

Sending email comments about certification proposals

1. At the beginning of your email, state your position in your district, and which certification proposal you are commenting about.

2. Write about **1 or 2** reasons why the proposed certificate should be changed, tying them together if possible (better to go into more depth about fewer reasons than write shallow comments about all reasons). See CEA's questions to consider in writing testimony.

3. **Personalize** your comments – talk about how this certificate and its requirements would affect how you do your job and the **effect** that would have on students – use plain English, not education jargon.

4. Conclude by clearly saying **what you think would be a better** alternative – See CEA position.

CEA will compile teachers' comments and submit them to the SDE (the result will be that the State Dept. of Ed. and State Board of Ed. will receive all comments about one proposal together, rather than scattered.) Email your comments, depending on the certification proposal they refer to, to one of the following addresses:

Teacher Leader proposal - Teacherleader@cea.org

Special Education proposal - SpecialEducation@cea.org

Literacy Specialist proposal - LiteracySpecialist@cea.org