Submission is a multi-step process. BEGIN THIS PROCESS 5 DAYS BEFORE THE OFFICIAL DEADLINE. Here's a quick overview:

1. On Tk20 - submit for internal review.
2. Register on edtpa.com, using the voucher Dr. Viator provided as payment. Once you enter that, edtpa.com/Pearson will send you an authorization key (a 16 digit number).
3. On Tk20 - enter authorization key, verify that key, and then you can transfer to Pearson.
4. After receiving confirmation, log onto edtpa.com and review each file.
5. Take a screen shot of notification that you have reviewed the files at edtpa.com and they have been received by Pearson.

First,

a) make sure the number and the type of files you have uploaded are correct (see Evidence Chart in your Handbook)
b) make sure you have uploaded all files and are visible (see page 7 of the attached Guide). You should not see a Select button on any task.

As you upload files, use an approved browser (Google Chrome is best) and make sure you only have one window open. Multiple open windows may cause the files you upload to get corrupted and then are unreadable. In that case, you would just delete the file from Tk20 and upload again. Submit for internal review.

Second,

a) Review pages 10-22 of the attached Guide
b) Register at edtpa.com. When you get to the end of the registration process (as shown on page 22 of the attached Guide), enter the voucher number provided by Dr. Viator:

The pages up to 24 describe how you will obtain your Authorization Key.

Third,

a) Log onto Tk20, verify Authorization Key, and transfer to Pearson (pages 25-26 will guide you as you log onto Tk20).

Fourth,

a) Log onto edtpa.com and REVIEW files (see page 27, and pages 36-39). Depending on your content area, it could take up to 48 hours. When Pearson has received your files, you will receive an email to REVIEW your files. Once you do that, send a screen shot of your confirmation to your seminar instructor after you have reviewed the portfolio.

This guide should provide you with all the information and contacts if you run into trouble.
edTPA is a pre-service assessment process designed by educators to answer the essential question: "Is a new teacher ready for the job?" edTPA includes a review of a teacher candidate's authentic teaching materials as the culmination of a teaching and learning process that documents and demonstrates each candidate's ability to effectively teach his/her subject matter to all students.

Stanford University faculty and staff at the Stanford Center for Assessment, Learning, and Equity (SCALE) developed edTPA, formerly the Teacher Performance Assessment. They received substantive advice and feedback from teachers and teacher educators and drew from experience gained from over 25 years of developing performance-based assessments of teaching (including the National Board for Professional Teaching Standards (NBPTS), the Interstate Teacher Assessment and Support Consortium (InTASC) Standards portfolio, and the Performance Assessment for California Teachers). The design and review team was comprised of more than 500 university faculty, national subject-matter organization representatives (e.g., NCTM, NCTE, NSTA, etc.), and K-12 teachers.

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1 OVERVIEW

1.1 edTPA Process

As you navigate through the edTPA process, you will need to complete the following steps to successfully transfer and submit your edTPA portfolio using Tk20 as an Integrated edTPA Platform Provider System.

1. Review policies and register for the appropriate edTPA assessment on edTPA.com.
2. Login to Tk20 and complete your edTPA portfolio in the Portfolios tab. If you do not see an edTPA portfolio in your account, contact your campus Tk20 Unit Administrator.
3. Validate your authorization key in the first tab of your edTPA portfolio.
4. After uploading all required documents and audio/video clips as defined in the edTPA handbook, click Transfer to Pearson.
5. Keep track of your edTPA portfolio status by clicking on Track My edTPA Transfer.

Begin the transfer from Tk20 to Pearson at least 5 days before your planned submission date to allow yourself adequate time to review your files in the Pearson system and submit your assessment for scoring. Please be sure to allow for up to 48 hours for the portfolio to be transferred. Please refer to the Pearson edTPA website for more information about the transfer and submission processes.
6. When you have confirmed that all parts of your assessment are ready to be submitted, submit your assessment using the Pearson ePortfolio system on edTPA.com. You will receive an email notification confirming that your assessment has been submitted. Once the submission has been completed, your assessment is ready to be scored. No additional actions are required.

1.2 Getting Help

<table>
<thead>
<tr>
<th>Tk20 Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pearson edTPA Customer Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><strong>Phone</strong></td>
</tr>
</tbody>
</table>
2.2 Viewing the edTPA Portfolio in Tk20

To view portfolio:

1. Click on the Portfolios tab located at the top of the page.

2. Click on the link for the edTPA portfolio you wish to open, as shown in Figure 1.

3. Within the portfolio, you will see a series of tabs organized by tasks included in your edTPA handbook.

**Figure 2** shows the following:

- In the first tab, you can view and download the PDF version of your edTPA handbook.
- In the subsequent tabs (Task 1, Task 2, and Task 3), you will see the requirements for each sub-task.
• You can also download templates for Context for Learning information, as well as Planning, Instruction, and Assessment Commentary Forms in Word document format.

2.3 Attaching Artifacts to your edTPA Portfolio in Tk20

After you view the portfolio details and understand what is required, you can begin attaching your artifacts. At the bottom of each tab in the portfolio, you will see placeholders to attach all sub-tasks.

To upload documents and attach to your edTPA portfolio:

1. Click on “Select” next to each sub-task, as shown in Figure 3.

2. Click on Select Files to search for files located on your computer for each respective sub-task. Alternatively, in Figure 4 you will notice that you can select files located on your computer and “Drag and drop” them in the artifact.

Note:
• When you name your files, there are no required file naming conventions; however you are strongly encouraged to be as descriptive as possible.
• Do not include any identifying information (names or institution) in your files.
• Assessors should be able to easily identify the contents of each file.
• The name of your artifact defaults to the name of the sub-task followed by a numeral.

3. When uploading videos (that is in Task 2), you must follow the User Guidelines for Video Upload.

Note:
• Be sure you have compressed your video files before you begin uploading and attaching them to your edTPA portfolio in Tk20.
• Each video file must be compressed to a file size of 100MB or less.

4. Some sub-tasks require more than one file to be attached. In such cases, repeat step 3 to add additional files to the artifact.

5. Once you have attached the required number of files for that specific artifact/sub-task, click on Save to attach the artifact to your edTPA portfolio. You will see the artifact has been attached in the list of required artifact placeholders, as shown in Figure 5.

6. Once all artifacts have been successfully attached with the appropriate number of files as listed in the Evidence Charts of your edTPA handbook, you may click Submit for Internal Review for supervising faculty to review your completed edTPA portfolio if required by your institution.
edTPA Registration Overview

This guide provides an overview of the edTPA registration process.

1. Getting Started
2. Create an Account
3. Register
   a. Choose Your Assessment
   b. Answer the Background Questions
   c. Answer the Score Reporting Options Questions
   d. Review Your Registration
4. Check Out and Provide Payment
5. Select Your Portfolio System
6. Start Building Your Portfolio
1. Getting Started

Register for edTPA at www.edTPA.com. Click Candidates in the top navigation. Then, on the Candidates page, click Register.
Before registering, review the resources available on the Getting Started page to prepare for edTPA, read the program policies including the Submission Requirements, review online training available, identify your portfolio system, and check submission and reporting dates.

Register

Before You Register

1. Review Getting Started to access resources to prepare for edTPA, read program policies and online training, identify your portfolio system, and review submission and reporting dates.
2. Read the candidate policies for participation in edTPA.
3. Review the edTPA Registration Overview, which describes the registration process and details the information you will be asked to provide when you register.

Some programs distribute vouchers to their edTPA candidates to be used for full or partial payment of the registration fee.

If you have been issued a voucher or expect to be issued a voucher for your edTPA registration, you must enter the voucher code when prompted on the payment page during registration. You may apply only one voucher per registration; any balance must be paid by credit card.

Vouchers cannot be applied retroactively to existing registrations.

If you are unsure if you will be issued a voucher or how you should pay for your edTPA registration, please contact your faculty advisor before registering.

Privacy Policy

Pearson takes reasonable precautions to protect the integrity of your personal information provided in connection with the registration process, as well as any information generated internally that is specifically pertinent to you, and to keep this information secure.

Your private information will not be made available to anyone but you. Pearson and the relevant state agency responsible for educator certification, if applicable (including the employees, agents, contractors, or professional advisors thereof), the program(s) you indicate in the edTPA registration system, and any program, entity, or person required or authorized by law to receive this information.

Your registration status and submission status, including date and time of registration and/or submission, may be reported to the preparation program in which you are enrolled, as you indicated in the edTPA registration system.

When you are ready to register, click Next.
Select the link to review the instructions for the portfolio system that you will use to build your portfolio.

**Register**

**Register to Take or Retake the Full Assessment**

<table>
<thead>
<tr>
<th>System</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pearson ePortfolio System</td>
<td>Review instructions and register</td>
</tr>
<tr>
<td>Integrated edTPA Platform Provider System</td>
<td>Review instructions and register</td>
</tr>
<tr>
<td>Other Platform Provider System</td>
<td>Review instructions and register</td>
</tr>
</tbody>
</table>

Which portfolio system should I use?

**Register to Retake a Single Task**

<table>
<thead>
<tr>
<th>System</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pearson ePortfolio System</td>
<td>Review instructions and register</td>
</tr>
</tbody>
</table>

Tk20 is an Integrated edTPA Platform Provider System.

**Note:** If you are unsure of which portfolio system you will be using, select “Which portfolio system should I use?” for help, or ask your faculty advisor before you register.
After reviewing the instructions for the system you will be using, click Register Now.

Register

Candidates Using an Integrated edTPA Platform Provider System

If you will be using an integrated system (Chalk & Wire, Data180, Digionation, Edthena, EPCS Online (UW-Madison), FolioTek, Lessoncast, LiveText, PASS-PORT, ShowEvidence, TaskStream, Tk20), please follow these instructions:

1. **Register for edTPA on this site.**
   
   Follow the system instructions to select your content and specialty areas, indicate your educator preparation program, and answer the background questions.

2. **Get your authorization key.**
   
   Immediately after you register, indicate your portfolio system. Select “Integrated Platform Provider.” An authorization key will be generated and emailed to you.

3. **Complete your portfolio.**
   
   Complete your work in your educator preparation program’s system.

4. **Use your authorization key to transfer your portfolio to the Pearson system.**
   
   From your educator preparation program’s system, transfer your portfolio to the Pearson system. Enter your authorization key when prompted.

   ![](warning_icon.png)
   
   Be sure to allow adequate time, perhaps up to several days, before your planned submission data to upload and review your files in the Pearson system and to complete the submission process for scoring.

5. **Review and submit your portfolio.**
   
   In the Pearson system (on this site), review your portfolio and submit it for scoring.

Register Now
2. Create an Account

On the sign-in screen, click the link to “Create an account now.”

The system will take you through the account-creation process, where you will select a password and provide information about yourself, including your full name and address.

If you have previously created an account, you may sign in using your email address and the password you established when you created the account.

3. Register

To continue, you are required to confirm your identity.
A. Choose Your Assessment

**Step 1:** Be sure to review the assessment-selection guidelines for your state, if provided. If you are unsure which assessment area to select, consult your faculty advisor.

**Step 2:** Select your assessment from the dropdown menu. Be sure to choose the correct assessment version if the assessment has both National and Washington options.
B. Answer the Background Questions

You will be asked to answer the following series of questions. When you are registering, answer these questions as best you can. You will be able to update your answers after you register, at any time up until you submit your portfolio.

<table>
<thead>
<tr>
<th>Question</th>
<th>Instruction</th>
</tr>
</thead>
</table>
| Educator Preparation Program                  | Indicate the educator preparation program in which you are currently enrolled. If your program is not listed, identify the state where your preparation is taking place.  
If you are not affiliated with an institution, select “Unaffiliated.”                                                                                           |
| edTPA Field/Specialty Area                    | **If you are registering for the Special Education assessment area:** Select the option that most closely describes the focus learner’s primary disability as identified in the IEP. For this assessment area, you will develop an in-depth case of one learner, your focus learner.  
Available options are:  
- Autism and developmental disorders  
- Career development and transition  
- Early childhood special education  
- Emotional or Behavioral  
- Deaf and hearing impaired  
- Learning disabilities  
- Mild/moderate  
- Moderate/severe  
- Physical, health, and multiple disabilities  
- Blind and visually impaired  
**If you are registering for any other assessment area:** Select the specialty area of the lessons that you will be teaching in your classroom. Note that some assessment areas, such as Secondary Mathematics, may have multiple specialty areas from which to choose:  
- General mathematics—Secondary  
- Algebra—Secondary  
- Geometry and Analytic Geometry—Secondary  
- Trigonometry—Secondary  
- Calculus—Secondary  
Other assessment areas, such as Health Education, list just one option to choose – Health Education.  
*If you do not see your field/specialty area listed on this screen, check your assessment selection to ensure it is the one you intended. To do this, click the Previous button until you return to the Assessment Selection screen and verify your selection. You may update your selection now, if necessary.*  
*If you have questions about your assessment selection and edTPA field/specialty area, you should consult with your faculty advisor before continuing to register, or contact Pearson Customer Support at (866) 565-4872.* |
<table>
<thead>
<tr>
<th>Question</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Grade Level</td>
<td>From the list of choices, select the one grade level that best describes your edTPA classroom context. If your classroom is a mixed-grade setting, select the grade level that most closely corresponds to the majority of students or to the group of students with whom you are working.</td>
</tr>
<tr>
<td>School Context</td>
<td>Select the one option that best describes the school context for your edTPA classroom. The options are:</td>
</tr>
<tr>
<td></td>
<td>• Rural</td>
</tr>
<tr>
<td></td>
<td>• Rural/suburban</td>
</tr>
<tr>
<td></td>
<td>• Suburban</td>
</tr>
<tr>
<td></td>
<td>• Suburban/Urban</td>
</tr>
<tr>
<td>edTPA Language</td>
<td>Respond by indicating whether you will be submitting materials (documents and/or videos) that were written or recorded in a language other than English. If you answer &quot;Yes&quot; and the assessment area/specialty area for which you are registering is one of the following, you do not have to provide translations:</td>
</tr>
<tr>
<td></td>
<td>• any World Language</td>
</tr>
<tr>
<td></td>
<td>• any Classical Language</td>
</tr>
<tr>
<td></td>
<td>• Elementary Literacy—Spanish</td>
</tr>
<tr>
<td></td>
<td>• Elementary Mathematics—Spanish</td>
</tr>
<tr>
<td></td>
<td>• Elementary Education—Spanish</td>
</tr>
<tr>
<td></td>
<td>• Special Education—Deaf and hearing impaired (for ASL only)</td>
</tr>
<tr>
<td></td>
<td>If you answer &quot;Yes&quot; and the assessment/specialty area for which you are registering is NOT one of the areas listed above*, you are required to provide translations/transcripts for any files (documents, videos, etc.) that are written or recorded in a language other than English. Contact Pearson Customer Support at (866) 565-4872 for detailed instructions.</td>
</tr>
<tr>
<td></td>
<td>*Note: For English as an Additional Language, translations are necessary only when highlighting key exchanges that reveal students' content understandings and/or language proficiency. Translations do not need to be a full transcript and can be provided within the commentary and noted with video clip time stamps.</td>
</tr>
<tr>
<td>English Language Proficiency</td>
<td>If English is your primary language, answer Yes. Otherwise, answer No.</td>
</tr>
<tr>
<td></td>
<td>You may decline to answer this question.</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Select the option that best describes yourself.</td>
</tr>
<tr>
<td></td>
<td>You may answer this question &quot;Undeclared.&quot;</td>
</tr>
</tbody>
</table>
Question | Instruction
---|---
Reason for Assessment | Select the option that best describes your reason(s) for taking this assessment. Options are:
- Educator preparation program requirement
- State educator licensure/certification requirement
- Both of the above

Highest Educational Level | Select the highest educational level you have attained prior to this assessment.

Use of Materials | You have the option to consent to have your submission used in support of continued edTPA program improvement activities conducted by Stanford University and Pearson, such as future validity and reliability studies of edTPA. If you give your consent, your materials would be used without your name or other identifying information and would remain secure. If you do not give consent or if you are a New York State candidate, your materials will not be used in this manner.

Student Information | Select the option that best describes the percentage of students in your classroom with respect to the following categories:
- Free/reduced lunch
- English language learners
- Special education eligibility (not including “gifted/talented”)

You may decline to answer these questions.

Clinical Experience | Select the options that best describe the amount of clinical experience/student teaching that you completed in your program prior to completing edTPA, for both number of weeks and hours per week.

You may decline to answer these questions.

C. Answer the Score Reporting Options Questions

Scores via email: You may elect to have your edTPA Score Profile sent to your email address as a PDF attachment. Your edTPA Score Profile will also be available to you in your account on www.edTPA.com for a period of 12 months following the score report date.

Additional States to Receive Scores: Note that your scores will automatically be sent to the following entities:
- If applicable, the Educator Preparation Program you indicated earlier in your registration.
• If required by state policy, the state associated with your Educator Preparation Program selection. *not required- do not send to NJ

If you wish to send your scores to an additional state or states that accept edTPA scores, you may select one or more of those states at this point in your registration.
E. Review Your Registration

Take a moment to review your registration selections. You may use the Change links on the right side of this screen to revise any of your selections.

<table>
<thead>
<tr>
<th>Assessment(s)</th>
<th>Elementary Education (National)</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educator Preparation Program:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Unaffiliated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>edTPA Field/Specialty Area:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Elementary Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom Grade Level:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Context:</td>
<td></td>
<td></td>
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<tr>
<td>• Suburban/Urban</td>
<td></td>
<td></td>
</tr>
<tr>
<td>edTPA Language:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Language Proficiency:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnicity:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Undeclared</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Assessment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Both of the above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highest Educational Level:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Master's degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Materials:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Yes, I give my permission to use my edTPA submission to support continued program improvement activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Information: Free/Reduced Lunch:</td>
<td>26-50%</td>
<td></td>
</tr>
<tr>
<td>Student Information: English Language Learners:</td>
<td>10-25%</td>
<td></td>
</tr>
<tr>
<td>Student Information: Special Education Eligibility:</td>
<td>10-25%</td>
<td></td>
</tr>
<tr>
<td>Clinical Experience : Number of Weeks:</td>
<td>21-30</td>
<td></td>
</tr>
<tr>
<td>Clinical Experience : Hours per Week:</td>
<td>11-20</td>
<td></td>
</tr>
<tr>
<td>Score Reporting Options</td>
<td>Scores via Email:</td>
<td></td>
</tr>
<tr>
<td>• Yes, send my score report via email.</td>
<td>Additional States to Receive Scores:</td>
<td>None Selected</td>
</tr>
</tbody>
</table>

When you are satisfied with your selections, click Add to Cart.
4. Check Out and Provide Payment

Your registration is now in your cart. Click Check Out.

<table>
<thead>
<tr>
<th>Description</th>
<th>Actions</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Remove</td>
<td>$300.00</td>
</tr>
<tr>
<td>Elementary Education (National)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>$300.00</td>
</tr>
</tbody>
</table>

You must now acknowledge your agreement to the edTPA Rules of Assessment Participation. They are presented at this point in the registration system for your review.

Agreement

In order to register for edTPA, you must acknowledge that you have had adequate opportunity to review the rules and policies that apply to edTPA registration and testing and agree to abide by them. These rules and policies are contained on the current edTPA website and in the applicable edTPA Rules of Assessment Participation, which are presented below for your review.

edTPA Rules of Assessment Participation

COMPLIANCE WITH ASSESSMENT RULES

By registering for edTPA, you are agreeing to abide by the current Rules of Assessment Participation for edTPA and all rules, procedures, and policies contained on the current edTPA.COM website and/or in the current edTPA Handbook for the content area for which you have registered.

For the purpose of these Rules of Assessment Participation, the following definitions apply:


I acknowledge that I have had adequate opportunity to review, to my satisfaction, the instructions, rules, policies, and other terms and conditions that apply to edTPA registration and testing, which are contained on the current edTPA website and in the applicable edTPA Rules of Assessment Participation provided above for my review, and I agree to abide by the conditions set forth on the current edTPA website, including the edTPA Rules of Assessment Participation.

Next
On the Payment screen, enter your payment.

- If you have an edTPA voucher, enter the voucher code in the table at the top of the screen. If you are unsure if you will be issued a voucher or how you should pay for your edTPA registration, please contact your faculty advisor before registering. Vouchers cannot be applied retroactively to existing registrations.

- If you are providing payment by credit card, enter your credit card information where indicated below.

- If you have an edTPA voucher that does not cover the total cost, then you will enter both your voucher number and credit card information.

---

### Payment

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Agricultural Education (National)</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

**Obtain your voucher from Martha Viator**
(mviator@rowan.edu)

---

### Withdrawal/Refund Policy

If you have registered for edTPA, have not yet submitted your assessment for scoring, and would like to withdraw your registration, you may do so by logging in to your account, going to your Current Registrations, then Withdraw, and following the instructions.

If you withdraw your registration within 18 months of your payment made by you toward your assessment fee, up to $50 of the registration fee (Elementary Education only), $60 for a 2-task retake, or $80 for a 3-task retake, will be refunded. If you do not withdraw your registration within these parameters or if you withdraw after your registration window has expired, you will not receive a refund or credit of any kind. If you applied a voucher toward your fee when you registered, you will receive no refund or credit of the voucher amount.

Once you withdraw your registration, you will no longer be able to view or edit your portfolio in the Pearson system. If you want to retain a copy of your portfolio, be sure to save your files prior to withdrawing your registration.

I acknowledge that I have had adequate opportunity to review, to my satisfaction, the policies related to withdrawals stated above.

---

**About SSL Certificates**

- **Cardholder Name**: [Enter name]
- **CC Number**: [Enter number]
- **Exp Date Month**: [January]
- **Exp Date Year**: [2015]
- **Address**: [Enter address]
Be sure to review the Withdrawal/Refund Policy carefully, and acknowledge that you have done so.
You will then be asked to review and submit your order.

**Note:** Once you submit your order, you will **not** be able to change your assessment selection online. Please confirm that your assessment selection is accurate. If you need assistance, please contact Pearson Customer Support at (866) 565-4872.

You will, however, be able to revise your answers to the background questions and score reporting questions through your account online up until the time you submit your portfolio.

5. **Select Your Portfolio System**

On the last screen of the registration process, click Next to proceed to indicate your portfolio system.

**Next Steps**

Dear |

Thank you for your order. Your order details are listed below and have also been added to your account.

You're Almost Finished...

- **Candidates Using an Integrated edTPA Platform Provider System:** Select "Next" and follow the instructions to generate your authorization key.
- **Candidates Using the Pearson ePortfolio System:** Select "Next" to begin building your portfolio.

**Print Your Receipt**

Your transaction details, including any access codes, if applicable, have been emailed to you and have also been added to your account. You may wish to print this page as your receipt for this order.

**Order Number:** 9905000148814
Indicate whether you will be using the Pearson ePortfolio system or an integrated edTPA platform provider system.

Candidates using an integrated edTPA platform provider system: After clicking the edTPA Platform Provider button, you are provided with an Authorization Key to facilitate your portfolio transfer. You will need to enter this key in your platform provider system when you are ready to transfer your portfolio to Pearson.

You will be prompted to review and agree to the terms associated with your Authorization Key. The key will then be emailed to the address you provided during registration. You will also be able to obtain your Authorization Key at any time by logging into your account at www.edTPA.com.

Please contact Pearson Customer Support at (866) 565-4872 if you have any questions about the registration process or about which portfolio system to select.
2.4 Transferring to Pearson from Tk20

After you have registered for your edTPA assessment on edTPA.com and obtained your authorization key:


2. In the first tab, you will see a field to enter your authorization key. Enter your authorization key in the field and select Validate/Reserve Key with Pearson Figure 6.

Figure 6

**Note:** This is a one-time validation. Once your authorization key has been validated, you will not need to enter it again in Tk20 unless you create a new registration on edTPA.com for the same assessment or another assessment. If your authorization is marked as invalid, please contact [Pearson edTPA Customer Support](#).
3. Click *Transfer to Pearson* when you have uploaded all necessary documents to each required sub-task, validated your authorization key, and completed the steps listed above. Note: You are still able to click *Transfer to Pearson* in your edTPA portfolio if you have already submitted for internal review.

4. If there are no errors or missing documents in your edTPA portfolio, you will see the following message.

5. When your edTPA portfolio has been processed and transferred to Pearson, check the status of the portfolio by clicking on *Track My edTPA Transfer*. Upon successful transfer, Pearson will send you an email prompting you to login to the Pearson system to verify the contents of your edTPA portfolio and submit for official scoring.
6. You must now log in to the Pearson ePortfolio System on edTPA.com or by clicking Track My edTPA Transfer to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

Log in to the Pearson ePortfolio System and follow the submission instructions in order to have your portfolio officially scored by Pearson.
2.5 Recalling a Portfolio for Revision and Re-transfer

When verifying the contents of your edTPA portfolio in the Pearson system, you may find that additional revisions are required if you have missed a piece of documentation or uploaded the incorrect file to an individual task.

Recalling a portfolio does not remove the transferred portfolio from the Pearson system. It is not an “undo” process. The “recall” process allows you to re-open a portfolio in Tk20 in order to make changes and re-transfer to Pearson. When you re-transfer the portfolio to Pearson, your previously transferred portfolio is replaced with the latest version of the portfolio available in Tk20.

You may recall your portfolio in Tk20, make any necessary revisions, and re-transfer the portfolio to Pearson by completing the following steps.

1. Access your edTPA portfolio from the Portfolios tab.

2. To re-open your portfolio for editing in Tk20 and make revisions, click on the name of your portfolio and then click Recall from Pearson. This will change the status of your portfolio in Tk20 to Open for Editing. Clicking this button does not automatically change the status or contents of your portfolio in the Pearson system.
To make modifications to existing artifacts (sub-tasks) attached to your edTPA portfolio:

1. Access your edTPA portfolio from the Portfolios tab.

2. Click on the tab that contains the artifact(s) you wish to modify.

3. Select the artifact (sub-task) you wish to modify.

4. You may upload the revised file by clicking on Select Files to search for the file located on your computer, or you can select files located on your computer and “Drag and drop” them in the artifact.
Note: If the revised file has the same name as the original file, then you may be prompted to overwrite the current upload, as shown in Figure 15.

5. You may remove a file by selecting the X button.

6. Click add to update the artifact attached to your edTPA portfolio.
7. Once all revisions have been made and saved, you can click *Transfer to Pearson* in your edTPA portfolio. Upon successful transfer, the contents of the portfolio in the Pearson system will be updated.

8. You must log in to the Pearson ePortfolio System on edTPA.com or by clicking *Track My edTPA Transfer* to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

Log in to the **Pearson ePortfolio System** and follow the submission instructions in order to have your portfolio officially scored by Pearson.

### 2.6 Transcoding Failures

During the transfer process, Pearson converts all the files you have provided. If there are any errors, you will receive an email informing you which files are causing errors. Errors may be caused due to corrupt files or an unrecognized file format.

*edTPA has specific file type requirements for documents, audio, and video files.* Refer to the evidence charts at the end of the edTPA handbooks for a description of the requirements.
If you have a document file that cannot be transcoded properly or has an invalid file type, convert the file to a PDF and re-upload. If you have an audio or video file that will not transcode properly, reformat your file using a video transcoding or compression tool and re-upload. Refer to the Pearson edTPA site for additional Tips and Guides for Candidates.

Sample Email:

To make the necessary edits defined by Pearson:

1. Access your edTPA portfolio from the Portfolios tab.

2. To re-open your portfolio for editing in Tk20 and make revisions, click Recall from Pearson. This will change the status of your portfolio in Tk20 to Open for Editing. Clicking this button does not automatically change the status or contents of your portfolio in the Pearson system.

To make modifications to existing artifacts (sub-tasks) attached to your edTPA portfolio:

1. Access your edTPA portfolio from the Portfolios tab.
2. Click on the tab that contains the artifact(s) you wish to modify.

3. Select the artifact (sub-task) you wish to modify.

4. You may upload the revised file by clicking on Select Files to search for the file located on your computer, or you can select files located on your computer and “Drag and drop” them in the artifact.
Note: If the revised file has the same name as the original file, then you may be prompted to overwrite the current upload, as shown in Figure 25.

5. You can delete the erroneous file by clicking the X button, as shown in Figure 26.

6. Click Add to update the artifact attached to your edTPA portfolio.
7. Once all identified files causing errors have been revised and updated in the respective artifacts, you can click *Transfer to Pearson*.

8. Upon successful transfer, Pearson will contact you via email to verify the contents of your edTPA portfolio and submit for official scoring in the Pearson system.

9. **You must log in to the Pearson ePortfolio System on edTPA.com or by clicking Track My edTPA Transfer** to review your transferred portfolio and label the uploaded files as instructed in order to submit the portfolio for official scoring.

Log in to the **Pearson ePortfolio System** and follow the submission instructions in order to have your portfolio officially scored by Pearson.
2.7 Review and Submit Your Portfolio on edTPA.com

In order to have your portfolio officially scored by Pearson, you must review and submit your portfolio using the Pearson ePortfolio System on edTPA.com. For easy access you can click Track My edTPA Transfer in the Tk20 Portfolios tab.

A video tutorial called “Submitting your assessment with the Pearson ePortfolio system” on the Pearson edTPA site has been created to assist you with this process. If you have any questions about this process, please contact Pearson edTPA Customer Support.

After a successful transfer, log in to the Pearson ePortfolio system. You must now review the files that have been transferred for each Task and Part in the edTPA assessment.

1. For each Part in each Task, click Review Transfer.

2. Review each file that has been transferred by clicking on the file icon in the Pearson ePortfolio System.

3. Refer to the edTPA FAQ on the Pearson edTPA site if you have trouble reviewing or previewing files.

4. Click on Add Label to label each file as required (for example: Lesson 1 Clip 1, Student 1).

For more information about labeling, please review the information for “Candidates using an integrated edTPA platform provider system” in the “Using the Pearson ePortfolio system—candidates” document on the Pearson edTPA site.

Figure 29

Figure 30
5. After confirming that each of your files has been properly transferred and labeled, check **Ready to Submit**.

![Figure 31](image)

6. The Status column and graphs will indicate when everything has a status of **Ready to Submit**. Note that the button labels will change from **Review Transfer** to **View** after being marked as **Ready to Submit**.

![Figure 32](image)

7. If everything has NOT been marked Ready to Submit, the **Submit Portfolio for Scoring** button will be grayed out, as shown in **Figure 33**. Please repeat steps 2 through 6 for each of your files that do not have a status of Ready to Submit.

![Figure 33](image)

8. When everything is **Ready to Submit**, the **Submit Portfolio for Scoring** button will be available. Click on that button when you are ready to submit your portfolio to Pearson for official scoring.

![Figure 34](image)
9. Review your registration information in the Submission Validation screen.
   • Click **Continue** to confirm that your registration information is correct.
   • Click **Update Registration** Information if you need to change the information.
   • Click **Cancel** to cancel out of the submission process.

10. Read the Submission Agreement.
    • Check the box to acknowledge the agreement.
    • Click **Continue**.

11. Review the Final Submission Agreement.
    • Check the box to indicate that you understand the agreement.
    • Click **Submit**.

**NOTE:** If you click Submit in this box, you will not be able to cancel out of the submission process. Your portfolio will be officially submitted to Pearson for scoring.

12. Finally, click OK to close the dialog box.
13. You will also receive a confirmation via email when your portfolio has been submitted to Pearson for official scoring.

Figure 39

After the transfer to Pearson is complete (which may take up to 48 hours), and you have logged onto edTPA.com and reviewed the files, you will get this email. Please take a screenshot of this and send it to your seminar teacher and your university supervisor. A sample of the email from Pearson can be seen above.