

## Submission Review Form

The following document allows the NICE team to confirm the following:

- Candidate Agreement
- Mentor Agreement
- Documentation has been submitted for review
- Submission review questions

### Candidate Agreement

I, \_\_\_\_\_, hereby agree to the following terms and conditions as part of my pursuit of National Intervener Certification E-portfolio (NICE):

#### Adherence to Policies:

Abide by the policies and procedures outlined in the "Applying for NICE Certification: Policies and Procedures" document.

#### Original Content Submission:

Include only content in my e-portfolio that is a true representation of my own work, practice, and educational/training experiences. This includes using external documentation such as web or journal articles, videos, or other content as my documentation.

#### Confidentiality:

Maintain confidentiality by not sharing any videos, photos, or other materials depicting or referring to students, clients, or participants with unauthorized individuals. Adhere to the guidelines specified in the NICE Media Release.

#### Non-Disclosure to Other Candidates:

Not share my e-portfolio content with other NICE candidates.

#### Collaboration with Mentor:

Meet and collaborate with my mentor to obtain their input and incorporate edits based on their feedback before submitting my portfolio for review.

I understand that any violation of these terms may result in disqualification from the certification process.

Candidate Signature:

Date:

## Mentor Agreement

I, \_\_\_\_\_, hereby agree to mentor \_\_\_\_\_ who is completing requirements for the National Intervener Certification E-portfolio (NICE) process. I understand that the candidate must be coached, mentored, and supported by me, and I commit to providing a minimum of 3 virtual or face-to-face meeting sessions, totaling at least 6 hours of support and feedback. I further acknowledge that the candidate is supported by [Name of State Deaf-Blind Project or University Partner] in their application for NICE certification.

I accept this responsibility and affirm that I possess a training background in the field of deaf-blindness, along with the following professional credentials:

Professional Role:

Endorsement/Certification/License(s):

I will prepare myself to serve as a mentor by:

- Reading the NICE Reviewer Handbook
- Reading "Applying for NICE Certification: Policies and Procedures"
- Reading and reviewing the NICE training materials
- Completing the 2019 NICE mentor training provided by a state deaf-blind project

I understand that I will be responsible for:

- Developing a timeline with the candidate
- Establishing regular meetings and/or communication with the candidate for mentoring and coaching purposes
- Verifying that the candidate's portfolio is ready for submission
- Communicating with the state deaf-blind project, university partner, PAR<sup>2</sup>A Center if I have concerns or questions about my mentoring role and relationship

In addition, I agree that I will not:

- Directly edit the candidate's documentation or other e-portfolio content
- Upload documentation into the e-portfolio on the candidate's behalf
- Share or use any content from a candidate's portfolio with anyone other than the candidate and PAR<sup>2</sup>A Center staff
- Communicate about a candidate with NICE Review Board members who are functioning in a review capacity for the candidate

Mentor Signature/Title:

Date:

## Documentation Overview

*Please complete the following table with your artifact titles and the competencies addressed in each artifact.*

<b>Artifact Title</b>	<b>Competencies addresses</b>
<i>Ex. Lunchtime routine</i>	<i>DBI.5.S3,DBI.5.S5,DBI.5.S7</i>

### **Submission Reflection Questions**

Please respond to the following questions. Your answer should be roughly a paragraph.

1. How are the knowledge and skills within this standard important to your role as an intervener with your student/team?
2. How did completing the requirements of this standard help you grow as an intervener and as a member of the student/client team? As you reflect on this standard, what have you learned about yourself and your ability to be an intervener?