

Common Errors on the NCSP Portfolio

Common Error: *Submitting course papers or PowerPoint presentations as evidence of skill.*

Tip: Papers and PowerPoint presentations demonstrate knowledge rather than skill. Instead, provide actual evidence of implementing the services described. For example, presenting on consultation models would demonstrate knowledge, yet documentation of applying those skills in a school would demonstrate skill/ability.

Common Error: *Submitting as many artifacts as possible in hopes that one will meet the standard.*

Tip: Technically, a single, high quality artifact can often satisfy the skill requirements in a domain. Be thoughtful in what you submit for each domain, and ideally submit only two to three artifacts. Submitting too many artifacts, particularly if they are judged to be unsatisfactory in meeting the domain, can be more of a detriment than supportive to the overall application.

Common Error: *Identifying the same course to fulfill multiple domains.*

Tip: A course should generally be considered as supporting no more than three domains.

Common Error: *Submitting letters of reference or supervisor evaluations as primary sources of evidence of skill.*

Tip: These artifacts can be submitted as supplemental support, yet are not considered primary evidence.

Common Error: *Submitting raw data reports or charts without context.*

Tip: Any charts, tables, or graphs should have context, including why the data were collected, who and how those data were collected, and how they were used to inform decision-making at the individual, group, or school-wide levels.

Common Error: *Not clearly specifying the candidate's role in submitted artifacts.*

Tip: Submitting a district's crisis plan, for example, without stating the candidate's role in either creating or implementing that plan makes it difficult to determine the candidate's skills or knowledge. In some cases, getting a letter from an administrator attesting to the candidate's role, copies of meeting notes, or a roster list of meetings can be helpful.

Common Error: *Errors in loading artifacts to the webpage.*

Tip: Ensure the documents loaded are the intended documents and are clearly identified by their filename.