



## Course Approval Request Form

Use this customized approval request form to print and share with your district or state teaching licensure authority when seeking approval for a Professional Development Institute course.

### About PDI

The Professional Development Institute (PDI) has been offering quality online courses to K-12 educators for decades and providing training to teachers across the globe. Every PDI course is approved for graduate-level credit through the prestigious University of California San Diego Division of Extended Studies, ranked in the top ten universities in the United States.

UC San Diego is part of the University of California system and is accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC).

Every PDI course is instructor-led and includes practical strategies for immediate implementation into the classroom, opportunities to interact with the instructor and other participants, rich content, and valuable assignments. Every PDI course is approved as 3 1/3 semester units (or 5 quarter units) of graduate-level credit, equivalent to 50 training hours. Teachers must spend a minimum of three weeks in each course (consecutively, when taking multiple courses) before a final grade is released.

### Teacher Information

<b>Last Name:</b>	<b>First Name:</b>	<b>ID #:</b>
<b>School Name:</b>	<b>Address:</b>	
<b>Email Address:</b>	<b>Grade Level:</b>	<b>Daytime Phone:</b>

Course Number and Title:

**30T03/ EDUC41458 Improving Your Students' Test Taking Skills**

I am taking this course:

\_\_\_\_\_ for 3 1/3 semester unit of graduate level credit. Upon completion, I will receive a transcript from UC San Diego Division of Extended Studies.

\_\_\_\_\_ As an in-service course. I may request a PDI Grade Report to document my completion.

*\*This course is approved as 50 training hours, whether taken for graduate credit or in-service.*

Course Description:

Are you looking for strategies to help your students prepare for the rigors of high-stakes testing? This online course is designed for teachers in grades 2-12 who are interested in learning how to improve their students' test-taking skills. Teachers will learn how embracing a growth mindset contributes to students' metacognitive and problem-solving skills. Teachers will also explore several time management techniques that are designed to help students make the most of the testing time frame as well as their study time. Specific problem-solving strategies such as test cues, word parts, and strategic guessing are discussed, specifically as they relate to building students' problem-solving skills and boosting their comprehension. Techniques for using mnemonics and other memorization techniques are also shared. Teachers will also explore a variety of test formats to better help students become more test-wise. Specific test-taking strategies are explored in an effort to help students improve their standardized test scores, causing them to feel more confident answering all types of questions including essay, multiple-choice, short answer, and even performance-based tasks. By the end of this course, teachers will feel more confident in their quest to better prepare their class with the necessary tools so that their students can become effective and engaged test-takers and lifelong learners.

Seeking approval for:

\_\_\_\_\_ recertification/relicensure

\_\_\_\_\_ personal and/or professional growth

\_\_\_\_\_ district or state requirement

Signature

Date