Preparation program responsibilities for edTPA videos

Because of parental concerns over privacy and safety, as well as legal requirements, candidates and their preparation programs have significant responsibilities in creating the videos and limiting their use to appropriate purposes.

1. **Programs must work with candidates and districts to assure that the necessary parental consent has been sought and received, and that students whose parents have not given consent must not appear in the edTPA video.**
2. *Programs must explicitly explain to candidates the importance of obtaining parental consent for the video clips.*
3. *Programs must collect and save the candidate affidavits of responsibility.*
4. *Programs must communicate to candidates the process for assuring that parental consent has been sought and obtained. (This process will vary by districts.)*
5. *Programs must communicate to candidates the process for handling students who do not have parental consent during their videotaping.*
6. *Programs must confirm that consent forms are being retained, either by the district or by the program.*

1. ***Programs that wish to use candidate video clips for purposes of program analysis and evaluation must observe the following guidelines:***
   1. *Explicit, written candidate permission must be obtained.*
   2. *Video clips collected by programs must be centrally maintained on a secure site and not further distributed, either internally or externally.*
   3. *edTPA video clips collected by institutions must be used by program faculty solely for purposes of analyzing program effectiveness. Any other use requires separate explicit consent of candidates and parents.*
   4. *Video clips collected for purposes of program improvement must be retained and destroyed in accordance with the institution’s retention schedule.*

I have read the above guidelines and agree to follow them.

Name (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_