Pre-Service Addendum

Since introducing CASE professional development in 2009, teacher certifications have grown exponentially. Growth in teacher certification indicates that CASE is an outstanding investment in teacher professional development. This growth has demonstrated the need for Pre-service teachers who can enter the field with at least one CASE certification. Not only do beginning teachers who are CASE certified have a head start in curriculum and instructional design, but they are also eligible and competitive in agricultural education programs where the CASE curriculum has been previously implemented. The CASE Pre-service Certification Program has been developed to meet that need.

Agricultural education programs nationwide struggle to provide enough highly qualified graduates to replace the many openings in their states each year. Professional development from a CASE Pre-Service programming supplements the quality of agriculture teacher preparation for student teachers and recent graduates applying for teaching positions. CASE certifications offered in a pre-service setting can increase agricultural education graduates' confidence and preparedness to teach. CASE provides structure and guidance as a foundational tool for certified beginning teachers.

CASE Affiliate Institution Role and Responsibilities

Affiliate Institutions hosting a CASE Pre-Service Institute can choose to have an Affiliate Faculty member, or CASE Lead Teachers facilitate the program. Affiliate Faculty are expected to participate in the CASE Pre-service Program and facilitate professional development for pre-service teachers by meeting the requirements outlined in this document and the CASR Host Manual. CASE expects a CASE Affiliate Institution to provide facilities and equipment that model the ideal teaching environment for CASE professional development.

Affiliate Faculty

Affiliate Faculty may serve as Lead Teachers providing pre-service professional development. To become an affiliate faculty member, post-secondary faculty must attend a CASE Institute as a participant to be certified. Post-secondary faculty can apply to be Affiliate Faculty members by completing an **Affiliate Faculty Application**. Once the application is approved, the faculty member can attend a CASE Institute with a waived certification fee. Faculty must register for and attend the CASE Institute for the course they intend to facilitate in their pre-service program. Only the certification fee is waived if an Affiliate Faculty member travels offsite to participate in a CASE professional development event.

Pre-Service Models

Affiliate Institutions can choose one of two models for their pre-service program. The Institute model is similar to the CASE Institutes in-service teachers attend. An Integrated CASE model incorporates the professional development into as a course offered by the affiliate institution.

Integrated Model

The integrated model of certification looks much like a college course. The course may have a course title and number, provide undergraduate credit hours, and be part of the pre-service teacher’s schedule during the semester, or it may be offered as a special problems course. The university must allow restructuring of the Agricultural Education program to make room in the credit requirements for CASE to be offered and taught.

The material in the scope and sequence of a CASE Institute is still expected to be taught, but the schedule is based on the university class schedule for the semester. Affiliates are encouraged to modify and expand

the scope and sequence to include material not included in the scope and sequence to meet pre-service needs. This model can be facilitated by a single Affiliate faculty member. Affiliate Faculty who are already a part of the Agricultural Education department typically teach integrated CASE courses; thus, no additional Lead Teachers are needed.

Institute Model

The institute model of pre-service certification is the same as that of an institute for in-service teachers. The scope and sequence are the same and follow the daily plan that summer institutes follow. Participants may come from within the hosting school only, or the school may opt to open their institute to other agricultural education preparatory programs.

The institute model follows the same professional development model that in-service teachers participate in. Benefits include convenience, familiarity, and lack of need for program restructuring. Participants can be certified in a matter of days rather than over an entire semester. Since Lead Teachers are familiar with this model, CASE can identify Lead Teachers for the institute. Affiliate Faculty can choose to lead teach as well. Two Lead Teachers Pre-service programming held too early in spring or summer may also limit CASE Lead Teacher availability.

Minimum Requirements

CASE Pre-Service events should deliver a rigorous and meaningful experience for participants. Consistency across sites is crucial for the validity of data from program evaluations and student assessments. CASE requires that every participant has an equally challenging experience to improve classroom opportunities for agricultural education students. The quality and uniformity of professional development should be ensured by adhering to minimum implementation requirements.

Minimum requirements for CASE certification as a part of a pre-service program include the following:

- As a minimum, provide the required hours of instructional time prescribed by the specific course's scope and sequence. This can be met in an integrated or institute model. Additional hours of instruction are encouraged.
- The professional development facilities, equipment, and supplies meet the needs to model CASE delivery methods.
- CASE Affiliates work cooperatively with CASE following the suggested timeline to ensure a successful program.

Affiliate institutions have the professional discretion to provide training to pre-service students in a manner that professionally reflects the institution's expectations and standards. Professional development documents from the prior year (e.g., Daily Plans for the 2024 summer will be available for the 2024-25 school year). will be provided to affiliate instructors upon request. Document requests should be sent to the CASE Pre-Service Coordinator.

Implementation

Application

CASE Affiliates apply via the **CASE Pre-Service Application.** Applications for the event should be submitted 60 days before the start of the event. The suggested window for the Fall semester is May 15 to July 15, and the suggested window for the Spring semester is October 15 to December 15.

Planning

The Affiliate Institution should refer to the **CASE Host Manual** for planning purposes. Before the event is approved, the CASE Pre-Service Coordinator will discuss the following key topics with the Affiliate Institution.

- Type of Pre-Service Program (Integrated or Institute)
- Facilitators (Lead Teachers) Needed
- Certification and Management Fees
- Program Dates
- Required Materials
- Reference Documents for Planning (Scope and Sequence, Materials Lists, PD Binder)
- Student Registration Process
- Payment Process

Registration

Students must create a MyCASE account and register for the event through an online registration process. Once they have created an account, CASE will work with the Affiliate Institution to follow the registration process below.

1. CASE will set up an event registration link and share it with the Affiliate Institution.
2. The Affiliate Institution shares the link with each pre-service student to register for the event.
    - Once registered, the pre-service student will have access to the curriculum.
3. The pre-service student will receive a confirmation email that they have registered.
4. The Affiliate institution will notify CASE if any student drops from the course or does not complete the certification requirements.
    - CASE will cancel the students' registration and remove their curricular access.

Pre-Service Payment

The Affiliate Institution will notify CASE when the CASE Pre-Service Institute is complete. The notification should include a list of all students who have completed and not completed the Institute. Once the number of certified students is confirmed, CASE will send the Affiliate Institution an invoice for Management and Certification Fees.

Management Fee

- The Integrated Model will not have a Management Fee because no Lead Teachers are contracted with CASE
- The Institute Model may have a management fee assessed to CASE Affiliates for each Lead Teacher contracted with CASE. The management fee for each type of CI can be found in the CASE Host Manual. ***The management fee should be discussed and agreed upon before the event is approved.***

Certification Fee

- A $200 fee will be assessed for all pre-service students certified in a course offered as a BriefCASE.
- A $500 fee will be assessed for all pre-service students certified in a course offered as a CASE Institute.