



## **REQUEST FOR EDTPA ALTERNATIVE ARRANGEMENTS VIRTUAL LEARNING ENVIRONMENT**

School districts impacted by COVID-19 may be using virtual learning environments for delivering instruction to students during the remainder of the school year. The teacher candidate must consult with their program faculty/instructor or building level administrator (for unaffiliated teacher candidates) and P–12 partners to determine if the virtual learning environment is an appropriate and viable alternative for both candidates and P–12 learners. In addition, programs should determine if the virtual learning environment will allow candidates to capture acceptable forms of authentic practice and relevant evidence to be scored according to the edTPA rubrics. Programs must approve and submit the required request form and provide support for the candidate to use the virtual learning environment as an alternative arrangement.

As part of the alternative arrangement request, the edTPA Coordinator or building level administrator is asked to certify that the candidate named on the request is completing their edTPA assessment in a teaching environment that requires alternative arrangements. Alternative evidence submitted in lieu of standard artifacts and evidence must still demonstrate all the required elements measured within each Task. The virtual learning environment will be certified as a viable option with the educator preparation program (EPP) in which candidates are currently enrolled as indicated during registration. Candidates not affiliated with an EPP should provide the information of your school district or school in the attached form along with the building level administrator's name and contact information verifying the viability of the virtual learning environment.

Once the alternative arrangement request has been approved, the candidate will receive confirmation from Pearson, the teacher candidate and program will receive an acknowledgment of this approval, along with detailed submission procedures in order to complete edTPA. Please note that these procedures are applicable only to candidates whose program has submitted a completed request form to Pearson in advance of the submission and received confirmation of the approved request.

The request form must be completed by both the teacher candidate and the authorized edTPA Coordinator. For unaffiliated candidates, the employer or building level administrator must verify the teacher candidate is providing instruction through a virtual learning environment. In order for the request to be granted, all fields must be completed.

The completed form should be submitted by the edTPA Coordinator to [edTPAEPPSupport@pearson.com](mailto:edTPAEPPSupport@pearson.com) for the request to be processed. For the purpose of verifying the placement, the form should be emailed by the edTPA Coordinator.

**IMPORTANT NOTICE:** Once the alternative arrangement request has been approved, the candidate will receive confirmation from Pearson. The candidate must wait to submit their portfolio until receipt of confirmation from Pearson of the alternative request being granted.

## REQUEST FOR EDTPA ALTERNATIVE ARRANGEMENTS VIRTUAL LEARNING ENVIRONMENT

**Part One: A** (to be completed by the candidate in partnership with the program):

The EPP and candidate have determined the virtual learning environment is a viable option that will allow the candidate, with support from the program or building level administrator, to meet the requirements and capture acceptable forms of evidence as stated in the subject-specific handbook’s Evidence Chart and the Guidance for edTPA in an Alternative Arrangement: Virtual Learning Environment.

We certify that the virtual learning environment is a viable option to fulfill the requirements of the edTPA handbook.

*Candidate’s Name* \_\_\_\_\_ *Yes, I certify.*

*edTPA Coordinator’s Name* \_\_\_\_\_ *Yes, I certify.*

(For unaffiliated candidates, building level administrator)



**Part One: B Candidate Information** (as indicated at the time of registration)

Name	
Mailing address	
Email address	
Phone	
Educator Preparation Program (EPP)	
*Candidate NCN	
edTPA Handbook	
**Specialty Area	

*\*The candidate's NCN is the customer ID# provided at the time of registration. The NCN can be found in the candidate's account on the program website.*

*\*\*At the time of registration, the candidate indicated the specialty area that will be the subject/content area taught during the learning segment. For example, specialty areas for Secondary Mathematics may include Algebra I, Algebra II, Pre-Algebra, Geometry, Calculus, etc.*

**1.) Which edTPA Portfolio System are you using to build your portfolio?**

- Pearson ePortfolio System
- Integrated edTPA Platform Provider System  
(Visit [edTPA.com](http://edTPA.com) for the list of integrated platform provider systems.)

**2.) Planned Submission Date:** \_\_\_\_\_

**3.) Does the online platform used for delivering instruction in the virtual learning environment provide opportunities for capturing video evidence of synchronous learning interactions between you and the students?** \_\_\_\_\_

**Candidate Attestation**

I verify that I am the person whose name appears on this form, and that I am completing my edTPA in a virtual learning environment to fulfill the requirements of the edTPA handbook.

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*Candidate signature*

*Date*



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**Part Two:** (to be completed by the edTPA Coordinator at the program OR Building Level Administrator for unaffiliated candidates indicated in Part One of this form):

**edTPA Coordinator or Administrator**

The EPP or building level administrator have determined the virtual learning environment will allow the candidate, with support from the program and building level administrator, to meet the requirements and capture acceptable forms of evidence as stated in the subject-specific handbook’s Evidence Chart and the Guidance for edTPA in an Alternative Arrangement: Virtual Learning Environment.

I have reviewed the candidate’s request for alternative arrangements and certify that the candidate named on this form is completing their edTPA in a virtual learning environment and will receive support to fulfill the requirements of the edTPA handbook.

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*edTPA Coordinator* *Date*  
(For unaffiliated candidate, building level administrator)

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*Email Address* *Phone*