

ITPS Competency 9: Assistive Technology Process Checklist

Spring 2007

Getting Started: (To be completed between January 22, 2007 and February 9, 2007 at 4:00pm)

- Register for Stage II: Visit <http://itps9.seat.ilstu.org> and click on the menu item 'Stage II Registration'. Choose a date and time and register to complete Stage II. Remember, Stage I must be successfully completed prior to starting Stage II.
 - o Write your date and time here: _____
- Verify that you have access to the ITPS Competency 9 WebCT Course by logging into your ICampus account, locating the 'myWebCT' channel, and clicking on the 'ITPS Competency 9, Spr '07' course. You should see, at least, the 'Learning Modules' and 'Exam – FIRST ATTEMPT' icons. If you do not see these icons, contact itps9@ilstu.edu for assistance.

Completing Stage One: (Stage I Available January 22, 2007, 12:00 pm)

- Log into the 'ITPS Competency 9, Spr '07' course through your ICampus account. Locate and complete the following items:
 - o Read this first!
 - o Pre-Survey
 - o Learning Modules (there are six)
- Take the exam by clicking on 'Exam – FIRST ATTEMPT'. You have 40 minutes to complete the exam after you have started. After you are done, you can check your status by returning to the homepage and clicking on 'Competency Status'. If you received a 27 or higher, 'Congratulations!' you have passed and are ready for Stage II.
 - o Passed? _____ Yes (Take Post Survey, Go to Completing Stage II) _____ No (Go to Next Step)
- Review the deficiency policy at <http://itps9.seat.ilstu.org> by clicking on ITPS 9 Process. Review the first exam attempt, study the areas in which you made errors, and take the second exam attempt.
 - o Passed? _____ Yes (Take Post Survey, Go to Completing Stage II) _____ No (Go to Next Step)
- Review the second exam attempt, study the areas in which you made errors, and contact itps9@ilstu.edu to schedule a third exam attempt. When access is granted, take the exam. OPTIONAL – Consider scheduling a 'Help Session' before taking the third exam by contacting itps9@ilstu.edu.
 - o Passed? _____ Yes (Take Post Survey, Go to Completing Stage II) _____ No (Go to Next Step)
- Contact itps9@ilstu.edu about obtaining the alternate assessment packet. Information will be provided about this process and how it is scored at this time.
 - o Passed? _____ Yes (Take Post Survey, Go to Completing Stage II) _____ No (Go to Next Step)
- Contact itps9@ilstu.edu about next steps.

Completing Stage II (Must be completed by April 27, 2007 at 5:00 pm)

- Once you have successfully passed Stage I, you can start working on Stage II. Please report to the SEAT Center on the date and time at which you have registered previously. In preparing for this appointment, please go to <http://itps9.seat.ilstu.org>, click on 'ITPS 9 Process' and review the section on Stage II, noting the 'Code of Conduct for Stage II'. At the appointment, you will have a variety of hands-on experiences using common assistive technologies and then be assessed on your experiences at the end of the session. Determination of successfully completing Stage II is done at that time.
 - o Passed? _____ Yes (Take Post Survey, You have passed ITPS Comp. 9) _____ No (Go to Next Step)
- If you have not passed Stage II, contact itps9@ilstu.edu for next steps.