

About Your Study Plan

This Study Plan is your syllabus for the American Board program. We encourage you to use the recommended resources to target preparation to your needs and goals. There will be hyperlinks throughout this document to both your [PTK Study Materials](#) and additional, optional resources. Please make sure that you visit the relevant pages to access all of the resources. Your commitment to great teaching begins here.

Preparing to Pass

American Board is committed to making sure you are the best possible teacher. We will provide you with study tips to get ready for the exam and the content and resources to review the material.

Take advantage of our [exam preparation webinars](#). They go over how to best prepare for a [multiple choice exam](#) and an [essay exam](#). We have found that those who watch both webinars have a much higher pass rate on the American Board exams.

Your Materials

- **Standards:** a list of everything that might be on the test.
- **Study Plan:** your syllabus with link to what you need to study for each section.
- **Prepare to Teach Workshop:** an overview course on the topics you will be tested on.
- **Practice Exam/Section Quizzes:** a sample test questions and solutions.

Professional Teaching Knowledge Exam Snapshot

Time Allowed	Multiple Choice: 150 minutes Component: 60 minutes	
Format	Multiple Choice & Writing Component	
# of Questions	100 Multiple Choice Question & 1 Writing Component	
On-Screen Exhibits	NONE	
Passing Score	Multiple Choice: 257 /500 Component: 4/6	
Exam Summary	Areas of Study	Percentage of Exam
	Instructional Design	18%
	Effective Instructional Delivery	32%
	Classroom Management and Organization	30%
	Assessment	20%

About This Exam

The American Board for Certification of Teacher Excellence believes that highly skilled teachers should possess a comprehensive body of knowledge that is research-based and promotes student achievement.

The Professional Teaching Knowledge exam is designed to assess a new teacher’s knowledge of teaching-related criteria. Such knowledge is typically obtained in undergraduate preparation in areas such as human development, classroom management, instructional design and delivery techniques, assessment, and other professional preparation.

This exam also contains a writing component that will evaluate a candidate’s ability to write to audiences they will most likely address as a teacher: parents, colleagues, and/or school administrators.

How to Use American Board Practice Tests

If you have chosen to use our practice tests, you may have already used the quizzes to get a better idea of where your strengths and weaknesses are. There are two full-length exams that we suggest you use in testing mode as a mid-term and final to work on your timing and endurance. You can use them again in explore mode to identify distractors.

Questions and concerns can be directed to the Help Desk. Log in to your account to create a Help Desk Ticket.
Or contact Candidate Services at: cs@americanboard.org

Your Essay - Start with [About your Writing Component](#)

The PTK writing component will consist of a prompt which in turn consists of several tasks. **It is critical that you address every task to get a passing grade (4 or higher out of 6) on the writing component.**

IMPORTANT: Most people believe they can write and often underestimate the writing component of the exam, especially when it is in a letter form. As a result, they often neglect spending the time learning, and then practicing what kind of writing is being asked of them.

Consider the tasks (5 min)	Take the time to consider what exactly is being asked. Write down the key words from the prompt and consider your ideas. When creating a preliminary outline, each task should be roman numeral.
Map your prompt (5 min)	Address every task in the prompt. Brainstorm ideas and write a few words for each of the individual tasks in an outline form.
Write (40 min)	Make sure your writing is clean and concise. If you have thought through your outline, the actual writing will become much easier. Remember that you are writing for clarity and communication. An effective way to make sure your grader notes each of your tasks is to make each task a separate body paragraph in your "5 paragraph essay".
Proofread your work (7 min)	One good exercise as you practice is to read your essays out loud to someone. Everywhere you stumble or sound awkward as you read is a place to correct. On test day you will sub-vocalize as you proofread and "hear" your errors before your turn in your essays.

Important Resources

- Preparation Guide
- Writing Resource
- PTK Rubric
- Practice Writing

Additional Recommendations:

The Study Plan:

Your study plan includes direction on how to use American Board’s required resources. We also include recommended resources to aid in your mastery. This plan was designed for a 9 month period (4 months for Professional Teaching Knowledge (PTK); 4 months for the subject matter; 2 weeks to take each test) in which most people are able to complete the program. Many have complete the program in a short amount of time. If you require additional time beyond your scheduled end date, the opportunity exists to purchase a six-month extension in the program.

Area of Study	Required Resources	Recommended Resources
Domain 1 (Standards 1.1.01-1.1.10) Instructional Design These standards cover: ☐ Writing measurable objectives ☐ Guiding curricular planning ☐ Organizing content, concepts, and models ☐ Developing illustrative examples ☐ Building on students’ prior knowledge	Complete the following readings and watch the following videos in the PTK Study Materials (PDF or Online version): The Characteristics of Successful Teachers ☐ Characteristics 1-8 ☐ Characteristics 9-16 ☐ VIDEO CASE STUDIES: Characteristics of Successful Teachers	Web Resources ☐ Understanding by Design ☐ Glossary of Education Terms Books ☐ Effective Teaching Methods: Research Based Practice ☐ The First Days of School: How to be an Effective Teacher ☐ Teach Like a Champion 2.0

Your Notes: