

American Board Program Checklist



Below is a detailed checklist for the American Board Online Teacher Certification program. It is intended as a guide based on the experiences and best practices of American Board alumni that can keep you on track with your exam preparation goals.

This program checklist is spread across about 11 months and assumes 3-4 hour blocks of preparation, at least two times per week. It also suggests that you begin preparing for the Professional Teaching Knowledge (PTK) exam first. Use this as a template that you can adjust to meet your own needs, time frame, and study schedule.

We recommend that you use this checklist as your syllabus, adjust it for your needs, and consult it regularly to keep you on track to a classroom of your own! Most of the resources mentioned in the checklist can be found on through your account page. If you need any help with your Program Checklist, sign in to your program Dashboard and create a Helpdesk Ticket to reach our Service Team.

Weeks 1 – 3: Introductory Tasks

Suggested Week 1:

- Watch the Program Orientation Webinar
- Watch the How to Study Presentation and the Multiple Choice webinar
- Review Study Plans for all exams (available from your account page)
- Begin reviewing PTK study materials, marking areas for improvement as you go

My Goal:

___/___/___

Suggested Week 2:

- Continue working through the study materials
- Begin obtaining recommended resources from the PTK Study Plan to address weaknesses (find online, in the library, or purchase them)
- Review your state's post-certification/licensing requirements
- Set up a schedule for studying in a planner or calendar

My Goal:

___/___/___

Suggested Week 3:

- Familiarize yourself with the required American Board preparation resources from the Study Plans for your content area and the PTK
- Request transcripts to be forwarded to American Board as proof of your bachelor's degree
- Review the Candidate Handbook
- Explore volunteer or substitute teaching opportunities to gain experience in classrooms or with students

My Goal:

___/___/___

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Weeks 4 – 23: Preparing for Exam 1 (PTK)

Suggested Week 4:

- Schedule Professional Teaching Knowledge exam with Pearson VUE based on your goal dates
- Use the Standards Stepwise Method:
 - Choose 5-7 standards to begin studying,
 - Study the terms mentioned in the standards and define if necessary
 - Use the Prepare to Teach workshops from the Study Plan
 - Use recommended resources
 - Keep detailed notes and track your progress

My Goal:

___/___/___

Suggested Week 5:

- Check your understanding of the standards you selected
- Address any remaining content weaknesses for those standards
- Choose the next 5-7 standards to study

My Goal:

___/___/___

Suggested Weeks 6-10:

- Continue mastering standards and assessing your progress
- Listen to the New Teacher Hotline podcast to supplement your knowledge

My Goal:

___/___/___

Suggested Weeks 11-12:

- Start preparing for the PTK writing component using the PTK Writing Component Webinar found under Course Resources

My Goal:

___/___/___

Suggested Weeks 13:

- Take full-length practice exam, including the essay section, in explore mode as a midterm (available from your account page)
- Analyze practice exam results to determine additional needs to be ready for your scheduled exam
- Develop pacing and testing strategies to improve your testing performance

My Goal:

___/___/___

Suggested Weeks 14-22:

- Continue mastering standards, assessing progress, practicing for the writing component and preparing to test as needed
- Make sure you are familiar with all standards

My Goal:

___/___/___

Suggested Weeks 23:

- Take full-length practice exam, including the essay section, in timed mode as a final check-in
- Scan all standards and notes one last time
- Confirm your test date and review the test center regulations from the Candidate Handbook
- Check out the tips for exam day
- Take Professional Teaching Knowledge exam

My Goal:

___/___/___

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Weeks 24 – 43: Preparing for Exam 2 (Subject Area)

Suggested Week 24:

- Schedule subject area exam with Pearson VUE based on your goal dates
- Begin obtaining recommended resources from your subject matter Study Plan as needed to address weaknesses (find online, in the library, or purchase them)
- Check the Study Plan to see which, if any, aids are provided on exam day
- Use the Standards Stepwise Method:
 - Choose standards to begin studying, starting from your weakest areas
 - Define and understand the terms mentioned in the standards
 - Use the required resources from the Study Plan
 - Use recommended resources
 - Keep detailed notes and track your progress

My Goal:

___/___/___

Suggested Week 25:

- Check your understanding of the standards you selected
- Address any remaining content weaknesses for those standards
- Choose the next standards to learn, study, and review

My Goal:

___/___/___

Suggested Weeks 26-32:

- Continue mastering standards and assessing your progress
- (For ELA exam only) Prepare for the writing component by reviewing the ELA rubric, and watching ELA webinar 1 and ELA webinar 2.

My Goal:

___/___/___

Suggested Week 33:

- Take full-length practice exam in explore mode
- Analyze practice exam results to determine additional needs to be ready for your scheduled exam
- Develop pacing and testing strategies to improve your testing performance

My Goal:

___/___/___

Suggested Weeks 34-42:

- Continue mastering standards, assessing progress and preparing to test
- Make sure that all standards are mastered so that no content is neglected

My Goal:

___/___/___

Suggested Weeks 34-42:

- Take full-length practice exam in timed mode as a final check-in
- Scan all standards and notes one last time
- Re-review any aids provided on exam day
- Confirm your test date and review the test center regulations from the Candidate Handbook
- Check out the tips for exam day
- Take subject area exam

My Goal:

___/___/___

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Weeks 44 – 47: Preparing for Exam 2 (Subject Area)

Suggested Week 44:

- Please confirm that you have passed all exams (available from your results button)
- Confirm that your transcript has been received (available from your account page)

My Goal:

___/___/___

Suggested Weeks 45-47:

- Receive American Board certificate (Approximately 1-2 weeks after all materials have been processed)
- Begin your state's post-certification/licensure requirements
- Explore steps to securing a position and job interview tips

My Goal:

___/___/___

Notes: