**Master Teacher Application Quick Reference**

1. **Candidate’s Checklist for Submission of Materials (Form H)**
2. **Two Recommendation Forms (Form G)**

Completed and signed by supervisors or colleagues who know and observed your professional practice.

1. **Master Teacher Application: Section 1 (Form C)**

Teacher’s basic demographic information.

\*None: Forms CG & H must be an original ODE form

1. **Master Teacher Narrative: Section 2**
* Respond to all of the prompts for each criterion in two to three pages, not to exceed 12 total pages. The LPDC may stop scoring after page 12.
* All Master Teacher narratives must be written in MLA format. Please use the following guidelines.

MLA General Guidelines

* Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.
* Double-space the text of your paper, and use a legible font (e.g. Times New Roman). The font size should be 12 pt.
* Set the margins of your document to 1 inch on all sides.
* Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.
* Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
* Use italics throughout your essay for the titles of longer works and, only when absolutely necessary, providing emphasis.
* Spell out acronyms first time used, then abbreviations may be used.

If you need more information on MLA format go to the Purdue Online Writing lab at <http://owl.english.purdue.edu/owl/resource/747/01/>

1. **Evidence: Section 3**

A minimum of one piece of evidence for each of the 5 criterion is required. Not to exceed 10 pieces. It is highly recommended that applicants submit 2 pieces of evidence per criterion.

* Evidence should be referenced within the written text and labeled accordingly. (A piece of evidence may be referenced in other criterion.) No maximum number of pages for each piece of evidence.
* Evidence should be labeled in the upper right hand corner of the paper or document and the label is what should be referenced in the written narrative.
* Evidence include, but are not limited to the following types:
	+ Website: please note the link with a screen shot of the homepage
	+ Video: flash drives, DVD’s or links are acceptable forms. Limit to 10 min. of footage maximum.
	+ Audio: flash drives, CD’s or links are acceptable forms. Limit to 10 min. maximum.
	+ Photography: Annotated to give context.
	+ Other: Pre-approval from the LPDC for all other types of evidence.
1. **Submission Procedure**

Completed Master Teacher Applications must be turned in to the Administrative Assistant in the Personnel Office. Individuals must personally turn in their Master Teacher Applications. Upon submitting, the application will be time and date stamped and a receipt will be given. No Master Teacher Application will be accepted by mail, either internal or U.S. Post Office.

1. **Master Teacher Scoring**

All Master Teacher Portfolios will be scored by two LPDC committee members. A third committee member may score the portfolio if there are discrepancies. The scoring committee will follow the Master Teacher Grading Rubric and guidelines from the Ohio Department of Education.