



Teachscape Certification

All evaluators of teachers must pass the certification assessment within Teachscape prior to observing/evaluating teachers.

- Evaluators will not need to recertify every year. If evaluators were certified through Teachscape Focus within the past 4 years, they do NOT have to retake the assessment prior to 2014-15.
- Evaluators must participate in the Teachscape Calibration (only approximately one hour) every semester they are not certifying or re-certifying.
 - Calibration must be completed by all observers for teacher evaluation starting in the spring of 2015.
 - More information about calibration can be found at the following resources:
[Calibration Set-Up Instructions for WI System Administrators](#)
[Teachscape Calibration Instructions](#)
[Teachscape Tutorial for Observers](#)
- Local HR (or another identified district administrator) will have the responsibility of identifying when an evaluator was certified and setting their calibration/recertification schedule accordingly.
- DPI will not require districts to submit documentation of certification/calibration (unless monitoring suggests otherwise). Districts must keep these records locally.
- Certified evaluators are responsible for keeping a record of certification/calibration and providing that documentation to a district upon hire if changing employment or district should consult with local legal counsel.

Lock-Outs--If an administrator fails:

- Stage 1 or 2 of an attempt, educator is locked out for 24 hours.
- Either stage twice in an attempt, educator is locked out for 30 days before they can retry the assessment. They should use this time for remediation and training. NOTE: Educator must begin next attempt at Stage 1.