

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 header bar with the edTPA logo on the left and navigation links for Home, About, Candidates (which is highlighted with a yellow oval and an arrow pointing to it), Faculty, and FAQs on the right. To the right of the header is a search bar with a magnifying glass icon and the placeholder text "Find answers to FAQs..." followed by a "Find Info" button. Below the header is a large photograph of five diverse young adults looking at a document together. To the right of the photo is a "Important Announcements" box. Inside the box, a blue button says "Jun 16" and text states "edTPA 2015 Handbooks will be available beginning August 3, 2015." A "Read more" link is below. Below the announcement box is a "Returning visitors: sign in to access your account." link and a "Sign In Now" button. At the bottom of the page are three call-to-action boxes: "Candidates" (with a list of links like "Register now", "Manage your portfolio", etc.), "Faculty" (with a list of links like "Review submission & reporting dates", "Review voucher purchase information", etc.), and "Visit edtpa.aacte.org" (with text about P-12 Cooperating Teachers, Programs & Faculty).

2. On the Candidates page, click Register Candidates

The screenshot shows the 'Candidates' section of the edTPA website. It includes links for 'Getting Started', 'State Requirements', 'Candidate Policies', 'Prepare', 'Requesting Alternative Arrangements', and 'Register'. A callout box titled 'Already registered?' contains links to 'Manage your portfolio' and 'Get your authorization key'. To the right is a sidebar titled 'Candidates' with a list of links: Getting Started, State Requirements, Candidate Policies, Prepare, Requesting Alternative Arrangements, Register, Your Authorization Key, and Scores.

Register
Register for edTPA

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



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.