

About Your Study Plan

This Study Plan is your syllabus for the American Board program. We encourage you to use the recommended resources to target preparation to your needs and goals. There will be hyperlinks throughout this document to both your [PTK Study Materials](#) and additional, optional resources. Please make sure that you visit the relevant pages to access all of the resources. Your commitment to great teaching begins here.

Preparing to Pass

American Board is committed to making sure you are the best possible teacher.

We will provide you with study tips to get ready for the exam and the content and resources to review the material.

Take advantage of our [exam preparation webinars](#). They go over how to best prepare for a [multiple choice exam](#) and an [essay exam](#).

We have found that those who watch both webinars have a much higher pass rate on the American Board exams.

Your Materials:

- **Standards:** a list of everything that might be on the test.
- **Study Plan:** your syllabus with link to what you need to study for each section.
- **Prepare to Teach Workshop:** an overview course on the topics you will be tested on.
- **Practice Exam/Section Quizzes:** a sample test questions and solutions.

Professional Teaching Knowledge Exam Snapshot

Time Allowed	Multiple Choice: 150 minutes Component: 60 minutes	
Format	Multiple Choice & Writing Component	
# of Questions	100 Multiple Choice Question & 1 Writing Component	
On-Screen Exhibits	NONE	
Passing Score	Multiple Choice: 257/500 Component: 4/6	
Exam Summary	Areas of Study	Percentage of Exam
	Instructional Design	18%
	Effective Instructional Delivery	32%
	Classroom Management and Organization	30%
	Assessment	20%

About This Exam

The American Board for Certification of Teacher Excellence believes that highly skilled teachers should possess a comprehensive body of knowledge that is research-based and promotes student achievement. The Professional Teaching Knowledge exam is designed to assess a new teacher's knowledge of teaching-related criteria. Such knowledge is typically obtained in undergraduate preparation in areas such as human development, classroom management, instructional design and delivery techniques, assessment, and other professional preparation. This exam also contains a writing component that will evaluate a candidate's ability to write to audiences they will most likely address as a teacher: parents, colleagues, and/or school administrators.

How to use American Board Practice Tests

If you have chosen to use our practice tests, you may have already used the quizzes to get a better idea of where your strengths and weaknesses are. There are two full-length exams that we suggest you use in *testing mode* as a mid-term and final to work on your timing and endurance. You can use them again in *explore mode* to identify distractors.

Questions and concerns can be directed to the Help Desk. Log in to your account to create a Help Desk Ticket.
Or contact Candidate Services at: cs@americanboard.org

Your Essay - Start with About your Writing Component

The PTK writing component will consist of a prompt which in turn consists of several tasks. **It is critical that you address every task to get a passing grade (4 or higher out of 6) on the writing component.**

IMPORTANT: *Most people believe they can write and often underestimate the writing component of the exam, especially when it is in a letter form. As a result, they often neglect spending the time learning, and then practicing what kind of writing is being asked of them.*

Consider the tasks (5 min):

- Take the time to consider what exactly is being asked. Write down the key words from the prompt and consider your ideas. When creating a preliminary outline, each task should be roman numeral.

Map your prompt (5 min):

- Address every task in the prompt. Brainstorm ideas and write a few words for each of the individual tasks in an outline form.

Write (40 min):

- Make sure your writing is clean and concise. If you have thought through your outline, the actual writing will become much easier. Remember that you are writing for clarity and communication.

- An effective way to make sure your grader notes each of your tasks is to make each task a separate body paragraph in your "5 paragraph essay".

Proofread your work (7 min):

- One good exercise as you practice is to read your essays out loud to someone. Everywhere you stumble or sound awkward as you read is a place to correct. On test day you will sub-vocalize as you proofread and "hear" your errors before your turn in your essays.

Important Resources

Preparation Guide

Writing Resource

PTK Rubric

Practice Writing

Additional Recommendations:

The Study Plan:

Your study plan includes direction on how to use American Board's required resources. We also include recommended resources to aid in your mastery. This plan was designed for a 9 month period (4 months for Professional Teaching Knowledge (PTK); 4 months for the subject matter; 2 weeks to take each test) in which most people are able to complete the program. Many have complete the program in a short amount of time. If you require additional time beyond your scheduled end date, the opportunity exists to purchase a six-month extension in the program.

Area of Study	Required Resources	Recommended Resources
<p>Domain 1 (Standards 1.1.01-1.1.10)</p> <p>Instructional Design</p> <p>These standards cover:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Writing measurable objectives <input type="checkbox"/> Guiding curricular planning <input type="checkbox"/> Organizing content, concepts, and models <input type="checkbox"/> Developing illustrative examples <input type="checkbox"/> Building on students' prior knowledge 	<p>Complete the following readings and watch the following videos in the PTK Study Materials (PDF or Online version):</p> <p>The Characteristics of Successful Teachers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Characteristics 1-8 <input type="checkbox"/> Characteristics 9-16 <input type="checkbox"/> VIDEO CASE STUDIES: Characteristics of Successful Teachers 	<p>Web Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Understanding by Design <input type="checkbox"/> Glossary of Education Terms <p>Books</p> <ul style="list-style-type: none"> <input type="checkbox"/> Effective Teaching Methods: Research Based Practice <input type="checkbox"/> The First Days of School: How to be an Effective Teacher <input type="checkbox"/> Teach Like a Champion 2.0

Your Notes:

Study Tip:

One effective way of using the practice quizzes is to look at the incorrect answer choice before looking at the correct explanation to see if you can understand why those options are wrong. If you can understand how a test maker uses distractors, you will be able to eliminate wrong answer choices faster on test day.

Area of Study	Required Resources	Recommended Resources
<p>Domain 2 (Standards 2.1.01-2.5.01) Effective Instructional Delivery</p> <p>These standards cover:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communicating effectively <input type="checkbox"/> Presenting clear and focused instruction <input type="checkbox"/> Effective questioning techniques <input type="checkbox"/> Making efficient use of learning time <input type="checkbox"/> Applications <input type="checkbox"/> Research Strategies 	<p>Complete the following readings and watch the following videos in the PTK Study Materials (PDF or Online version):</p> <p>The Characteristics of Successful Teachers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Characteristics 1-8 <input type="checkbox"/> Characteristics 9-16 <input type="checkbox"/> VIDEO CASE STUDIES: Characteristics of Successful Teachers 	<p>Web Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> "Every Kid Needs a Champion" TED Talk <input type="checkbox"/> Teaching for the 21st Century <input type="checkbox"/> Personalized Learning <p>Books</p> <ul style="list-style-type: none"> <input type="checkbox"/> Effective Teaching Methods: Research Based Practice <input type="checkbox"/> The First Days of School: How to be an Effective Teacher <input type="checkbox"/> Teaching in Today's Inclusive Classrooms <input type="checkbox"/> Inclusive Education Checklist

Your Notes:

Testing on the Computer:

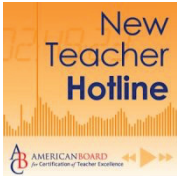
This may be your first time taking a test on a computer. On average, people read 20% slower on a screen vs. paper. Because of this and other issues, practice as much as you can on the computer to become comfortable working in that environment. Familiarity with the test and its standards will go a long way towards your American Board success. The online practice tests are great practice to get a feel for the testing environment.

Area of Study	Required Resources	Recommended Resources
<p>Domain 3 (Standards 3.1.01-3.5.03)</p> <p>Classroom Management</p> <p>These standards cover:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establishing efficient classroom routines <input type="checkbox"/> Setting clear standards for conduct <input type="checkbox"/> Providing student feedback & reinforcement <input type="checkbox"/> Setting expectations for student learning <input type="checkbox"/> Parental involvement 	<p>Complete the following readings and watch the following videos in the PTK Study Materials (PDF or Online version):</p> <p>Classroom Management Workshop</p> <ul style="list-style-type: none"> <input type="checkbox"/> Techniques for Addressing Students Part 1 <input type="checkbox"/> Techniques for Addressing Students Part 2 <input type="checkbox"/> VIDEO CASE STUDIES: Classroom Management <p>Nurturing Parental and Community Support</p> <ul style="list-style-type: none"> <input type="checkbox"/> Effective Communication with Parents <input type="checkbox"/> Opening and Maintaining Lines of Communication <input type="checkbox"/> Building Support in the Community <input type="checkbox"/> VIDEO CASE STUDIES: Avoiding Parent Conference Pitfalls 	<p>Web Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Positive Behavioral Interventions and Supports <input type="checkbox"/> Classroom Management: Resource Roundup <p>Books</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Classroom Management Book <input type="checkbox"/> Teach Like a Champion 2.0 <input type="checkbox"/> Effective Teaching Methods

Your Notes:

We love to highlight ABCTE teachers in local newspapers. Not only does this provide publicity for potential job search, it can also help highlight your school as one that is committed to providing students with the best possible teacher. Visit

<https://www.americanboard.org/?s=share+your+story>

Area of Study	Required Resources	Recommended Resources
<p>Domain 4 (Standards 4.1.01-4.3.03)</p> <p>Assessment</p> <p>These standards cover:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Monitoring student progress <input type="checkbox"/> Understanding test concepts <input type="checkbox"/> Assessing high-needs students <p>The Statistics Workshop can be found at:</p> <p>https://www.americanboard.org/statistics-workshop/</p> <p>Click to check out this podcast:</p> 	<p>Complete the following readings and watch the following videos in the PTK Study Materials (PDF or Online version):</p> <p>Intro to Assessment Part 1</p> <ul style="list-style-type: none"> <input type="checkbox"/> What is Assessment? <input type="checkbox"/> The Purpose of Assessment <input type="checkbox"/> Summative Assessment <input type="checkbox"/> Formative Assessment <input type="checkbox"/> Ipsative Assessment <input type="checkbox"/> Diagnostic Assessment <p>Intro to Assessment Part 1</p> <ul style="list-style-type: none"> <input type="checkbox"/> Performance Assessment <input type="checkbox"/> Criterion-Reference Assessment <input type="checkbox"/> Norm-Reference Assessment <input type="checkbox"/> Validity <input type="checkbox"/> Reliability <input type="checkbox"/> Bias <p>Modes of Classroom Assessment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Traditional Assessments <input type="checkbox"/> Non-traditional Assessments <input type="checkbox"/> Informal Assessments <input type="checkbox"/> 10 Things to Remember About Assessment 	<p>Web Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> What is Performance Based-Assessment? <input type="checkbox"/> When Data Systems Actively Support Data Analysis <input type="checkbox"/> Planning and Designing for K-12 Next Generation Learning <p>Books</p> <ul style="list-style-type: none"> <input type="checkbox"/> The First Days of School: How to be an Effective Teacher <input type="checkbox"/> Embedding Formative Assessment: Practical Techniques for K-12 Classrooms

Your Notes:

American Board's Stepwise Method

The Right Way to Get Started: using the Standards as your syllabus

The Standards are your study lifeline; you can find with your study materials. Throughout the course of your study, you will learn all of them. How to begin? Here is the American Board's Standards Stepwise method:

1 Approach in bite-sized chunks: don't be overwhelmed or paralyzed by how many standards there are, simply pick a topic of a domain and get started.

2 Define the terms: take the first three items in the topic and make sure you know all the terms. Look up any you do not recognize. After all, you cannot answer a question definitively if you don't even know the terms.

Topic 1: Selects, Organizes, Plans, and Designs Content

1.1.01	Writes measurable objectives for both individual or classroom performance based on student data and subject matter.
1.1.02	Guides curricular planning (e.g., content clusters, instructional methods, learning activities and assessment tools) based on goals of the instruction.
1.1.03	Substantiates or illustrates facts.
1.1.05	Juxtaposes examples that differ in many ways but are the same in defining features, so that students can generalize to new examples and learn to discriminate same/different when faced with new examples.
1.1.06	Plans lessons, depending on size and content of unit, so that important ideas or skills are studied on several occasions rather than all at once.
1.1.07	Selects lessons.

Guides curricular planning (e.g., content clusters, instructional methods, learning activities and assessment tools) based on goals of the instruction.

Professional Teaching Knowledge Study Plan | Effective Instructional Delivery

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Your Notes:

3 Use the required resources in your Study Plan or a broad survey text to refresh your memory on the topic.

4 Use the appropriate recommended resources to probe deeper if you need better understanding. Use the Standards to target the sections you need to read.

5 Your Notes: identify additional resources to use as needed.

6 Check for understanding and reflect: think about how you would use this in a classroom or how you would teach the subject. Use your quizzes to check for understanding and move on.

7 Wash, rinse, and repeat: once you finish a chunk of three, go back and attack the next three.

Have a Plan

It is important to have a plan of attack to study. Block out set times to study and if you slip and miss a session, restart your plan instead of letting yourself get paralyzed and procrastinate.