their proficiency on the clinical rubric based on the 10 InTASC standards and develop a practice of continuous learning through reflection, discussion and collaboration. The module also provides opportunities for professional development and leadership beyond the scope of the program so that candidates can continue the process of learning after they complete the program. The module follows a growth model where candidates' module scores are based on their learning, development and growth during the clinical practice through review and reflection.

Academic Calendar

Because candidates enter programs of TEACH-NOW every month except December, a traditional academic calendar with limited enrollment periods and holidays is not applicable. In most cases, cohorts start and move through modules with no breaks other than a two-week winter break at the end of December. Cohorts that begin in November, January, and February have a summer break of 12, 5, and 1 week respectively after Module 6 so that the clinical practice (student teaching) aligns with a typical school calendar. Candidates have access to the learning platform with activities, learning resources, instructor feedback, and their transcript at any time of the day or night, without regard to holidays and other significant dates

TEACH-NOW is a "continuous enrollment" institution, which means candidates are automatically enrolled in the module that follows immediately the one they just finished with the exception of the September and October cohorts. Those two cohorts will take 1-2 modules out of the regular sequence so that they can finish their clinical practice before the summer break. The weekly virtual class schedule remains at the same time on the same day from module to module.

Changes to Curriculum

Although candidates are required to complete the program current at the time of their enrollment, TEACH-NOW may modify requirements and modules to maintain the currency and relevance of TEACH-NOW's outcomes and programs. As changes are implemented, TEACH-NOW will ensure that the length of the candidate's program will not increase and credits already earned will be applied to the updated program. When program activities are updated and revised, candidates beginning a new module or returning after pausing or withdrawing from a program will complete the most recent version of the program.

Library and Learning Resources

All resources (books, articles, videos, etc.) are provided online for each activity of the program. Candidates are not required to buy textbooks or other resources. They have 24/7 access to TEACH-NOW's Online Library of research databases, journals, conference papers, ebooks, and more. Along with access to the [Education Resource Information Center](#) (ERIC), candidates have access to the most current literature and research on teaching and learning.

Technology Requirements

To ensure that candidates can participate actively and effectively in the weekly virtual classes, they should ensure that their computer system and internet connection meet the requirements below.

Internet Connection

A high-speed internet connection will be critical for a good connection in the virtual class. Candidates should check their Internet connection at <http://www.speedtest.net>. At a minimum, the connection should meet the following standards:

1. Ping - less than 150 ms
2. Download Speed - greater than 5 Mbps
3. Upload Speed - greater than 1 Mbps

Hardware and software minimum requirements

1. 2 GB RAM
2. Microphone, speakers or headset, webcam

Suitable devices

You can find information [here](#) about devices that are supported by Zoom, the video conferencing program used throughout the TEACH-NOW program.

Navigation of Platform

Candidates complete and submit all of their project-based activities on TEACH-NOW's custom-built learning platform. They are introduced to the platform during Module 1, Program Orientation, by the Chief Executive Officer and the Technology Officer or their designees.

Clinical Practice

The field experiences and clinical experiences of the TEACH-NOW program are embedded in activities across the modules. Early clinical experiences include classroom observations, interviews of teachers and other school professionals, and practice of teaching skills. These experiences – along with reflections – provide candidates with invaluable practical knowledge of content and instructional methods. Clinical practice is the culminating experience of the TEACH-NOW program that requires candidates to teach in their own or a mentor's classroom while participating in Module 8.

Candidates in certification programs should complete the form in the Clinical tab on the learning platform as early as possible. They should indicate the subject area in which they are seeking certification and the level (e.g., elementary or secondary) at which they plan to teach. This information will assist TEACH-NOW's clinical staff in identifying potential school placements and mentors. If a candidate is currently teaching, they can complete clinical requirements in their own classroom – simply indicate on the form the name of the school, and the name and email of the school contact (e.g., principal or head of the school) who can confirm the placement. Candidates who are currently teaching may ask TEACH-NOW to appoint a virtual mentor to provide feedback during their clinical practice. TEACH-NOW's Clinical Officer will work with candidates who are not currently teaching to find an appropriate placement. Early in Module 4, the Coordinator of Clinical Placements will schedule an interview with each candidate to discuss his/her clinical practice in detail. The Coordinator of Clinical Placements can be contacted at clinicals@teach-now.edu or by calling 844.283.2246.

To be eligible to begin Module 7, "Introduction to Clinical Practice," candidates must have submitted the following information to TEACH-NOW:

1. Criminal background report required by the District of Columbia or the state of Arizona, depending on the state in which you are seeking a teaching license (NOTE: If you are currently

teaching, you may submit the criminal background report you submitted for your job. However, you must complete the required background check required by DC or Arizona with your application for a teaching license.)

2. Evidence of passing the Arizona subject matter test if a candidate is seeking a teaching license in Arizona.

For detailed information about clinical practice, please carefully review the *Field Experiences and Clinical Practice Handbook*.

Assessment

Each activity throughout a program includes the performance objectives that must be met by candidates. The submission requirements are clearly identified and scored by instructors using rubrics with evaluation criteria that are aligned with the activity requirements. The rubrics can be accessed by candidates on the learning platform at any time.

Performance Assessments

Depending on the activity, candidates are asked to complete written projects such as blogs, wikis, reflections, lesson plans, assessments; presentations and videos and other digital products. Candidates are also asked to document their observations of and reflections on the work of teachers observed in videos and actual school classrooms. Each activity includes detailed instructions and rubrics for the required product.

Clinical Assessments

Activities during clinical practice are designed to evaluate a candidate's knowledge and skills to work effectively with students and colleagues in schools to help students learn. A candidate's mentor and instructor of Modules 7 and 8 use the standards of the Interstate Teacher Assessment and Support Consortium (InTASC) to assess the candidate's performance in the classroom as s/he progresses through the 12-week clinical practice. The InTASC standards, which have been adapted by most states in the United States, the TEACH-NOW Clinical Rubric, the *Field Experiences and Clinical Practice Handbook*, the *Mentor Handbook*, and other documents related to clinical practice can be accessed from the Clinical and Certification tab on the TEACH-NOW learning platform.

TEACH-NOW's Self-Assessment

TEACH-NOW candidates are regularly consulted for feedback on the program, and advice on ways it can be improved to create a better learning experience for themselves and for future candidates. At the end of each module as well as at the end of the program, candidates are prompted on the learning platform to complete a survey on the quality of the program and the performance of instructors. The survey responses are aggregated and represented in data charts for regular review by TEACH-NOW's leadership and faculty.

An Alumni Survey is conducted annually after a candidate finishes a program. The survey asks graduates how satisfied they were with the program, whether they achieved the goals they had when they started the program, and whether they would recommend the program to others. It asks graduates to report on how effective components of the program were and how effective the program was in helping them develop teaching competencies. These data provide insights for revising programs and processes over the next year, including the service provided by the Candidate Liaison, group projects, and the virtual class sessions.

An Employer Survey collects data on the perceptions of principals about the competence of TEACH-NOW completers and graduates who are teaching or working in their building. This survey solicits a principal's perception of how well prepared TEACH-NOW's graduates are. They are asked to rate the performance of the graduate on eight of the InTASC standards used by TEACH-NOW to assess candidate performance in their clinical practice.

Admissions Requirements and Procedures

Admissions Process

TEACH-NOW enrolls new cohorts of candidates each month throughout the year except December. Applications are accepted from prospective and current teachers who are seeking preparation in a collaborative, activity-oriented format, already have subject-area mastery, and want to be prepared to effectively lead students in a 21st-century classroom.

Potential candidates submit an online application, which requires a writing sample, a copy of their transcript(s), and a copy of a government-issued ID. Unofficial transcripts will be accepted for initial admission to a program. However, official transcripts must be submitted before Module 3 to continue the program.

Applications for TEACH-NOW programs are accepted and reviewed on a rolling basis and candidates are typically informed within 48 hours of their admission status. Candidates who meet the requirements are notified of the next available start date and procedures for enrolling.

Admissions Criteria

Prospective candidates must meet the following requirements to be eligible for admission in the teacher certification programs of TEACH-NOW:

- **Bachelor's** degree or higher
- **3.0 GPA** or equivalent through proven work experience
- **Mastery of subjects** to be taught
- **Demonstrated** writing skills
- **Passion** for helping young people learn, grow, and develop
- **Enthusiasm** for learning collaboratively through a project-based, virtual learning environment

English Language Proficiency Assessment

Applicants whose native language is not English and who have not earned a bachelor's degree from an institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following measures for admission:

Proficiency Measure	Required Score for Certification Program	Required Score for Master's Degree Program
Graduate from accredited/recognized high school where instruction was in English	High School Diploma	---
Paper-Based Test of English as a Foreign Language (TOEFL PBT)	500	530
Internet-Based TOEFL (iBT)	61	71
International English Language Test (IELTS)	6.0	6.5
Pearson Test of English Academic Support	44	50

Transcript Evaluation and Translation

Transcripts from non-U.S. institutions must be translated into English (if applicable) and evaluated for educational equivalence by a trained transcript evaluator fluent in the language on the transcript and having expertise in the educational practices of the country of origin. The resulting evaluation must include an English translation of the review. Candidates should refer to the National Association of Credential Evaluation Services website (www.naces.org) for a list of current NACES member agencies that can conduct a transcript evaluation and/or provide translation services.

Tuition

Tuition is a flat rate per program and includes a \$200.00 registration fee. Subject to TEACH-NOW's refund policy, tuition does not change based on the number of credit hours completed in a module.

Tuition for 2018-2019 is:

- \$6,000 for the Teacher Preparation Certificate Program
- \$13,000 for the Master's in Education Degrees

Tuition includes all of the following:

- 24/7 access to course materials and the TEACH-NOW online learning platform
- Support by the instructor of the module in which you are currently enrolled
- Academic advice and technical support by a Candidate Liaison
- Certification information, including state testing requirements, from the Clinical and Certification tab on the platform and TEACH-NOW's Certification Officer
- Clinical support from the Clinical tab on the platform and TEACH-NOW's Clinical Officer
- Assessments of every activity in the program

TEACH-NOW does not offer loans or other financial assistance to candidates. TEACH-NOW does not currently participate in the Title IV student aid program.

TEACH-NOW offers an interest-free monthly payment plan with a required initial payment as described on the [website](#). Payment arrangements must be made on or before the last day of the month prior to

the program start date. TEACH-NOW may, at any time at its sole discretion, immediately terminate a candidate who fails to make a timely payment of tuition due under the elected payment plan. Candidates should contact the Chief Financial Officer to discuss payment arrangements.

NOTE for California Residents Only: *The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.*

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the Fund STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.*
- 2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.*
- 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.*
- 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.*
- 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.*
- 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.*

7. *You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.*
8. *To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.*

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Refund and Cancellation Policy

While TEACH-NOW prefers that all requests for cancellation of the Enrollment Agreement be emailed to admissions@teach-now.edu, it will accept notification of cancellation in any manner (email, telephone, postal mail, in-person, etc.). Candidates who wish to terminate the Agreement and cancel their enrollment within 5 calendar days of signing the Enrollment Agreement will receive a full refund of any tuition paid. If TEACH-NOW cancels the Agreement prior to the start of the first virtual class, candidates will receive a full refund. Candidates who withdraw after 5 calendar days of signing the Enrollment Agreement but prior to starting the first virtual class, will receive a full refund less the \$200 registration fee.

When a candidate cancels after completing at least one lesson assignment but less than 50 percent of the program, TEACH-NOW will retain the one-time registration fee of \$200, plus a percentage of the full tuition cost in accordance with the following schedule:

Percentage Completed by the Student	Percentage of Full Tuition Retained by the Institution (Plus the Registration Fee)
Up to 10%	10%
>10% - 25%	25%
>25% - 50%	50%
>50% - 100%	100%

For purposes of this Refund Policy, TEACH-NOW measures percentage completed by counting all credit hours in modules that have been started, even if not completed, as credit hours that have been completed, because once a student begins a module, he or she has access to all of the materials in the module. No refund is available after a student has completed 50% of his or her program.

Any money due to the candidate under this Refund Policy will be refunded within 30 days of TEACH-NOW receiving the cancellation request. **Students who opt to pay tuition over time may owe money after withdrawal**, depending on how much they have paid and the amount due under the refund policy.

Transfer of Credits and Prior Credit Evaluation

TEACH-NOW does not accept transfer credits. If a candidate wishes to transfer to another institution, it is up to the receiving institution to determine if the credits earned at TEACH-NOW will be accepted. TEACH-NOW makes no representations about the transferability of credits earned in a program offered by TEACH-NOW.

Disclosures

TEACH-NOW does not guarantee employment or salary following completion of any program. TEACH-NOW does not participate in federal or state financial aid programs.

Candidates must pass required state licensure tests to be eligible for licensure in all states.

Candidate Support Services

Online education, while it removes many traditional barriers, comes with its own challenges as well. TEACH-NOW recognizes that candidates might need different forms of support to be successful in a program like ours. Candidates first support each other weekly in group work, the Discussion Forum, and the virtual class (VC). Because of the small size of the cohorts, instructors are able to closely monitor the progress of each candidate and know quickly if a candidate is having difficulty with the work, the technology, or the pace. The instructor provides academic support to candidates before and after VCs as needed and is available on the Discussion Form and by email throughout the week. An instructor can also request that the Candidate Liaison provide special assistance to any candidate who may need it.

Candidates can meet with the Candidate Liaison to discuss the program and seek technical support on the digital tools used to complete activities. To contact the Candidate Liaison visit help@teach-now.edu. Candidates can also ask the Candidate Liaison for advice regarding academic challenges, the need to take a leave of absence, or other issues that may be impacting your performance.

The instructors and staff of TEACH-NOW are ready to support candidates in the successful completion of the program. In addition to academic support services for career services and/or alumni services, visit help@teach-now.edu.

Candidates should contact the Candidate Liaison, Admissions Officer, Clinical Officer, or other staff with questions about any information in this catalog or institutional handbooks. These staff members can be reached at 844.283.2246, 844.383.2246, or via email at the following addresses:

- Admissions Questions: admissions@teach-now.edu
- Clinical Questions: clinicals@teach-now.edu
- General Questions: administration@teach-now.edu

Collaboration

As candidates proceed through the program, they will find that collaboration with their cohort peers and instructors is an essential ingredient. This includes the weekly virtual class and working together to support each other on group projects and other activities. The Discussion Forum on the learning

platform encourages candidates to share ideas between virtual classes with their peers, discuss issues, clarify activity requirements, and seek assistance on the use of digital tools from each other.

You, your instructor, and cohort peers may also find other effective means for communicating with each other between virtual classes. Email, Zoom, Skype, Google Hangouts, Google Chat, What's App and other communication platforms are used by cohort members. Participants in the TEACH-NOW programs also use social media such as Facebook and Twitter to share ideas and discuss issues.

Rights, Privileges, and Responsibilities of Candidates in the Academic Community

Candidate Code of Conduct

The community of candidates, instructors, mentors, and employees in TEACH-NOW have a shared responsibility for ethical, responsible, and respectful behavior. Candidates in the programs of TEACH-NOW are expected to uphold the following Code of Conduct.

1. Candidates are expected to conduct themselves in a professional and respectful manner at all times during virtual classes and during all interactions with other candidates, instructors, mentors, and TEACH-NOW employees. Harassment of other candidates, instructors, mentors, and TEACH-NOW employees is not tolerated and will be grounds for dismissal.
2. Candidates are a representative of TEACH-NOW whenever they are in a clinical setting such as a school. Therefore, it is expected that they will act professionally in all interactions with students, school personnel, and parents; will dress appropriately and professionally; and will follow all school procedures and policies. Sexual abuse of students in a clinical setting is not tolerated and will be grounds for dismissal.
3. Candidates are expected to demonstrate academic integrity at all times. Any instances of plagiarism, dishonesty, misrepresentation, or cheating are grounds for dismissal.
4. Candidates are expected to fully participate in all virtual classes, work collaboratively with other candidates, and submit activities on time.
5. Candidates are expected to fully comply with TEACH-NOW policies and procedures and applicable local, state, and federal law.

Violations of the Code of Conduct can be cause for dismissal from the program.

Academic Integrity and Honesty

As indicated in the Code of Conduct above, academic integrity refers to “any instances of plagiarism, dishonesty, misrepresentation, or cheating.” Violations of the Code are grounds for dismissal. Plagiarism occurs when candidates use someone else’s work or ideas as if they were their own. Plagiarism includes using the words from an article, book, or paper that someone else has written without placing the word in quotes and attributing the words to the actual author with a reference that lists the source of the citation and the year of publication. Plagiarism does not end with the written word. It also applies to pictures, cartoons, tables, graphs, and music that may be located online or in written publications. Candidates must indicate the photographer, artist, cartoonist, musician, or compiler if they use their

work in an activity for a TEACH-NOW program.

All activities submitted by candidates are subject to evaluation for plagiarism using automated, online tools. A copy of each candidate's work will be stored to prevent its use by other candidates. Repeated and egregious plagiarism in candidate work will be referred to the Candidate Conduct Board for review and appropriate corrective action.

Use of TEACH-NOW Information

Candidates may not copy, record, or disclose to anyone else the information on the TEACH-NOW platform. This information includes the activities, rubrics, and all original resources on the platform.

Candidate Identity Verification

TEACH-NOW verifies candidate identity at admissions through completion, and the recommendation for certification if applicable. The process includes specific checkpoints to ensure that the same candidate who applies for the program is enrolled, participates in, and completes the program. The following processes are used to verify student identity:

1. Application Form - full personal, academic, and professional details in the application form
2. Application Documents - transcripts and government-issued photo ID
3. Enrollment Agreement - legally binding signed document
4. Secure Candidate Login and Profile - password protected login to candidate's profile & progress
5. Participation Policy - program's policy for participation and attendance
6. Attendance Record - weekly attendance in the VC and instructor notes
7. Clinical Verification - signed document from school representative verifying clinical hours
8. FBI Background Check & Fingerprinting - requirement for certification in programs leading to certification

All methods of verifying candidate identity in distance learning are designed to protect the privacy of candidate information.

Financial Responsibility

Candidates must meet all financial responsibilities due TEACH-NOW. The writing of checks on accounts with insufficient funds, the non-payment or delinquent payment of monthly installments, and the failure to meet any other financial obligations to TEACH-NOW are considered a lack of financial responsibility and can lead to termination from the program.

Absences on Religious Holy Days

A candidate will be excused from attending the virtual class or other required activities, for the observance of a religious holy day. A religious holy day is a day observed by a religion whose places of

worship are exempt from property taxation. A candidate whose absence is excused under this provision may not be penalized for the absence and will be allowed to complete the activities for the unit in which they are enrolled within one week of the absence. A candidate must notify the instructor in writing prior to the proposed absence.

Candidate Complaint Procedures

TEACH-NOW maintains a professional environment in which candidates are treated fairly and justly. In rare cases, a candidate may believe s/he has been treated unfairly by an individual or the application of existing policy. A candidate will not be subject to unfair action and/or treatment by any school official as a result of the initiation of a complaint.

Candidates may file a complaint or grievance following TEACH-NOW's three-step grievance procedure. All grievances and complaints must be filed within 180 days of the incident.

Step 1: Informal

Sometimes issues arise when candidates are unaware that their behavior may be disruptive. Many of these day-to-day issues can be addressed by a TEACH-NOW instructor or staff member to bring the perceived problem to the candidate's attention through a polite, informal conversation. TEACH-NOW encourages all candidates to keep an open mind and to graciously accept constructive feedback or a request to change behavior that may be affecting another person's ability to concentrate and be productive.

TEACH-NOW is committed to providing the best possible learning conditions. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from TEACH-NOW instructors, mentors and staff. If attempts to resolve an issue are unsuccessful, candidates are encouraged to make the Candidate Liaison aware of the issue and to file a formal complaint as detailed below.

Step 2: Written Grievance Report

If the grievance is not resolved at the informal level, any candidate who believes that s/he has been subjected to discrimination, harassment, or unfair treatment by another program participant or a TEACH-NOW employee may file a written complaint with the Vice President for Academic Affairs.

The grievant should notify the Vice President for Academic Affairs of the dispute in writing, setting forth the facts of the situation, the TEACH-NOW policy or procedure involved, and suggestions for resolution of the problem. The grievant should also include with the written document any other relevant documents and the names and phone numbers of other parties related to the dispute. The Vice President for Academic Affairs or another staff member designated by the President must communicate with the grievant to discuss the grievance within 5 days of receipt of the written document. The Vice President for Academic Affairs or his/her designee will investigate the matter, render a decision on the grievance and notify the grievant within 15 days of receipt of the written complaint, unless additional time is required at the discretion of the Vice President for Academic Affairs.

Step 3: Appeal

If the grievant remains unsatisfied with the decision, or if the Vice President for Academic Affairs fails to

issue a decision within 30 days after the grievant filed the grievance (provided that the failure to reach a decision is not attributable to a lack of cooperation by the grievant), the grievant may appeal the decision to the President by notifying him/her in writing within seven calendar days. The appeal should describe the grievance, the steps the grievant has already taken to resolve the matter, and any unresolved issues. The grievant should also attach his/her written submission to the Vice President for Academic Affairs, any written materials received in response, and any other written materials relevant to the dispute.

The President will hold an informal hearing and interview the parties involved in the dispute within 30 calendar days after the grievant filed the appeal and will render a final decision within 60 days from the date the grievant filed the appeal.

Candidates also have the right to report any unresolved complaints or grievances about TEACH-NOW to the D.C. Higher Education Licensure Commission (HELC) or Distance Education Accrediting Commission (DEAC). Contact information for DEAC and the HELC can be found on page 5.

Candidate Conduct Board

The Candidate Conduct Board is appointed by the President of TEACH-NOW to review documentation related to the accusation of a candidate violating the Candidate Code and to determine appropriate action to be taken. The Board will include at least one instructor. The chair of the Board will be a non-voting member. The decisions of the Candidate Conduct Board will be final, pending an appeal of the decision.

Procedures for Processing Candidate Conduct Allegations

1. Charges may be filed against a candidate for violating the Code of Conduct by any member of the TEACH-NOW community as soon as possible after an event has taken place or is discovered. The charges must be presented to the Vice President for Academic Affairs in writing. The Vice President for Academic Affairs will investigate the charges to determine if they have merit or if they can be addressed by mutual consent of the parties involved.
2. The Vice President for Academic Affairs will notify the candidate of charges in writing. The Candidate Conduct Board will be notified of a virtual meeting of the case within 5-15 days after the candidate has been contacted. If circumstances of the case suggest that a candidate should not participate in any TEACH-NOW activities before the Candidate Conduct Board meets, the Vice President for Academic Affairs may impose an interim suspension.
3. The Candidate Conduct Board will convene virtually to hear the presentations of the complainant and accused candidate. The complainant and the candidate may be accompanied by an advisor from the TEACH-NOW community if they notify the Board at least 3 days before the hearing. The advisor cannot be an attorney. Any other participants in the hearing must be approved by the Board. The complainant and candidate may present exhibits, including written statements, and call on witnesses from the TEACH-NOW community as they present their cases. At the end of the hearing, all participants will be excused, and the Board will determine the appropriate action to take. The video of the hearing without the Board's deliberations will be maintained on file for 7 years.
4. If an accused candidate does not appear at the scheduled hearing, the available information will be presented to the Board for consideration and action.

5. Based on the evidence presented to the board and the candidate's previous history of misconduct, the Board may impose any of the following actions on a candidate who has been found to violate the Code of Conduct:
 - a. Warning—a written notice that the candidate has violated TEACH-NOW Code of Conduct
 - b. Probation—a written notice that the candidate must complete an improvement plan within a specified time period to come into compliance with TEACH-NOW Code of Conduct
 - c. Disciplinary Suspension—a written notice that the candidate is suspended for a specific period of time before they are eligible to return to a TEACH-NOW program
 - d. Disciplinary Expulsion—a written notice that the candidate has been expelled from TEACH-NOW and is not eligible for readmission
 - e. Revocation of Admission and/or Degree—a written notice that indicates admission or a degree has been withdrawn because of the candidate's fraud, misrepresentation, or other violation of TEACH-NOW policies and procedures as outlined in the *Catalog and Candidate Handbook*.
6. Following the hearing, the Vice President for Academic Affairs will notify the candidate and complainant of the Board's action. The following actions will become part of the candidate's permanent academic record: disciplinary suspension, disciplinary expulsion, or revocation of a degree.
7. The Candidate Conduct Board's decision may be appealed in writing by the candidate or complainant within five business days of the decision. The request for the appeal should be sent to the President of TEACH-NOW.
8. If an appeal is filed, the President of TEACH-NOW will review the video of the Candidate Conduct Board hearing and supporting evidence to determine whether (a) the hearing was conducted fairly and followed prescribed procedures and (b) the Board's decision reflected the evidence presented during the hearing. The President will also consider any additional evidence that was not available during the hearing.
9. If the appeal is upheld by the President, the case will be returned to the Candidate Conduct Board for reconsideration. If the appeal is not upheld, the original decision of the Candidate Conduct Board will be considered final.

Academic Policies and Procedures

Satisfactory Academic Progress

To successfully progress through a TEACH-NOW program, candidates should attend all weekly virtual classes (VCs), submit activities weekly, and achieve an overall GPA of at least a 3.0. Candidates can access the summary of their scores on activities at any time on the learning platform. That transcript of scores also indicates activities that have not been submitted, were incomplete, or were scored at the insufficient level. TEACH-NOW's Candidate Liaison can be contacted for advice on successfully completing modules.

Activity Submissions and Extensions

Candidates are expected to submit all activities by the due date posted on the TEACH-NOW platform. Activities for a unit are generally due by 12:00 a.m. (Washington, DC, time) on the day of the next VC. In the rare instances when candidates are unable to submit an activity on time, they should contact the

instructor prior to the due date to make arrangements for a late submission. The instructor may, if circumstances warrant, extend a deadline. All activities within a module must be submitted by the end of the module except under extenuating circumstances that have been discussed with the instructor before the module closes.

Activity submissions that are incomplete (e.g., the candidate submitted an explanation for why the activity has not been completed rather than the activity itself) will be scored as insufficient—a score of “1” on a 4-point rubric. An insufficient score on any rubric element with a weighting of over 10 percent will automatically lead to the full activity being marked as insufficient. Instructors can, at their own discretion, allow candidates to re-submit an activity.

When candidates fail to submit seven or more activities, they are subject to being dropped from the program. Candidates who have been dropped for missing activities can apply for readmission within 24 months; they will have to complete an interview. Readmission is at the discretion of the president or his/her designee.

Candidates cannot have more than six missing, incomplete, and/or insufficient activities throughout the entire program to graduate from a TEACH-NOW program.

Attendance at Virtual Classes

Candidates are expected to attend all virtual classes (VCs). The VCs are an integral part of the program. They provide opportunities for candidates to interact directly with the Instructor and other candidates in the cohort, collaborate with each other as well as the instructor, ask questions, and discuss content and activities. Because of the intense nature of each module, candidates will be missing a critical component of any program if they miss a VC.

Candidates’ attendance is recorded automatically on the learning platform based on their logging into the weekly virtual class (VC). If candidates arrive at the VC more than 10 minutes late, the instructor will note their tardiness on the platform. If a candidate continues to be tardy to classes, the instructor will notify the Candidate Liaison who will contact the candidate to develop a resolution of the situation.

There may be rare instances when candidates must miss a VC due to an emergency situation, severe illness, or a specific life event that cannot be rescheduled. In these cases, candidates should contact the Instructor prior to the missed class. They will be required to watch the recorded VC and write a summary analysis of the VC to demonstrate that they understand the content of the units being discussed.

If a candidate misses a second VC, the instructor will notify the Candidate Liaison who will contact the candidate to determine next steps. The Candidate Liaison, in consultation with the instructor, will have flexibility in determining the best course of action, which could require the candidate to repeat the module. If candidates continue to miss virtual classes, they will be referred to the Candidate Conduct Board for action.

Graduation Requirements

To graduate from a TEACH-NOW program, a candidate must:

1. Complete the program with an overall proficiency score of 3.0 on a 4-point scale

2. Have not missed more than six of the required activities across all of the modules
3. Pass the Arizona content test if seeking an Arizona license
4. Pay the tuition and required fees in full

When candidates meet the requirements above, they receive a Certificate of Completion and transcript that displays the graduate credit hours that they have earned.

Grading Policy

TEACH-NOW expects graduates of its programs to be competent and ready to teach effectively when they begin or continue their work in schools. To know that candidates are developing the essential knowledge, skills, and dispositions that are expected by most states and international schools, TEACH-NOW uses the Interstate Teacher Assessment and Support Consortium (InTASC) standards to assess candidates as they teach in schools during their 12-week clinical practice. Rubrics that reflect the InTASC standards and TEACH-NOW's focus on collaboration and effective use of technology are used for activities throughout the modules.

Each module is comprised of units that are one week long and include 2-4 project-based activities that candidates are required to submit weekly. All activities have their own specific rubric and are scored by an instructor using clear, consistent, specific, and measurable criteria. A module score is an average of the unit scores. Scores are assigned as follows according to each activity's rubric:

- 4 - Outstanding
- 3 - Proficient
- 2 - Basic
- 1 - Insufficient

Candidates can access their transcript at any time on the learning platform. The transcript displays scores achieved on each activity in the units of a module. The scores are populated on the transcript as soon as an instructor has completed the scoring rubric and submitted feedback on the activity.

Leave of Absence

Candidates may temporarily leave the program for good reason only after review and approval of the request by the Candidate Liaison. Good reasons for taking a leave of absence from the program are generally personal reasons such as an extended illness in the family. In order to remain a candidate in the program, candidates must return to active status and be assigned to a module within 24 months of their leave date. During this time, they will receive regular emails confirming their status and reminding them of the date by which they must re-enter the program to prevent losing the credits already earned. Candidates who do not resume the program within 24 months after initially taking a leave of absence will be withdrawn from the program and must reapply to resume the program.

TEACH-NOW may initiate an extension in the program when a candidate is not making satisfactory academic progress. If the candidate has not caught up by the given deadline, their progress will be terminated. A fee may be associated with re-starting the program.

Institutional Review Board

In accordance with regulations established by the Office for Human Research Protections (OHRP) within the Department of Health and Human Service (HHS), the Institutional Review Board (IRB) of TEACH-NOW is designated to review and approve all proposed research involving human research subjects. The membership of TEACH-NOW's IRB includes the Vice President for Academic Affairs, an instructor, a staff member, and a member not employed by TEACH-NOW.

All research proposed by candidates must be presented to the Institutional Review Board if it involves children or adults as subjects. The initial review of research proposals is conducted by the instructor of the Education Research Module. Instructors may recommend an expedited approval under established guidelines or a full review by the IRB. After the IRB reviews the proposal for any possible risks to human subjects, it approves the proposal, denies it, or approves it with conditions. All Board decisions will be communicated to candidates in writing by the chair of the Board. The Board's decision can be appealed to the President of TEACH-NOW.

Termination

TEACH-NOW may, at any time in its sole discretion, terminate a candidate's enrollment by providing written notice to the candidate if the candidate (a) fails to make satisfactory academic progress towards completion of the program, (b) violates any stated policy or other standard of conduct established by TEACH-NOW, (c) fails to make payment of tuition due under his or her elected payment plan, or (d) otherwise breaches the Enrollment Agreement. Candidates whose enrollment has been terminated can apply for readmission within 24 months and will have to complete an interview. Readmission is at the discretion of the President or his/her designee. If a candidate is expelled from TEACH-NOW, s/he will not be readmitted.

In the event that TEACH-NOW terminates the Enrollment Agreement for cause as stated above, tuition will be refunded in accordance with the Refund Policy.

Withdrawal

Once enrolled in TEACH-NOW, candidates must be continuously enrolled and actively engaged in fulfilling the program requirements of each module until such time as the degree or certificate is conferred. Failure of a candidate to attend VCs and submit activities in a module will result in the candidate having to repeat the module.

Candidates who withdraw can apply for readmission within 24 months and will have to complete an interview. Readmission is at the discretion of the President or his/her designee.

Candidates can voluntarily withdraw from the program at any time by notifying the Admissions Officer at admissions@teach-now.edu. The "withdrawal date" for purposes of the refund policy is (1) the date the candidate sends the email notifying TEACH-NOW of withdrawal, or (2) the last date of academic activity if the candidate is administratively withdrawn for failure to participate in the program.

Additional Policies

Disability Accommodations

TEACH-NOW complies with the Americans with Disabilities Act (ADA), as amended, and all applicable state or local law. Consistent with those requirements, TEACH-NOW will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job or participate in the educational program, unless doing so would create an undue hardship or fundamentally alter the nature of the educational program.

If candidates believe they need an accommodation, they should contact the Candidate Liaison. The request for an accommodation should include relevant information such as a description of the accommodation being requested, the reason for the accommodation, and how the accommodation will help the candidate. The Candidate Liaison will engage in an interactive dialogue with the candidate to determine the precise limitations of the disability and explore potential reasonable accommodations that could overcome those limitations. TEACH-NOW encourages candidates to suggest specific reasonable accommodations that they believe would allow them to be successful in the program. However, TEACH-NOW is not required to make the specific accommodation requested and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on TEACH-NOW or fundamentally altering the educational program.

If a disability or need for accommodation is not obvious, TEACH-NOW may ask candidates to provide supporting documents showing that they have a disability within the meaning of the ADA and applicable state or local laws, and that the disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, TEACH-NOW may require candidates to see a healthcare professional of TEACH-NOW's choosing. In those cases, if candidates fail to provide the requested information or see the designated health care professional, the request for a reasonable accommodation may be denied. TEACH-NOW will keep confidential any medical information that it obtains in connection with a request for a reasonable accommodation.

TEACH-NOW makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. TEACH-NOW strives to make determinations on reasonable accommodation requests expeditiously, and will inform the individual once a determination has been made. If candidates have any questions about a reasonable accommodation request they have made, they should contact the Vice President for Academic Affairs.

TEACH-NOW prohibits any form of discipline, reprisal, intimidation or retaliation for requesting an accommodation, reporting a potential violation of this policy or cooperating in related investigations.

Equal Opportunity Policy

TEACH-NOW is an equal opportunity employer and educational provider and complies with all

applicable federal, state, and local civil rights laws. TEACH-NOW strictly prohibits and does not tolerate discrimination against employees, applicants, candidates, or any other covered persons because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, disability; past, current or prospective service in the uniformed services; genetic information; or any other characteristic protected under applicable federal, state, or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment, and all terms and conditions of education, including admissions and access to services and programs.

Harassment

TEACH-NOW strictly prohibits and does not tolerate unlawful harassment against employees, applicants, candidates, or any other covered persons because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, disability; past, current or prospective service in the uniformed services; genetic information; or any other characteristic protected under applicable federal, state, or local law.

Sexual Abuse

TEACH-NOW strictly prohibits and does not tolerate sexual abuse of students in clinical settings, including but not limited to sexual assault, sexual contact or molestation, sexual exploitation, sexually suggestive conduct and sexual harassment and any other sexual act prohibited by applicable federal, state, or local law or school policy.

Candidate Records

TEACH-NOW protects the privacy of the education records of its candidates in compliance with the federal Family Educational Rights and Privacy Act (FERPA) as indicated below. Questions regarding this policy should be directed to the Vice President for Academic Affairs.

Content of Student Records

TEACH-NOW maintains accessible, secure, and accurate records for candidates including, but not limited to the following electronic data: (1) the name of the candidate; (2) the title of the program in which the candidate is or was enrolled; (3) the candidate's certification area; (4) the number of credit hours completed by the candidate in the program; (5) the dates of the candidate's enrollment and completion; (6) the grade record for each module and the candidate's cumulative grade for the program; (7) the cohort and section in which they began the program, are currently enrolled, and completed the program; (8) the state in which they are seeking a teaching license; (9) contact information such as email address, telephone and/or Skype number, and address; and (10) other information related to progressing through and completing the program. Candidates' transcripts of grades earned during a TEACH-NOW program are stored on the learning platform along with the activities submitted by candidates, which includes, but is not limited to, written work, videos, infographics, VoiceThreads, Prezis, and other digital submissions. All assessments of activities in each module are also stored on the platform.

Application records include transcripts, transcript evaluations, government- issued photo identification, the signed enrollment agreement, and evidence of English language proficiency if a candidate did not attend a college or high school where English was the language of instruction. Candidates' records also include information about their clinical practice placement, including the name of the school, the principal, and the mentor with their contact information as well as the results of a criminal background check and the verification form in which the mentor verifies that the

candidate has completed a minimum of 200 hours in clinical practice.

Retention of Candidate Records

The following guidelines apply to the retention of candidate and academic files and data:

- all transcripts and electronic records of candidates must be maintained indefinitely
- all other candidate records must be maintained for a minimum of seven years
- all admissions documents for applicants who apply but who do not enroll must be maintained for a minimum of one year

Confidentiality of Candidate Records

Candidate records are official and confidential documents maintained by TEACH-NOW. The confidentiality of those records are protected by the Family Educational Rights and Privacy Act (FERPA).

Candidate Review of Records

Candidates' rights to access their education records, request amendments to the records, and control the disclosure of information in the records include:

1. The right to inspect and review the candidate's education records within 45 days after the day the TEACH-NOW receives a request for access. A candidate should submit to the Vice President for Academic Affairs a written request that identifies the record(s) the candidate wishes to inspect. The Vice President for Academic Affairs will make arrangements for access and notify the candidate of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the candidate of the correct official to whom the request should be addressed.
2. The right to request the amendment of the candidate's education records that the candidate believes is inaccurate, misleading, or otherwise in violation of the candidate's privacy rights under FERPA.

A candidate who wishes to ask TEACH-NOW to amend a record should write the Vice President for Academic Affairs, who is responsible for the record, clearly identify the part of the record the candidate wants to have changed, and specify why it should be changed.

If TEACH-NOW decides not to amend the record as requested, it will notify the candidate in writing of the decision and the candidate's right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the candidate when notified of the right to a hearing.

3. The right to provide written consent before TEACH-NOW discloses personally identifiable information from the candidate's education records, except to the extent that FERPA authorizes disclosure without consent.

TEACH-NOW discloses education records without a candidate's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the TEACH-NOW to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosures Permitted by FERPA

FERPA permits the disclosure of personally identifiable information from candidates' education records, without consent of the candidate, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the candidate, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible candidates have a right to inspect and review the record of disclosures. The list of conditions in which personally identifiable information can be disclosed without the consent of candidates can be accessed at <http://familypolicy.ed.gov/content/model-notifications-rights-under-ferpa-postsecondary-institutions>.

Records Not Subject to Review

Records maintained by TEACH-NOW with respect to which a candidate does not have a right of review include, but are not limited to, instructors' or administrators' notes and financial statements submitted by parents in support of applications for financial aid.

Student Right-To-Know-Act

In compliance with the Student Right-to-Know, it is the policy of TEACH-NOW to make readily available information concerning the completion or graduation rate of all certificate or degree-seeking, full-time graduate candidates in programs. Graduation rates and other performance data are available on [TEACH-NOW's website](#).

Faculty Directory

All TEACH-NOW faculty are listed below with their highest degree, specialization, and the university at which their highest degree was received:

Sonja Lopez Arnak (CA)

Ph.D. in International Education &
Language & Literacy Education
University of Southern California

Katina Bookard (VA)

Ed.D. in Educational Administration
Liberty University

Melissa Collins (WV) M.Ed. in

Special Education Marshall
University

Erin Elliott (MD)

J.D. Political Science
George Washington Univ. School of Law

Barry Fargo (MD)

M.S. in Bilingual/Multicultural/TESOL Education
Southern Connecticut State University

Emily Feistritz (DC)

Ph.D. in Curriculum & Instruction
Indiana University

Patti Froom (AR)

M.S. in Elementary Curriculum & Instruction
California State University - Fullerton

Rajeeni Galloway (MD)

M.Ed. in Library & Information Science Catholic
University

Sofia Gonzalez (IL)

M.Ed. in Reading St.
Xavier University

Shelbie Goodnow (PA)

M.Ed. in Instructional Communication
West Virginia University

Renée C. Hewitt (KS)

Ed.S. in Curriculum & Instructional
Leadership University of Missouri-Kansas
City

Darla Kay Hill (MI)

M.S. in Education Media Design &
Technology Full Sail University

Katherine Holman (CO)

B.A. in English (Master's candidate)
Colorado State University

Tashana Howard (NC)

M.Ed. in Reading
Fayetteville State University

David Kimball (Vietnam)

M.Ed. in Globalization & Education Research
TEACH-NOW

Christina Lais (NY)

M.Ed. in Literacy
University at Albany

Kelley Lasov (DC)

M.Ed. in Elementary Education
George Mason University

Jenny Lathrop (Croatia)

M.A.T. in Teaching
Aurora University

Nicole McGill (MD)

M.A. in Drama
New York University

Brandi McKinley (FL)

Doctoral Candidate in Curriculum & Instruction
New Mexico State University

Jeanine Merrill (China)

M.A. in Guidance and Counseling / English University of
Phoenix

Colin Mitchell (Croatia) Ph.D.

in Public Health Walden
University

Stephen Monahan (China)

M.Ed. in International Education / History / English
Northcentral University

Henri Moser (ME)

Ed.D. in Educational Leadership
University of New England

Joseph Pearson (CA)

M.Ed. in Secondary Spanish, English, ESL Johns
Hopkins University

Michelle Prodanovic (CA)

M.A. in Teaching
University of Southern California

Dan Roggenkamp (FL & Japan)

M.Ed. in Educational Technology, English, ESL
San Diego State University

Danielle Roussos (DC)

M.Ed. in Globalization
TEACH-NOW

Kunali Sanghvi (India)

M.A. in English Literature
S.N.D.T. Women's University, Mumbai

Glenda Springer (FL)

M.Ed. in Curriculum & Instruction
University of Phoenix

Staci Stocklos (DC)

M.A. in English
University of Delaware

Janet Stocks (DC)

Ph.D. in Sociology
University of Pittsburgh

Courtney Stoll (PA)

M.Ed. in School Library & Information
Technologies
Mansfield University of Pennsylvania

Betsy Suits (TX)

M.S. in Multidisciplinary
Studies Webster
University

Charles Suits (TX)

JD Law, Computer
Science George
Washington University

Kerri Valencia (MD)

M.Ed. in Instructional Technology,
Spanish, Dual Language Education
University of Maryland

Sarah Walden (CO)

M.A. in Curriculum &
Instruction University of
Colorado - Denver

Cheryl Walters (TX)

Doctoral Candidate in Educational Leadership
Lamar University

Sarah Reagan Webster (NY)

M.Ed. in Adolescence Education & Earth Science
The College of Saint Rose

Stacia Williams (TX)

M.Ed. in Autism
Regis University

Taylor Williams (TX)

M.Ed. in Educational Technology
Boise State University

Nancy Wood (TX)

Ph.D. in Educational Psychology with Concentration
in Educational Technology
Texas A & M University