Arlington Public Schools

TSIPs Q&A

1. **I am a newly hired teacher, when do I have to complete my TSIPs?**

   Newly hired teachers must complete their TSIPs three years from the date of hire or when their Virginia Instructional License is due for renewal, whichever comes first.

2. **I completed my TSIPs when I was employed at another Virginia school division, can I get credit for them?**

   Yes, send Pat Teske, Office Instructional & Innovative Technologies, Career Center a COPY of your TSIPs certificate/records and also include your name, employee id # and current teaching location. We have a reciprocity agreement in place with the other Virginia school divisions.

3. **I have a degree from a Virginia accredited School of Education since 1998, do I have to do my TSIPs?**

   If you have a degree from a Virginia accredited School of Education since 1998, you do not have to complete them again as an APS staff member. However, you do need to complete the Graduate Application form. Download the form from BlackBoard on the for staff page, complete and send it to Pat Teske, Career Center-Office of Instructional & Innovative Technologies.

4. **Where do I send my completed TSIPs portfolio?**

   Submit your completed & signed TSIPs Summary Checklist and portfolio to your School's ITC. Once your portfolio is reviewed and approved, your ITC will submit your name to the Office of Instructional & Innovative Technologies for processing. You will then be sent a certificate of completion. Your portfolio should be returned to you by your ITC after review.

5. **What if I have lost my certificate?**

   Contact the Pat Teske in the Office of Instructional & Innovative Technologies at pteske@arlington.k12.va.us

6. **What will happen if I do not complete my TSIPs by my deadline?**

   You have the option to choose not to complete your TSIPs and to be placed on a Formal Improvement Plan with your Principal during the following school year. The FIP will structure how you will complete your TSIPs during that school year.

7. **Who do I contact if I have additional TSIPs questions?**

   You may contact your ITC or Pat Teske, pteske@arlington.k12.va.us

QUESTIONS & ANSWERS