



Candidate Checklist: CalTPA Assessment Process

Use the checklist below as you progress through each cycle of the CalTPA assessment. Check off each step as you complete it to keep track of your progress and to focus on the remaining steps in the process. For additional information, refer to the [California Educator Credentialing Assessments website](#), which includes assessment information, registration and registration support, and preparation materials including instructions on using the Pearson ePortfolio system and video annotation tool.*

☐ **1. Register.** Register and pay for a CalTPA cycle at the [assessments website](#).

☐ **2. Obtain and read cycle assessment materials.** Obtain the cycle performance assessment guide, assessment updates, and templates from the ePortfolio system. Read and understand the step directions and rubrics in the guide and review the templates that you will use to complete written narratives and commentaries, if applicable.*

☐ **3. Build a cycle timeline.** With your cooperating teacher and/or supervising faculty, create a timeline for completing the cycle. Cycles typically take 4 to 6 weeks to complete.

☐ **4. Develop evidence.** Create and/or collect evidence while teaching students in person or in online synchronous settings in your student teaching or intern placement. Save a copy of all evidence (written narratives, video clip[s], lesson plans, student work examples, student assessment responses, etc.) for later reference.

☐ **5. Meet with your cooperating teacher, supervising faculty, and peers prior to submitting your evidence.** Review evidence against the cycle rubrics. Start with Rubric Level 3 to self-assess. Ask your cooperating teacher, supervising faculty, and/or peers to review your evidence and provide constructive feedback.

☐ **6. Revise evidence based on feedback.** Ensure you are addressing all directions and requirements in the cycle performance assessment guide. Provide complete written responses to the prompts provided in the templates. For the video clip(s) that you submit, be sure that you and your students are seen and clearly heard in each clip.

☐ **7. Upload evidence to the ePortfolio system.** Check that all required evidence has been uploaded in the correct step and that annotations/commentaries* are aligned to video timestamps and explain what you are doing and why.

☐ **8. Submit your evidence for scoring.** Submit your evidence a day or two before the [submission deadline](#) to allow time to solve last-minute issues. Scores will be provided 3 weeks later to you, to your program, and to the CTC.

* References to "video annotation tool" and "annotations" apply only to Year 7 materials, which will be retired on June 30, 2026. For the redeveloped V01 materials available starting September 23, 2025, the annotation tool is no longer available; candidates submit commentary for each video clip instead.