



Item Writer Training Options for 2021

What to expect if you are selected...

Virtual Workshop: Oct. 14 & Oct. 22, 2021	
Pre-Workshop Preparation & Prerequisites	
✓	Complete online training module: Item Writing 201 and successfully complete post-assessment (1.5 hours)
✓	Review: (1) PNCB Item Writing Manual, (2) Exam's Content Outline, (3) your item writing assignment (2 hours)
✓	Select textbook benefit (after <i>signing agreement to submit items</i>) and upon receipt of book, spend time reviewing it for inspiration for question ideas (1 hour)
✓	Watch PNCB's recorded presentation welcoming you to our team (15 minutes)
Workshop Day 1	
Activity 1	Welcome! Participants will meet PNCB staff and other workshop facilitator/mentors.
Activity 2	Small group work with other item writers who hold the same PNCB credential. Complete item writing exercises involving critiquing and editing questions together.
Break	Independent time for lunch, and to prepare for the next activity.
Activity 3	Small group work to write a question together.
Activity 4	Training to enter your items into an online portal, then spending some time improving and polishing items by applying your new skills.
Workshop Day 2	
Activity 1	Small group work to continue building item writing skills, followed by independent writing.
Activity 2	Learn about requirements for obtaining your CE benefit for the workshop, your item writing assignment, and assignment due dates.
Activity 3	Independent time for lunch, then continuing to work on your item writing assignment. You'll also share an "office hours" appointment with a PNCB mentor to discuss your progress with items.
<ul style="list-style-type: none"> • PNCB will schedule activities for times that are conducive to all U.S. time zones. • Item writing assignment of 5 new items + 2 items from application are due in final form by 12/1/21. CE evaluation must be completed to receive CE contact hours. 	

Self-Paced Training: Launches Sept. 16, 2021		
Steps	Activities & Tasks	Time
1	Complete our online training module: Item Writing 201 and successfully complete post-assessment.	1.5 hours
2	Review PNCB Item Writing Manual (<i>Introduction</i> and <i>Section 1: The Basics of Item Writing</i>).	1.25 hours
3	Complete an online exercise: Learning through Examples . PNCB will score this exercise and individuals will be notified whether they are retained to advance to item writing.	1.25 hours
4	Receive access to PNCB's online item writing portal and watch a brief online training module about item entry.	15 minutes
5	Enter the two items submitted on your application into the item writing portal. Edit and improve them using your new knowledge and skills by a provided due date.	1.25 hours
6	Review your PNCB item writing assignment and write 5 additional items. Submit your items for mentor feedback by a provided due date.	6 hours
7	Review mentor feedback then complete the final work on your items by 12/1/21.	1.5 hours
8	Complete your CE evaluation to receive CE contact hours for your learning and item writing efforts.	15 minutes