

edTPA National Scoring Submission Instructions

Note: these directions are based on and use screenshots from the document edTPA Registration Overview available here:

<http://www.edtpa.com/Content/Docs/edTPARegistrationOverview.pdf>

You are encouraged to view that document for more details on the process of submission.

NOTE: If you are required to take Pearson exams for Licensure requirements, you will use the same account you made when signing up for the Pearson exams. Click the My Account link at the top right of www.edtpa.com and log in, then skip steps 5-7.

1. Register an account with edTPA. Go here: www.edtpa.com Click Candidates in the top navigation



The screenshot shows the edTPA website homepage. At the top, there is a red navigation bar with the edTPA logo on the left and links for 'View Cart', 'My Account', and 'Contact Us' on the right. Below the logo, the navigation menu includes 'Home', 'About', 'Candidates' (highlighted with a red circle and an orange arrow), 'Faculty', and 'FAQs'. A search bar is located on the right side of the navigation bar.

The main content area features a large image of a group of diverse students looking at a document. Below this image, the 'Candidates' section is highlighted with a dark background and white text, stating: 'Access online training, register for and complete the assessment, and access your scores.' To the right of this image is an 'Important Announcements' section with a date 'Jun 16' and text: 'edTPA 2015 Handbooks will be available beginning August 3, 2015. [Read more.](#)' Below the announcements is a 'Sign In Now' button.

At the bottom of the page, there are three main content boxes:

- Candidates:**
 - Register now
 - Manage your portfolio
 - Get your authorization key
 - Access online training
 - Review handbook information
- Faculty:**
 - Review submission & reporting dates
 - Review voucher purchase information
 - Access system guides and tips
 - Become an edTPA Scorer
- Visit edtpa.aacte.org**

P-12 Cooperating Teachers, Programs & Faculty: Visit edtpa.aacte.org to join the online community and access edTPA handbooks and instructional materials in the Resource library.

2. On the Candidates page, click Register

Candidates



Getting Started
edTPA overview and where to begin



State Requirements
Requirements and assessments for your state



Candidate Policies
Requirements for participation in edTPA



Prepare
Online training for the Pearson ePortfolio system



Requesting Alternative Arrangements
Policies for alternative arrangements



Register
Register for edTPA

Already registered?

- Manage your portfolio
- Get your authorization key

Candidates

- ▶ Getting Started
- ▶ State Requirements
- ▶ Candidate Policies
- ▶ Prepare
- ▶ Requesting Alternative Arrangements
- ▶ Register
- ▶ Your Authorization Key
- ▶ Scores

3. We encourage you to read the information on the screen and then click the "Next" button at the bottom system.

Next

[↑ Top of Page](#)

4. The "System" we use is an "Integrated edTPA Platform Provider System" so click the link "Review instructions and register" just to the right of that option

Register

Register to Take or Retake the Full Assessment

System	Instructions
Pearson ePortfolio System	Review instructions and register
Integrated edTPA Platform Provider System	Review instructions and register
Other Platform Provider System	Review instructions and register

Which portfolio system should I use ?

5. Click the Register Now button

5. Review and submit your portfolio.

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

Register Now



[↑ Top of Page](#)

6. Click the "Create an account now" link

Sign In

Please enter your email address and password to proceed.

Email Address:

Password:

[Forgot password?](#)



Sign In

[Don't have an account? Create an account now.](#)

7. Follow the directions to create your account. We strongly recommend you take care to remember this login information. Note that your score report will be sent to the email address you use.
8. Choose your assessment. Step 1: We do not have state guidelines specific to North Carolina, so you will fall under the requirements for "All other states." It is possible NC will show up at some point. If so, select North Carolina.
9. Step 2: Select the assessment. This should match the name of your edTPA portfolio in Tk20.
 - For example, if you are in the BK program, your portfolio in Tk20 is named "edTPA – Early Childhood – Fall 2016" so you should select "Early Childhood" or the closest match in this list.
 - *All Elementary Education and Inclusive Education students should select "Elementary Literacy."*
 - Select the (National) option, not the (Washington) option.

10. After you click Next, you will be asked several questions such as your university affiliation ("Western Carolina University" should be one of the options) and specialty areas if applicable. Please answer to the best of your ability. If you are asked the reason for this assessment, you can respond "Both" as edTPA is both required by the state and by our program.
11. When you have responded to the questions, click the "Add to Cart" button at the bottom.
12. You should see a registration for \$300 for your academic program in your cart. Click "Check out."
13. You must acknowledge your agreement with the edTPA rules by checking the box and clicking Next.
14. On the Payment screen, click on the "Enter a voucher" link. **You should not enter any of your personal financial information or pay for this submission yourself.**
15. When prompted, enter the voucher code sent to you via email. Submit your order once done.
16. On the final screen of the process, click Next. You will choose the "edTPA Platform Provider" button. This will generate an Authorization Key that will be emailed to you. If you lose it, you can log in again to www.edtpa.com and retrieve it.
17. At this point, you should log in to Tk20 at tk20.wcu.edu, log in and navigate to your edTPA portfolio.
18. On the first tab (the title of the portfolio, not Task 1) at the bottom you will see a box where you can paste your Authorization Key. Paste your authorization key here and click the "Validate/Reserve Key with Pearson"

Authorization Key:

Validate/Reserve Key with Pearson

Dont have a key? [Get my edTPA™Authorization Key](#)

Transfer to Pearson

Close

19. This will confirm that your Authorization Key is valid and link it to your portfolio
20. We recommend you double-check with the handbook for your program to ensure you have included the files you need. If you are ready to submit your edTPA portfolio, click the green "Transfer to Pearson" button below where you entered your Authorization Key.

Migration to Pearson

At this point, Tk20 will transfer all your materials to Pearson. You will receive an email within 48 hours (often much faster – most students report 15 to 60 minutes) that your materials have been moved to Pearson. You will then follow the directions to log back in to www.edtpa.com, go through a final check of your submission, and confirm your submission.

Problems during Pearson's Final Check

If you discover a problem with your portfolio during this final check, you can do the following:

1. Do NOT complete final submission of edTPA with Pearson
2. Log in to Tk20, go to their edTPA portfolio, and click "Recall from Pearson" (this will appear where the "Transfer to Pearson" button used to be)
3. This will open up your portfolio for revision. Make your corrections.
4. Click the green "Transfer to Pearson" button again
5. Continue as normal from there – wait for the email from edTPA.com indicating your materials have transferred, log in to www.edtpa.com check files, and submit.