Certified Educator Criteria Checklist

Use this checklist to help you plan your activities to meet the requirements to become a Common Sense Digital Citizenship: Certified Educator. **Items with an asterisk are required**.

Learn

- For new applicants: Complete our **online curriculum tutorial** or attend an in-person training.*

- For returning applicants: Watch a short **online refresher tutorial**.

Teach

- Teach the basics of digital literacy and citizenship to students using **Common Sense's Curriculum**, **Digital Passport**, or **Digital Bytes**. The following table outlines the Common Sense resources that can be used and the number of lessons or modules students need to complete to meet the minimum instructional time requirement of four hours for one class or two and a half hours for two or more classes.

One class:

Resource	Min. hours of instruction per class	Number of lessons/modules/bytes required
K-12 Curriculum	4	One full unit (5 lessons)
Digital Passport	4	5 modules (aka games), plus wrap-around activities
Digital Bytes	4	2 "bytes"

Two classes (or more):

Resource	Min. hours of instruction per class	Number of lessons/modules/bytes required
K-12 Curriculum	2 ½	3 lessons
Digital Passport	2 ½	3 modules (aka games), plus wrap-around activities
Digital Bytes	2 ½	1 "byte"

The frequency of instruction is up to each individual teacher. However, we suggest condensing instruction over a one-month period rather than spreading it out across the school year.

Share

- Communicate with parents/caregivers that you are committed to educating students on how to be good digital citizens by engaging in at least three of the activities below:*
  - Assign students homework that includes family participation.
  - Put a link to **Common Sense** on your teacher website.
  - Distribute at least one Common Sense **Family Tip Sheet** or the **Family Media Agreement** to all parents/caregivers.
  - Facilitate **parent/caregiver discussion groups**.
- Join one of Common Sense's Professional Learning Networks (on **Edmodo** or **edWeb**) to discuss best practices and interesting research as well as to troubleshoot challenges. When you first sign up, share what inspired you to implement digital citizenship and literacy and become certified.*
- Introduce Common Sense Education and what you're doing in the classroom to your principal, and encourage him or her to roll out a school-wide digital citizenship program. Also, let your colleagues know about your efforts.*

Frequently Asked Questions

What is a Common Sense Digital Citizenship: Certified Educator?

A Common Sense Digital Citizenship: Certified Educator is someone dedicated to teaching digital literacy and citizenship to young people using Common Sense's materials. Getting certified is an official stamp of recognition from Common Sense Education for your efforts.

What is the cost of becoming a Common Sense Certified Educator?

There is no cost to becoming a Common Sense Certified Educator or using any of the educational materials on our website.

Who is eligible to become a Common Sense Certified Educator?

All educators are eligible if they work in a K–12 setting, including public, charter, private, or parochial schools, afterschool organizations, community organizations, and so on.

What is required to become a Common Sense Certified Educator?

To become a Common Sense Certified Educator, individuals will need to complete all of the following actions in the 2014–2015 school year prior to applying.

- Complete our **online curriculum tutorial** or attend an in-person training.
- Teach digital citizenship using Common Sense resources. Teach four hours of digital-citizenship instruction to one class at a minimum, or, if you're working with two or more classes, teach at least 2 ½ hours of digital citizenship instruction.
- Communicate with parents/caregivers that you are committed to educating students on how to be good digital citizens by engaging at least three of the activities below:
    - Assign students homework that includes family participation.
    - Put a link to **Common Sense** on your teacher website.
    - Distribute at least one Common Sense **Family Tip Sheet** or the **Family Media Agreement** to all parents/caregivers.
    - Facilitate **parent/caregiver discussion groups**.
- Join one of Common Sense's Professional Learning Networks (on **Edmodo** or **edWeb**) to discuss best practices and interesting research as well as to troubleshoot challenges. When you first sign up, share what inspired you to implement digital citizenship and literacy and become certified.
- Introduce Common Sense Education and what you're doing in the classroom to your principal, and encourage him or her to roll out a school-wide digital citizenship program. Also, let your colleagues know about your efforts.

How much instructional time is required, and what resources can I use?

The amount of instructional time is dependent upon how many classes are receiving digital-citizenship instruction.

One class:

Resource	Min. hours of instruction per class	Number of lessons/modules/bytes required
K-12 Curriculum	4	One full unit (5 lessons)
Digital Passport	4	5 modules (aka games), plus wrap-around activities
Digital Bytes	4	2 "bytes"

Two classes (or more):

Resource	Min. hours of instruction per class	Number of lessons/modules/bytes required
K-12 Curriculum	2 ½	3 lessons
Digital Passport	2 ½	3 modules (aka games), plus wrap-around activities
Digital Bytes	2 ½	1 "byte"

Note that all instruction must be completed at the time of application.

Does it matter which lessons I teach from the curriculum? What about Digital Passport™? Digital Bytes?

Regarding the curriculum, as outlined in the Scope and Sequence tool, each unit comprises five lessons that address a range of digital-citizenship and literacy topics. Our recommendation is that you teach five lessons (or three, depending on the number of classes with which you're working) from within one unit. You can teach any unit(s) that you think are the best fit for your class and the particular grade levels you've selected.

Though it's not recommended, you can select five lessons (or three, again, depending on the number of classes with which you're working) from different units. Visit the Scope and Sequence tool to select the lessons you'd like to teach.

If you're using Digital Passport™ and need to meet the criteria of five "lessons," you must teach all five modules/games, along with the wrap-around materials. If you're working with two or more classes, you can select any three Digital Passport modules that are the best fit for your classroom. Visit Digital Passport™ for more information.

If you're using Digital Bytes and are working with one class, you must choose two "bytes" for the class. If you're working with two or more classes, students must complete at least one "byte." Choose topics best suited to your students (or have them choose), and allow time for students to execute the media production. Visit Digital Bytes for more information.

Can I combine the resources?

Yes. Digital Passport™ and Digital Bytes were designed to complement the curriculum and can be combined to meet the minimum instructional hours.

For example, if you're using Digital Bytes with two classes, you will need to teach one lesson and one "byte" to reach the minimum instructional time required for each class.

Does it matter to which grade levels I teach the curriculum? What about Digital Passport™? Digital Bytes?

No. Common Sense Certified Educators can work with students in any grade, kindergarten through 12. However, note that Digital Passport™ is designed for students in grades three through five. Digital Bytes is appropriate for middle and high school students.

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How might I benefit from becoming a Common Sense Certified Educator?

Being a Common Sense Certified Educator is an official stamp of recognition from Common Sense. Once certified, you'll receive a digital badge you can put in your email signature (among other places) so others know about your efforts, and it's a great addition to your résumé. This certification also could open doors for you to speak to the press about these issues. If you'd like, we'll send an email to your principal acknowledging the work you're doing. Finally, each year, every Common Sense Certified Educator will be entered into a raffle to win the latest tech gadget, such as a GoPro. Last but not least, you'll have the satisfaction of knowing that you've helped raise a generation of good digital citizens.

Why join one of Common Sense's Professional Learning Networks (PLN)?

Common Sense hosts two PLNs, one on **Edmodo** and the other on **edWeb**. Networking is a key factor in an educator's growth and development today. Joining a PLN helps individuals stay current and connect with others across the globe on shared interests. The communities help you stay connected and up-to-date with relevant digital-citizenship topics and provide a forum for you to share ideas with educators around the world. Additionally, edWeb has monthly webinars, all focused on digital citizenship. We believe joining and becoming an active member in these communities will support your digital-citizenship-integration efforts in your school.

Can I join both the Edmodo and edWeb PLNs?

Yes, though you are only required to join one and then share what inspired you to become certified.

What documentation do I need to submit with the application?

We require that you submit at least two pieces of documentation. Examples include:

- Photos of students engaging in lessons or interactives (e.g., Digital Passport) in which it's clear that Common Sense resources are being used.
- A lesson plan or course syllabus including mention of and/or links to Common Sense resources.
- A sample of student work in which concepts learned from Common Sense resources are evident.
- A screenshot of or a link to your teacher website showing a link to Common Sense and/or a description of work you're doing with students.
- A screenshot of your **Digital Passport** Student Group Summary or Student Group Overview.
- An email sent to your principal letting him or her know about your classroom efforts around digital citizenship.

When can I apply?

The deadline for application is July 1, 2015, and you can apply at any point during the school year or early summer. **However, all instruction and parent outreach must be completed before the application is submitted**. Note that this is an annual certification process.

How do I apply?

Apply to be a Common Sense Digital Citizenship: Certified Educator **here**.

How long is the application?

We know that educators are busy people, and we'd rather have you teaching young people than filling out forms, so we made it pretty easy. The application shouldn't take more than 15 minutes to complete. It's mostly check boxes, with a few open-ended responses. You'll also have to attach documentation for some of your efforts, if applicable (for example, the email sent to your principal). Make sure you have enough time to complete your application in one sitting, as you can't save it once you begin.

What are Common Sense's requirements for my district to maintain Common Sense Certified Educator status?

You will need to complete all the actions required to become a Common Sense Certified Educator every year and then reapply for recertification.

What resources do you have to help me become a Common Sense Certified Educator? How can I access them?

Here are some key links:

- ✈ **Application**
  https://commonsensemedia.wufoo.com/forms/common-sense-digital-citizenship-cert-educator

- ✈ **K–12 Digital Literacy and Citizenship Curriculum**
  http://www.commonsensemedia.org/educators/scope-and-sequence

- ✈ **iBooks K–12 Digital Literacy and Citizenship Curriculum**
  http://search.itunes.apple.com/WebObjects/MZContentLink.woa/wa/link?path=commonsensemedia

- ✈ **Digital Passport™**
  Web version: http://www.digitalpassport.org
  iTunes: https://itunes.apple.com/us/app/digital-passport
  Google Play: https://play.google.com/store/apps/details?id=air.org.csm.digitalpassportparents&hl=en

- ✈ **Digital Bytes**
  http://digitalbytes.commonsensemedia.org

- ✈ **Connecting Families**
  https://www.commonsensemedia.org/educators/connecting-families

- ✈ **Online curriculum training**
  http://www.commonsensemedia.org/educators/training

- ✈ **Online refresher training**
  https://www.youtube.com/watch?v=xNtIr4pw9Ac

- ✈ **Digital Passport training**
  http://www.digitalpassport.org/educator/get-trained

- ✈ **edWeb**
  http://www.edweb.net/digitalcitizenship

- ✈ **Edmodo**
  https://www.edmodo.com/home#/publisher/digitalcitizenship

What if I need additional assistance?

Contact schools@commonsense.org.