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**T**omorrow

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**For Teachers and  
Teachers-in-Training**



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# PBTE(PBTT)/CBSD Modules

**P**erformance-Based Teacher Education (PBTE) is an effective method for training teachers and instructors. PBTE guides the teacher through demonstrations of essential tasks in actual teaching situations, ensuring that he or she has the knowledge and ability required to perform essential competencies for successful teaching.

**C**ompetency-Based Staff Development (CBSD) materials are used for in-service training and staff development programs in secondary and post-secondary institutions. They are used to assess teacher competencies compared to identified performance standards.

**B**oth PBTE and CBSD feature these characteristics:

- Training based upon successful teacher competencies in actual learning situations
- Modularized materials that integrate theory and practice
- Training based upon individual teacher needs and interests
- Assessment of each competency referenced to criteria
- Frequent and immediate feedback
- Shared accountability for learning between teacher and resource person
- Required and optional learning activities

## Materials to Support...

### TechPrep Implementation

### for Teachers

A collection of competency-based professional development modules selected to help the teacher facilitate TechPrep implementation. The modules assist teachers with the planning, execution, management, and evaluation of instruction as well as other topics.

Module	Title	Price
102-B	Develop Performance Objectives	\$7.50
C-9	Employ the Project Method	7.75
C-18	Individualize Instruction	7.75
C-19	Employ the Team Teaching Approach	6.25
101-D	Establish Student Performance Criteria	7.50
102-D	Assess Student Performance-Knowledge	8.00
D-3	Assess Student Performance-Attitudes	6.50
104-D	Assess Student Performance-Skills	7.00
K-3	Organize Your Class/Lab to Install CBE	13.75
L-7	Use Instructional Techniques to Meet the Needs of Exceptional Students	5.00

**Set TPT-001**

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# PBTE(PBTT)/CBSD Modules

## CATEGORY A: Program Planning, Development, and Evaluation

NO.	TITLE	PRICE
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A-2	Conduct a Community Survey	7.75
A-3	Report the Findings of a Community Survey	9.50
A-4 *	Organize an Occupational Advisory Committee	7.50
A-5 *	Maintain an Occupational Advisory Committee	7.25
A-6 *	Develop Program Goals and Objectives	8.00
A-7 *	Conduct an Occupational Analysis	12.75
108-A*	Develop a Course of Study	9.00
A-9 *	Develop Long-Range Program Plans	5.50
A-10	Conduct A Student Follow-Up Study	9.00
A-11*	Evaluate Your Vocational Program	6.00
<b>Set A</b>	<b>Category A, set of 11 modules</b>	<b>\$81.67</b>

## CATEGORY B: Instructional Planning

NO.	TITLE	PRICE
B-1 *	Determine Needs and Interests of Students	\$11.00
102-B *	Develop Performance Objectives	7.50
103-B*	Develop a Unit of Instruction	7.75
104-B *	Develop a Lesson Plan	7.00
B-5 *	Select Student Instructional Materials	7.75
B-6 *	Prepare Teacher-Made Instructional Materials	9.00
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## CATEGORY C: Instructional Execution

NO.	TITLE	PRICE
C-1 *	Direct Field Trips	\$9.50
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C-3 *	Employ Brainstorming, Buzz Groups, and Question Box Techniques	6.25
C-4 *	Direct Students in Instructing Other Students	6.25
C-5 *	Employ Simulation Techniques	10.00
C-6 *	Guide Student Study	7.75
107-C*	Direct Student Laboratory Experience	10.00
C-8 *	Direct Students in Applying Problem-Solving Techniques	9.50
C-9 *	Employ the Project Method	7.75
110-C *	Introduce a Lesson	7.00
111-C *	Summarize a Lesson	7.00
112-C *	Employ Oral Questioning Techniques	7.00
113-C *	Employ Reinforcement Techniques	7.00

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C-14*	Provide Instruction for Slower and More Capable Learners	\$6.50
C-15*	Present an Illustrated Talk	9.00
116-C*	Demonstrate a Manipulative Skill	7.50
117-C*	Demonstrate a Concept or Principle	8.75
C-18*	Individualize Instruction	7.75
C-19*	Employ the Team Teaching Approach	6.25
C-20	Use Subject Matter Experts to Present Information	7.50
C-21*	Prepare Bulletin Boards and Exhibits	5.50
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C-24*	Present Information with Filmstrips and Slides	9.50
C-25*	Present Information with Films	7.25
C-27*	Present Information with Televised and Videotaped Materials	8.00
C-29*	Present Information with the Chalkboard and Flip Chart	9.75
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### CATEGORY D: Instructional Evaluation

NO.	TITLE	PRICE
101-D*	Establish Student Performance Criteria	\$7.50
102-D*	Assess Student Performance: Knowledge	8.00
D-3 *	Assess Student Performance: Attitudes	6.50
104-D *	Assess Student Performance: Skills	7.00
105-D*	Determine Student Grades	8.75
106-D*	Evaluate Your Instructional Effectiveness	7.50
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### CATEGORY E: Instructional Management

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E-4 *	Maintain a Filing System	5.00
105-E*	Provide for Student Safety	9.50
E-6 *	Provide for the First Aid Needs of Students	7.50
E-7 *	Assist Students in Developing Self-Discipline	8.25
E-8 *	Organize the Vocational Laboratory	8.00
E-9 *	Manage the Vocational Laboratory	10.25
E-10	Combat Problems of Student Chemical Use	11.00
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\* Denotes second edition module

# PBTE(PBTT)/CBSD Modules

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NO.	TITLE	PRICE
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F-2	Gather Student Data Through Personal Contacts	7.50
F-3	Use Conferences to Help Meet Student Needs	8.25
F-4	Provide Information on Educational and Career Opportunities	8.50
F-5	Assist Students in Applying for Employment or Further Education	10.50
<b>Set F</b>	<b>Category F, set of 5 modules</b>	<b>\$39.37</b>

## CATEGORY G: School-Community Relations

NO.	TITLE	PRICE
G-1	Develop a School-Community Relations Plan for Your Vocational Program	\$6.25
G-2	Give Presentations to Promote Your Vocational Program	9.25
G-3	Develop Brochures to Promote Your Vocational Program	9.25
G-4	Prepare Displays to Promote Your Vocational Program	5.00
G-5	Prepare News Releases and Articles Concerning Your Vocational Program	7.50
G-6	Arrange for Television and Radio Presentations Concerning Your Vocational Program	6.00
G-7	Conduct an Open House	6.50
G-8	Work with Members of the Community	9.75
G-9	Work with State and Local Educators	6.50
G-10	Obtain Feedback about Your Vocational Program	7.25
<b>Set G</b>	<b>Category G, set of 10 modules</b>	<b>\$65.92</b>

## CATEGORY H: Vocational Student Organization

NO.	TITLE	PRICE
H-1 *	Develop a Personal Philosophy Concerning Vocational Student Organizations	\$6.00
H-2 *	Establish a Vocational Student Organization	6.00
H-3 *	Prepare Vocational Student Organization Members for Leadership Roles	6.50
H-4 *	Assist Vocational Student Organization Members in Developing and Financing a Yearly Program of Activities	7.75
H-5 *	Supervise Activities of the Vocational Student Organization	7.50
H-6 *	Guide Participation in Vocational Student Organization Contests	7.00
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## CATEGORY I: Professional Role and Development

NO.	TITLE	PRICE
I-1 *	Keep Up-to-date Professionally	\$8.00
I-2	Serve Your Teaching Profession	6.00
I-3 *	Develop an Active Personal Philosophy of Education	9.00
I-4	Serve the School and Community	6.00
I-5	Obtain a Suitable Teaching Position	5.50
I-6	Provide Laboratory Experiences for Prospective Teachers	5.50
I-7	Plan the Student Teaching Experience	5.50
I-8	Supervise Student Teachers	5.50

**Set I Category I, set of 8 modules \$45.90**

## CATEGORY J: Coordination of Cooperative Education

NO.	TITLE	PRICE
J-1 *	Establish Guidelines for Your Cooperative Vocational Program	\$8.50
J-2 *	Manage the Attendance, Transfers, and Terminations of Co-op Students	5.50
J-3 *	Enroll Students in Your Co-op Program	10.50
J-4 *	Secure Training Stations for Your Co-op Program	6.75
J-5 *	Place Co-op Students on the Job	14.00
J-6 *	Develop the Training Ability of On-the-Job Instructors	6.25
J-7 *	Coordinate On-the-Job Instruction	13.00
J-8 *	Evaluate Co-op Students' On-the-Job Performance	7.25
J-9 *	Prepare for Students' Related Instruction	7.25
J-10*	Supervise an Employer-Employee Appreciation Event	6.50

**Set J Category J, set of 10 modules \$76.95**

## CATEGORY K: Implementing Competency-Based Education (CBE)

NO.	TITLE	PRICE
K-1	Prepare Yourself for CBE	\$9.50
K-2	Organize the Content for a CBE Program	10.00
K-3	Organize Your Class and Lab to Install CBE	13.75
K-4	Provide Instructional Materials for CBE	11.50
K-5	Manage the Daily Routines of Your CBE Program	11.25
K-6	Guide Your Students Through the CBE Program	9.75

**Set K Category K, set of 6 modules \$59.17**

\* Denotes second edition module

# PBTE(PBTT)/CBSD Modules

## CATEGORY L: Serving Students With Special/Exceptional Needs

NO.	TITLE	PRICE
L-1	Prepare Yourself to Serve Exceptional Students	\$5.00
L-2	Identify and Diagnose Exceptional Students	5.00
L-3	Plan Instruction for Exceptional Students	5.00
L-4	Provide Appropriate Instructional Materials for Exceptional Students	6.50
L-5	Modify the Learning Environment for Exceptional Students	7.50
L-6	Promote Peer Acceptance of Exceptional Students	5.00
L-7	Use Instructional Techniques to Meet the Needs of Exceptional Students	5.00
L-8	Improve Your Communication Skills	5.00
L-9	Assess the Progress of Exceptional Students	5.00
L-10	Counsel Exceptional Students with Personal-Social Problems	5.00
L-11	Assist Exceptional Students in Developing Career Planning Skills	5.00
L-12	Prepare Exceptional Students for Employability	5.00
L-13	Promote Your Vocational Program with Exceptional Students	5.00
<b>Set L</b>	<b>Category L, set of 13 modules</b>	<b>\$62.10</b>

## CATEGORY M: Assisting Students in Improving Their Basic Skills

NO.	TITLE	PRICE
M-1	Assist Students in Achieving Basic Reading Skills	\$9.25
M-2	Assist Students in Developing Technical Reading Skills	13.50
M-3	Assist Students in Improving Their Writing Skills	7.50
M-4	Assist Students in Improving Their Oral Communication Skills	9.50
M-5	Assist Students in Improving Their Math Skills	11.50
M-6	Assist Students in Improving Their Survival Skills	7.50
<b>Set M</b>	<b>Category M, set of 6 modules</b>	<b>\$52.87</b>

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# PBTE(PBTT)/CBSD Modules

## CATEGORY N: Teaching Adults

NO.	TITLE	PRICE
N-1	Prepare to Work with Adult Learners	\$9.50
N-2	Market the Adult Education Program	8.00
N-3	Determine Individual Training Needs	10.00
N-4	Plan Instruction for Adults	10.50
N-5	Manage the Adult Instructional Process	7.75
N-6	Evaluate the Performance of Adults	10.50
<b>Set N</b>	<b>Category N, set of 6 modules</b>	<b>\$50.62</b>

\* Denotes second edition module

**Set PBX Complete set of 130 modules** **\$922.05**  
(Does not include supporting materials)

## SUPPORTING MATERIALS

### Vocational Teacher Competency Profile

A pad of 50 profile sheets. Each sheet shows the module categories and the specific titles of the PBTE modules in those categories. These sheets can be useful for highlighting prior competencies and recording teacher progress in completing requirements.

**1PB** .....\$**9.50**

### Student Guide to Using PBTE Materials (Third Edition)

Orients both pre- and in-service vocational technical teachers and trainers to PBTE. Information contained within the guide is presented in a question and answer format. Helpful and easy to understand.

**2PB** .....\$**4.00**

### Resource Person's Guide to Using PBTE Materials (Second Edition)

Assist prospective resource persons-teacher educators, directors of staff development, master teachers and other appropriate individuals through the use of PBTE materials.

**3PB** .....\$**16.00**

### Implementation Guide for PBTE and CBSD Programs

(Second Edition)

Provides answers to key implementation questions and possible solutions to common problems. Suggests some alternatives that may speed the process of installing the PBTE/CBSD approach. Designed for persons who administer the program at any level.

**4PB** .....\$**13.75**

### PBTE: The State of the Art

Summarizes, in a comprehensive and insightful manner, the concept of PBTE. Traces the concept from the 1970's. Also presents a sampling and summary of the historical roots of PBTE in both general and vocational education.

**5PB** .....\$**6.00**

### Supplementary Resources Suggested for the PBTE/CBSD Modules

This document cites the outside resources that are suggested for use with the modules. Lists the most current information regarding how to obtain these resources.

**9PB** .....\$**4.75**

# PBTT Materials

## ABOUT

**P**reparing

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Preparing Better Teachers For Tomorrow (PBTT) is a series of modularized, performance-based teacher education packages for vocational, technical, and other career-related educators. PBTT addresses the professional competencies required by teachers and occupational trainers in all areas.

Performance-Based Teacher Education (PBTE), the original module series, was researched and developed by Ohio State University's Center on Education and Training for Employment (CETE). While evaluating and updating the original core competencies in 1995, CETE and the American Association for Vocational Instructional Materials (AAVIM) renamed the series Preparing Better Teachers For Tomorrow (PBTT).

Development of the original series involved instructors, teacher educators, consultants, and supervisors on all levels. More than 200 expert educators in 47 states verified the series' research. The National Institute of Education, the US Office of Education, and the US Department of Education supported initial phases of research, development, and field-testing; the states of Illinois, Ohio, and Pennsylvania supported the second-phase update of the research base and module development.

As with the previous series, PBTT integrates theory and application, and evaluates performance of each competency according to established criteria. Modules are designed for use with direction and input from teacher educators and others oriented to the series' competencies, concepts, and procedures.

The series provide adaptability and flexibility in planning and conducting performance-based training for preservice and inservice teachers, both individually and in groups. Modules have been used successfully in business, industry, and labor; post-secondary institutions; education agencies; and many other settings involved in the professional development of teachers and occupational trainers.

## New PBTT modules include:

### **Prepare to Integrate Academic and Vocational Curriculum**

**Prepares teachers and teachers-in-training to integrate curriculum by providing them with information, insights, and activities.**

**ISBN 089606-343-7 ©1997 No. 101 PT .....\$8.95**

### **Implement an Integrated Academic & Vocational Education Curriculum**

**Guides teachers and teachers-in-training through the process of integrating curriculum.**

**ISBN 089606-344-5 ©1998 No. 102 PT .....\$11.95**

### **Improve Your Integrated Academic & Vocational Education Curriculum**

**Helps teachers and teachers-in-training to improve integrated units of instruction that they have developed and taught.**

**ISBN 089606-345-3 ©1998 No. 103 PT .....\$8.95**

### **Employ Computer-Based Instruction**

**Helps teachers and teachers-in-training learn the skills needed to begin to employ computer-based-instruction in the classroom.**

**ISBN 089606-349-6 ©1998 No. 104 PT .....\$9.95**

# Revised and Updated Modules Include:

<b>Develop a Course of Study</b>	<b>108-A . . . . . \$9.00</b>
<b>Develop Performance Objectives</b>	<b>102-B . . . . . \$7.50</b>
<b>Develop a Unit of Instruction</b>	<b>103-B . . . . . \$7.75</b>
<b>Develop a Lesson Plan</b>	<b>104-B . . . . . \$7.00</b>
<b>Direct Student Laboratory Experience</b>	<b>107-C . . . . . \$10.00</b>
<b>Introduce a Lesson</b>	<b>110-C . . . . . \$7.00</b>
<b>Summarize a Lesson</b>	<b>111-C . . . . . \$7.00</b>
<b>Employ Oral Questioning Techniques</b>	<b>112-C . . . . . \$7.00</b>
<b>Employ Reinforcement Techniques</b>	<b>113-C . . . . . \$7.00</b>
<b>Demonstrate a Manipulative Skill</b>	<b>116-C . . . . . \$7.50</b>
<b>Demonstrate a Concept or Principle</b>	<b>117-C . . . . . \$8.75</b>
<b>Establish Student Performance Criteria</b>	<b>101-D . . . . . \$7.50</b>
<b>Assess Student Performance: Knowledge</b>	<b>102-D . . . . . \$8.00</b>
<b>Assess Student Performance: Skills</b>	<b>104-D . . . . . \$7.00</b>
<b>Determine Student Grades</b>	<b>105-D . . . . . \$8.75</b>
<b>Evaluate Your Instructional Effectiveness</b>	<b>106-D . . . . . \$7.50</b>
<b>Provide for Student Safety</b>	<b>105-E . . . . . \$9.50</b>

## Modules Scheduled for Revision

### CATEGORY A - PROGRAM PLANNING, DEVELOPMENT AND EVALUATION

- A-4 Organize Occupational Advisory Committee
- A-6 Develop Program Goals and Objectives
- A-7 Conduct an Occupational Analysis

### CATEGORY B - INSTRUCTIONAL PLANNING

- B-1 Determine Needs & Interests of Students
- B-6 Prepare Teacher-Made Instructional Materials

### CATEGORY C - INSTRUCTIONAL EXECUTION

- C-2 Conduct Group Discussions, Panel Discussions and Symposiums
- C-14 Provide Instruction for Slower and More Capable Learners
- C-15 Present An Illustrated Talk
- C-23 Present Information With Overhead and Opaque Materials

### CATEGORY D - INSTRUCTIONAL EVALUATION

- D-3 Assess Student Performance: Attitudes

### CATEGORY E - INSTRUCTIONAL MANAGEMENT

- E-9 Manage the Vocational Laboratory

### CATEGORY N - TEACHING ADULTS

- N-5 Manage the Adult Instructional Process

# CBAE Modules

No.	Title	Price
<b>CATEGORY B: Instructional Management</b>		
LT-B-4	Prepare to Install Competency-Based Education	\$9.00
<b>CATEGORY C: Student Services</b>		
LT-C-3	Maintain School Discipline	\$5.75
LT-C-4	Establish a Student Placement Service and Coordinate Follow-up Studies	\$7.25
<b>CATEGORY D: Personnel Management</b>		
LT-D-2	Supervise Vocational Education Personnel	\$5.00
<b>CATEGORY E: Professional and Staff Development</b>		
LT-E-1	Appraise Staff Development Needs	\$6.50
LT-E-2	Provide a Staff Development Program	\$6.00
LT-E-3	Plan for Your Professional Development	\$6.00

## CBAE...

Competency-Based Administrator Education (CBAE) is a series of modules encompassing professional skill categories. Each helps develop skills required by vocational instructors and administrators.

CBAE's flexible design makes it suitable for use in instructional and professional settings; by preservice and inservice instructors; and in individual and group settings. Core competencies were developed with support from the US Department of Education; a multi-state consortium provided subsequent support for module development.

CBAE modules have been discontinued by AAVIM, and are available in limited quantities only. Please call AAVIM at 800-228-4689 to check on availability.

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# PBTE(PBTT)/CBSD Modules

## Guide to Using CBAE Materials

Developed to introduce pre- and in-service vocational administrators to CBAE

**No. 1LT**

**\$3.25**

## Resource Person's Guide to Implementing CBAE Concepts and Materials

Designed to help prospective resource persons install the CBAE approach in their institution or agency.

**No. 2LT**

**\$8.00**

## Guide to The Administration of Adult Vocational Education

For the administrator who has responsibility for adult programs and services. This guide defines adult education, explains the need for lifelong learning, and describes the learning characteristics of adults.

**No. 7LT**

**\$10.00**

## Improving the Basic Skills of Vocational-Technical Students: An Administrator's Guide

Designed to help vocational-technical administrators provide programs to improve the basic skills of students in occupational programs.

**No. 11LT**

**\$13.00**

## Developing Positive Worker Behaviors in Vocational and Technical Students

Describes methods for identifying the general and job-specific attitudes and behaviors within the occupational curriculum.

**No. 17LT**

**\$15.50**

## Providing Student Vocational Assessment Services: An Administrator's Guide

Provides a comprehensive overview of the vocational assessment process, and descriptions of key programs and instruments to assist the busy administrator in this task.

**No. 19LT**

**\$13.00**

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6. Reason for returning material.

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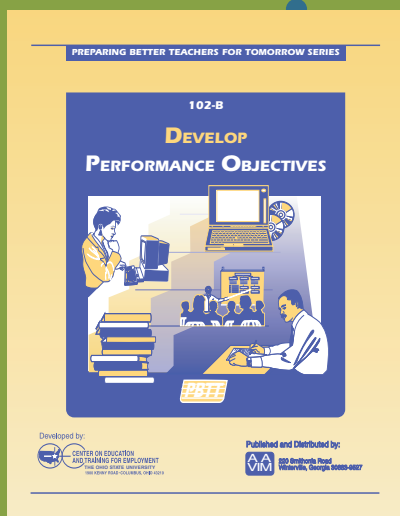
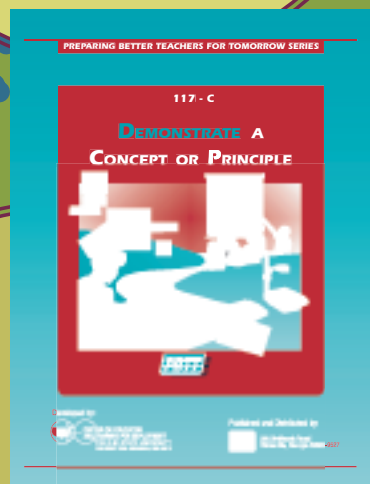
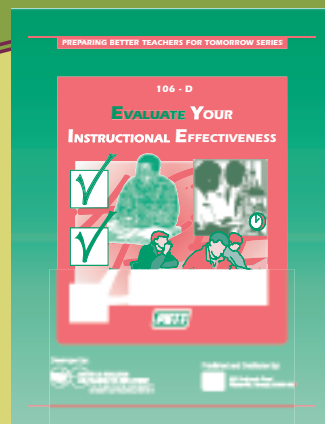
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