

# *Guidelines for Ethical Online Candidate Facilitation*

## **Adapted from the NBPTS Guidelines for Ethical Candidate Facilitation**

To ensure equity of access to National Board candidate support from trained facilitators, the Washington State National Board Network has opened the option for approved Support Providers to deliver cohort instruction virtually. Review of the following guidance is required for all facilitators prior to offering online support.

### **Facilitators will:**

Establish additional guidelines with candidates regarding the use of technology and its role in candidate support including the following:

- **Use of online forum spaces (Google, SharePoint, SamePage, etc.)**

Facilitator will ensure all candidates know how to use the same platform effectively and provide access only to candidates in the cohort. Password protection, encryption, or access only through the facilitator is required.

Facilitator will ensure candidates have access to both platforms for sharing cohort materials, assignments, and discussion, and for live audio and/or video meeting sessions.

- **Online sharing of documents and materials during candidacy**

Facilitator will only read documents that have been shared by candidates with a "View and comment only" access level (or similar access level depending on platform).

Facilitator and candidate will not save or make copies of candidates' work after providing feedback to the candidate.

- **Online sharing and/or removal of documents and materials once candidacy has concluded**

Facilitator will delete candidates' work from any personal device immediately after providing feedback.

Facilitator will not to save or manage written commentary, forms, or evidence for candidates.



- **Security of videos if shared through an online space (because of students on them)**

Facilitator and candidates need to delete videos from personal files (email, Google Drive, etc) after providing feedback to candidates. It is recommended that video is shared in live sessions (via screenshare) only.

Facilitator will provide guidance to candidates about how to manage various types of sharing. For example – SharePoint share can be toggled to share with specific individuals and then turned off.

- **Adherence to state-required meeting hours and fee structure**

Online cohorts will retain the same minimum standards for meeting hours, compensation, and candidate fee structure as outlined in the Support Partner Agreement and their accompanying support plan.

All candidates will follow the cohort guidelines from the facilitator listed above.

