

APPLICATION CDE Approved State Model Educator Evaluator Training Provider

Application Released: November 1, 2013

Intent Due: December 6, 2013

Application FAQ Webinar: November 14, 2013, 3:30 – 4:30 p.m. (The webinar will be recorded and posted)

CDE Training (Choose only one two-day training):

January 29 & 30, 2014 February 13 & 14, 2014 February 20 & 21, 2014

Training Location: All trainings held at the Adams 12 Training Center 1500 E. 128th Ave., Thornton, CO 80241

Final Applications Due: March 7, 2014

CDE Approved State Model Educator Evaluation System Training Provider

For program questions contact:

Mary Bivens (Bivens m@cde.state.co.us or 303-866-5194)

CDE Approved State Model Educator Evaluator Training Provider

Intent Due: December 6, 2013
Applications Due: March 7, 2014

BACKGROUND

Credible, fair, and professional evaluations of licensed personnel depend on high quality, effective training for all evaluators that are consistent across the state. As required by section 22-9-106 (4) (a), C.R.S., all performance evaluations must be conducted by an individual who holds an administrator license or has completed a training in evaluation skills that has been approved by the Colorado Department of Education (CDE). Additionally, individuals may be identified as a principal designee and may fill the role of evaluator.

This request for application is for evaluator training providers interested in being approved by the Department to **train evaluators in the State Model Educator Evaluation System**. Providers who seek this approval will be approved to train all evaluators, including evaluators of teachers, specialized service professionals (SSP) and principals, in the state model evaluation system.

The relevant statutory and regulatory sections that guide the approval process and program criteria are highlighted below (Attachment A provides the full references).

Colorado Revised Statute 22-9-106 (4) (a)

...no person shall be responsible for the evaluation of licensed personnel unless the person has a principal or administrator license issued pursuant to article 60.5 of this title or is a designee of a person with a principal or administrator license and has received education and training in evaluation skills approved by the department of education that will enable him or her to make fair, professional, and credible evaluations of the personnel whom he or she is responsible for evaluating. No person shall be issued a principal or administrator license or have a principal or administrator license renewed unless the state board determines such person has received education and training approved by the department of education.

State Board of Education Rule: 5.03 (B)

As required by section 22-9-106 (4) (a), C.R.S., all performance evaluations must be conducted by an individual who has completed a training in evaluation skills that has been approved by the Department. Teachers may fill the role of an evaluator if they are a designee of an individual with a Principal or Administrator license and have completed a training on evaluation skills that has been approved by the Department. The Department shall develop a process for approving education and training programs for evaluators that is consistent with the approval process previously developed pursuant to section 22-9-108, C.R.S.

PURPOSE

Having a system to evaluate the effectiveness of licensed personnel is crucial to improving the quality of education in Colorado. Any person who conducts an evaluation of school licensed personnel must hold an administrator's license or complete a state approved training program.

The purpose of this application is to approve and identify state model educator evaluation training providers to be included on the 2014-2015 approved state model educator evaluator training provider list. This is not a competitive process in that as many providers can be included on the approved provider list as meet the criteria specified below and as approved by CDE through the application

process.

Provider approval resulting from this application process entitles a provider to be placed on the state approved list. There is no guarantee that any provider approved to be on the state provider list will be selected by a district or other entity to offer services. The list of state approved evaluator training providers will be maintained on the CDE website, and will also include descriptive information about the services offered by each provider which will be updated annually.

Please note: New providers must submit a full application. Previous CDE approved providers will be required to acknowledge their wish to participate as a provider on an annual basis but will not have to resubmit a full application. However, the Department reserves the right to request materials from the approved provider on an as-needed or annual basis and to remove providers from the list at its discretion.

This process is a CDE supported train-the-trainer model designed to increase the number of educator evaluation training providers across the state that are able to train evaluators on the State Model Educator Evaluation System. CDE will provide initial and ongoing train-the-trainer professional development opportunities for Requirement 2 (listed below) on the State Model Educator Evaluation System for approved training providers.

PROVIDER REQUIREMENTS

Providers seeking to become a CDE Approved State Model Educator Evaluator Training Providers must implement the following requirements for training purposes:

• Requirement 1: Effective evaluator practices and methods.

This requirement focuses on the concepts, theory, and best practices in supervision and evaluation.

This may include, but is not limited to, foundational evaluator skills such as understanding teaching and learning styles, the use of student performance and student assessment, how to complete data collection and documentation, understanding the Colorado Academic Standards, effectively using evaluation methods, engaging in conferencing strategies, giving effective feedback, creating and delivering written communications, building relationships and understanding when and how to use various observation techniques.

NOTE: This module is the specific responsibility of the approved trainer. CDE does not provide a train-the-trainer series for Requirement 1.

• Requirement 2: CDE state model evaluation process and tools.

This requirement focuses on the more technical aspects of the CDE State Model Evaluation System and will include training specifically on Senate Bill 10-191 and the CDE-provided tools for the State Model Evaluation System implementation. Such tools include: teacher, specialized service provider (SSP) and principal quality standards, elements and professional practices; teacher, SSP and principal rubrics; detailed description of the state model evaluation process; selection of measures of student learning; inter-rater agreement (Elevate Colorado) on the rubrics; and use of other CDE on-line modules and additional tools.

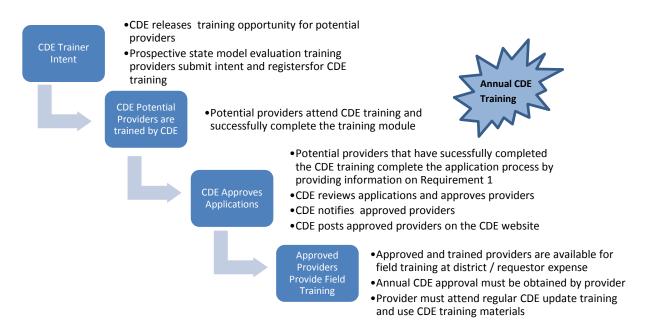
Note: Requirement 2 content and training material is provided by CDE through a train-the-trainer series. Approved trainers must attend a minimum of one of the two-day required train-

the-trainer workshops and must use the CDE-generated training tools and State Model System components.

Applicants may design their program to include both requirements in an integrated manner or in separate modules to meet their program needs and the needs of their stakeholders.

CDE APPROVAL AND TRAINING PROCESS

The following flowchart outlines the approval and training process for those wishing to become a **State Model Educator Evaluator Training** provider.



ELIGIBILITY REQUIREMENTS

The department will approve State Model Educator Evaluator Training providers who wish to train evaluators on the State's Model Educator Evaluation System. The eligibility requirements for the State Model Educator Evaluator Training providers are outlined below.

Eligible State Model Educator Evaluation Providers (including, but not limited to)

- Board of Cooperative Educational Services (BOCES)
- Public School District (Local Educational Agency)
- Community Agency
- For-profit provider
- Non-profit provider
- Institution of Higher Education
- Individual

RESPONSIBILITIES OF THE APPROVED STATE MODEL EDUCATOR EVALUATION TRAINING PROVIDER

In order to be an approved educator evaluation training provider of the State Model Educator Evaluator Training, the provider must:

- Develop and implement a comprehensive professional development program that certifies evaluators of teachers and principals and designees to conduct evaluations according to the principles and practices of the State Model Educator Evaluation System.
- Develop and train on Requirement 1 which incorporates concepts, theory, and best practices in supervision and evaluation.
- Attend and successfully complete Requirement 2, CDE State Model Educator Evaluation System trainings.
- Be approved by CDE to offer evaluator training on the State Model Educator Evaluation System.
 This approval includes a certification that the provider will train on the state model evaluation process, use the state model rubric, follow the state process for selection of measures of student learning, use the state's inter-rater agreement system (Elevate Colorado), and use other CDE on-line modules and additional tools.
- Use all correct and updated training materials developed by CDE for Requirement 2.
- Participate in updates and trainings offered by CDE on Requirement 2.
- Agree to periodic on-site monitoring of program quality to ensure the provider is successfully leading and completing training sessions as appraised by a CDE team member.
- Participate in annual orientation on Requirement 2.
- Abide by and train all participants in accordance with the <u>Colorado Statutory and Regulatory</u>
 <u>Requirements</u>, State Assurances and the Checklist for Evaluation Systems pursuant to SB 191
 (2014-2015 <u>assurances and checklists</u> will be available on the Educator Effectiveness website in
 January 2014 for provider review).
- Submit training schedules to CDE in order for CDE Educator Effectiveness team members to conduct a monitoring visit.
- Maintain documentation of trainings and a list of certified evaluators from the program.
- Provide required reporting and program evaluation information to CDE.
- Update CDE with any changes in provider contact information (contact person, address, phone number, e-mail). Failure to update contact information may result in the provider being removed from the approved State Model Evaluation Training provider list.

FUNDING

Applicants and approved providers are responsible for all costs associated with attending CDE training and updates. Any person or group that chooses to use a CDE Approved State Model Educator Evaluator Training provider shall be responsible for the costs associated with participating in the provider's program.

Costs shall be determined by the provider and shall be transparent to the individual or group seeking such information.

CDE MONITORING AND EVALUATION

The Colorado Department of Education monitors quality and effectiveness of the services offered by approved State Model Educator Evaluator Training providers. CDE will use data submitted annually by providers, results from periodic on-site visits, and data from state-level analysis of educator effectiveness metrics to determine which providers will continue to be on the state's list of approved evaluation trainers. A violation of any of the eligibility requirements or provider responsibilities outlined in this application constitutes grounds for immediate removal from the state list. Providers may also be removed from the list if the provider fails to comply with the state's requests for information, specifically, if data is not submitted by required deadlines.

Providers are required to provide data on a yearly basis. Upon official approval in March 2014, providers will be given a more detailed list of reporting requirements and timelines. At a minimum, providers will be required to report the following each September:

- General program statistics (e.g., number of trainings, number of evaluators trained and certified, etc.)
- Inter-rater agreement data on their trained evaluators (Using Elevate Colorado)
- Participant feedback on quality of training

CDE may monitor provider trainings (including, but not limited to, conducting training site visits, checkin webinars and monitoring) for:

- Implementation and quality of Requirement 1
- Alignment of Requirement 2 training with state requirements and the State Model Educator Evaluation System; and
- Quality of presentation skills and training process

RESOURCES

Detailed information regarding the State Model Evaluation System and Educator Effectiveness in Colorado is available at:

http://www.cde.state.co.us/educatoreffectiveness/statemodelevaluationsystem

PROCESS

- 1. **Register for the FAQ Webinar** (optional) through SurveyMonkey using the link below to the CDE Educator Effectiveness Unit.
- 2. **Register for training** through SurveyMonkey using the link below **and attend** one of the CDE State Model Evaluator Trainings (dates on the front page of this application and noted below).
- 3. Upon the completion of the training, potential providers **submit the final application t**hrough SurveyMonkey using the link below.
- 4. **CDE reviews** the final applications. The submission of the application will be reviewed by a group of reviewers who have experience with educator effectiveness and evaluation services in Colorado. Applications will be reviewed based on the assurance, background information of the applicant, response to application questions, and commitment of the training provider to the State Model Educator Evaluation System based on the acceptance of the requirements herein noted.
- CDE notifies providers of approval status. All application decisions are final for the 2014-15
 year. Applicants that do not meet the qualifications will be notified and may reapply in future
 years.
- 6. **CDE posts** the State Model Evaluator provider list on the CDE Educator Effectiveness website.
- 7. Approved **providers may begin** training on Requirement 1 and Requirement 2 of the CDE Approved State Model System.

Please note: Applications submitted to the Colorado Department of Education in response to this request are public record; therefore, CDE will release applications when requested.

REQUIRED APPLICATION TIMELINE AND SUBMISSION LINKS

Date	Activity	Applicant Action
October 28, 2013	Application Released	None

November 14, 2013 3:30 p.m. to 4:30 p.m. Registration deadline: November 12, 2013	CDE releases Colorado Approved State Model Educator Evaluator Training Provider application FAQ Webinar Colorado Approved State Model Educator Evaluator Training Provider webinar and FAQ	Register for Webinar 1. Select the link below to register for the FAQ webinar. https://www.surveymonkey.com/s/eestatemodelFAQ 2. Check your email before November 14, 2013 to confirm receipt of webinar registration information.
December 6, 2013, 5:00 p.m.	Intent to Apply and Register for CDE Trainings Potential providers submit intent to apply by registering for Requirement 2 CDE provided training. Potential providers are required to attend a two-day back-to-back session. Trainings will be offered: January 29 & 30, 2014 February 13 & 14, 2014 February 20 & 21, 2014	Intent to Apply and Training Registration 1. Select the link below to submit your intent to apply and register for a training session. https://www.surveymonkey.com/s/eestatemodeltraining 2. Check your email no less than two weeks before your desired training date to confirm receipt of webinar registration information. 3. Notify any additional participants of training times and locations no later than two weeks before training date.
January 29 & 30, 2014 February 13 & 14, 2014 February 20 & 21, 2014	Attend CDE Trainings Attend one of the two-day CDE Requirement 2, State Model Educator Evaluation System train- the-trainer opportunities.	Attend CDE Training
March 7, 2014, 5:00 p.m.	Submit Final Application Potential providers submit final application through	Electronically Submit Final Application 1. Electronically submit your

	SurveyMonkey. If there are any problems submitting online, please immediately contact Mary Bivens at Bivens_m@cde.state.co.us or phone at 303.866.5194.	application online. Select the following link to complete your application. https://www.surveymonkey.com/s /eestatemodelfinalapp 2. Submit your online application no later than end of the day March 7, 2013. 3. Print and complete the Certifications Form, including signatures. Return that form only via email to Mary Bivens at Bivens_m@cde.state.co.us. This is the only hardcopy document that is required. All other components of the application are submitted online through SurveyMonkey. 4. For questions, contact Mary Bivens at Bivens_m@cde.state.co.us or
		Bivens_m@cde.state.co.us or 303.866.5194.
March 28, 2014	CDE Notifies Applicants of Status Applicants notified of the status of their final application	None
April 1, 2014	Provider list available to districts on website	None

INFORMATIONAL WEBINAR

On November 14, 2013, 3:30 p.m. to 4:30 p.m., CDE will host a webinar for potential State Model Educator Evaluator Training providers. It will be recorded if you cannot make the time. All potential providers are invited to participate in the question and answer webinar. Registration for the webinar is through SurveyMonkey at the following link https://www.surveymonkey.com/s/eestatemodelFAQ.

Please see the above timeline for additional registration information. Technical assistance regarding this application and the procedures for submitting will be posted on the CDE web site for Educator Effectiveness at: http://www.cde.state.co.us/EducatorEffectiveness.

INTENT TO APPLY and TRAINING REGISTRATION

CDE Approved State Model Educator Evaluation Training Provider

Intent to apply and training registration are submitted in an online format.

The **Intent to Apply** and the **Training Registration** are one and the same. They are accessible online only.

Submit your Intent and Training Registration Online at:

https://www.surveymonkey.com/s/eestatemodeltraining

Deadline: December 6, 2013, 5:00 p.m.

The Intent to Apply and Training Registration will capture the following information:

- 1. Name of individual submitting intent and registration.
- 2. District/BOCES/Organization Name
- 3. Position/Title of individual submitting intent and registration
- 4. Desired Training Dates (you will select only one 2-day training selection)
- 5. Estimated number of participants from your organization
- 6. Training participant names
- 7. Contact information, including email, phone, mailing address
- 8. Attestation of Intent to become a State Model Educator Evaluation System Provider

Contact Information: If you have questions, please contact Mary Bivens at Bivens_m@cde.state.co.us or phone at 303.866.5194 for assistance.

FINAL APPLICATION

CDE Approved State Model Educator Evaluation Training Provider

Final applications are submitted in an online format.

Submit your Final Application online at: https://www.surveymonkey.com/s/eestatemodelfinalapp

Deadline: March 7, 2014, 5:00 p.m.

Hint: You may wish to develop your application in Microsoft Word and then copy and paste it into the entry text boxes on SurveyMonkey. This will allow you to see and review your entire application in full before submitting.

The Final Application will capture the following information:

- 1. Primary Contact for the Application, including mailing address, phone and email
- 2. Primary Contact for Training Administration and Reporting, including mailing address, phone and email
- 3. District/BOCES/Organization Name
- 4. Application information, including the answer to the following:
 - a. Below provide a description of your organization and relevant contact information. This description will be posted on the website as written and will be updated annually. Limit the description to no more than 500 words.
 - b. Identify your intended audience (such as district, state, or BOCES region) for the state model evaluation system training. Who will you serve?
 - c. Requirement 1 includes the basics of evaluation including the concepts, theory, and best practices in supervision and evaluation as outlined in the application. This module is not included in the CDE state model evaluation system. However, the expectation for State Evaluation Model Training providers is that this is included in the training. Clearly identify your objectives and goals for this requirement, the content you will train on, and any additional supporting material, associated with Requirement 1.
 - d. Provide a high level outline of the training that you will conduct for Requirement 1.
 - e. Describe the time, duration and environment (physical location of your training, onsite at district, off location, wireless access, technology available) of your trainings.
 - f. Describe how you will evaluate your effectiveness as a state model evaluation systems training provider.
- 5. Verification of Certifications is required online and in hardcopy.
 - a. Email the completed and signed hardcopy <u>Certifications Form</u> to Mary Bivens at Bivens_m@cde.state.co.us. Please note that this is the only hardcopy document that is required for application purposes.

Contact Information: If there are any problems submitting online, please immediately contact Mary Bivens_m@cde.state.co.us or phone at 303.866.5194 for assistance.

CERTIFICATIONS FORM

(Complete and Sign. Return Electronically in PDF format to Mary Bivens, Bivens m@cde.state.co.us)

I, THE UNDERSIGNED, CERTIFY that I am an individual authorized to act on behalf of the organization in submitting this Application and assurances and that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that, if any of the information contained herein has been misrepresented, that may constitute grounds for denying the applicant's request for approval to be placed on the list of CDE Approved State Model Educator Evaluator Training Providers or for removal from that same list. I further certify that the organization will comply with all of the assurances set forth herein. Failure to comply with the assurances during the school year may result in removal from the state-approved list and ineligibility to reapply during the following year.

Approved CDE State Model Educator Evaluation Providers agree to the following:

- 1. The applicant will provide the Colorado Department of Education a final report due to CDE on September 30th, 2015, and yearly thereafter on or about the same time, which includes general program statistics, analysis of participant feedback, inter-rater reliability data, program quality indicators, and affirmation of adherence to the State Assurances and checklist for evaluation systems pursuant to S.B. 10-191.
- 2. Implement the educator evaluator training program on the State Model Educator Evaluation System with fidelity to the training, content, and resources provided by the Colorado Department of Education.
- 3. Attend all provider trainings required to maintain certification as an approved provider of educator evaluator training in the State Model Educator Evaluation System.
- 4. Use all training materials developed by CDE on the State Model Educator Evaluation System.
- 5. Agree to periodic on-site monitoring of program quality.
- 6. Participate in re-certification training on the State Model Evaluation System.
- Notify the department and receive approval of any amplifications or modifications to the provider training.
- 8. Provide all required annual reports to the department.
- 9. Provide feedback on the quality of the provider training program and make recommendations for improvement.
- 10. Participate in any studies the department may engage in on the efficacy of the evaluator training on the State Model Educator Evaluation System.
- 11. The applicant will update CDE with any changes in provider contact information (contact person, address, phone number, e-mail).
- 12. The applicant will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.

Signature of Applicant:		
	Date signed:	
Printed Name:	Title of Signing Agent:	
Name of Agency/Company/Group:		

Debarment: Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the

organization and its members are not disbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by **any** federal department or agency from doing business with the federal government.

Your signature certifies that neither you nor your company is presently in disbarment status, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

Print Owner/CEO Name:	Date signed:	
Signature:		

Attachment A Statutory and Regulatory Requirements for State Approval of Educator Evaluator Training Programs

22-9-108 C.R.S.

- (1) (a) The general assembly finds that credible, fair, and professional evaluations of licensed personnel depend upon high quality, effective training for principals and administrators that is consistent across the state. Therefore, the state board, in evaluating and approving educator preparation programs pursuant to section 22-2-109, and in approving evaluator training programs provided by a school district or a board of cooperative services, shall ensure that said programs meet the requirements specified in this section.
- (b) Every university and college within the state that has a principal or administrator preparation program shall ensure that the program includes training in the evaluation of licensed personnel that meets the requirements specified in this section. In addition, the university or college shall cooperate with the state board in connection with the state board's duties under sections <u>22-9-104</u> and 22-2-109.
- (c) Every school district and board of cooperative services that provides training in the evaluation of licensed personnel shall ensure that such training meets the requirements specified in this section.
- (2) Each university or college that offers a principal or administrator preparation program or school district or board of cooperative services that provides evaluator training shall structure the evaluator training program on a standards-based skill outcome model that takes into account research concerning evaluation of licensed personnel. At a minimum, each evaluator training program shall include standards-based performance assessments of each participant, demonstrated competency, and certification by the university, college, school district, or board of cooperative services of the skills mastered by each participant. The university, college, school district, or board of cooperative services shall work collaboratively with principals and administrators who are responsible for evaluating licensed personnel to develop research-based standards for assessing and certifying evaluator skills. The university, college, school district, or board of cooperative services shall regularly review both the model for the evaluator training program and the program performance standards to ensure that they continue to reflect research concerning evaluation of licensed personnel.
- (3) At a minimum, each evaluator training program shall include training in the following areas:
- (a) Teaching and learning styles;
- (b) Student performance and student assessment;
- (c) Data collection and documentation; and
- (d) School district standards and state mandates.

From section 5.03 of S.B. 191 Rules: Training for Evaluators and Educators

- 5.03 (A) School Districts and BOCES shall provide training to all evaluators and Educators to provide an understanding of their local evaluation system and to provide the skills and knowledge needed for implementation of the system.
- 5.03 (B) As required by section 22-9-106 (4) (a), C.R.S., all performance evaluations must be conducted by an individual who has completed a training in evaluation skills that has been approved by the Department. Teachers may fill the role of an evaluator if they are a designee of an individual with a Principal or Administrator license and have completed a training on evaluation skills that has been approved by the Department. The Department shall develop a process for approving education and training programs for evaluators that is consistent with the approval process previously developed pursuant to section 22-9-108, C.R.S.
- 5.03 (C) School Districts and BOCES are encouraged to provide training to Teachers, so that Teachers may conduct peer coaching observations in order to support other Teachers by providing actionable feedback on Professional Practice.
- 5.03 (D) School Districts and BOCES shall clearly communicate to all Teachers the tools that will be used to measure their performance of the Teacher Quality Standards prior to their use, and how these will be weighted and aggregated to determine final Performance Evaluation Ratings. School Districts and BOCES shall clearly articulate to each Educator the category or categories of personnel into which they are assigned, and how the growth of the students they teach will be measured for the purpose of informing their Performance Evaluation Rating. School Districts and BOCES that elect to adopt their own locally-developed quality standards for evaluating Teachers shall clearly communicate how those local standards align with the state's Teacher Quality Standards. School Districts and BOCES shall clearly communicate to Teachers the consequences of each category of Performance Evaluation Rating, including how each Teacher's assigned Performance Evaluation Rating contributes to the loss or gain of non-probationary status for that Teacher.
- 5.03 (E) School Districts and BOCES shall clearly communicate to all Principals the tools that will be used to measure their performance on the Principal Quality Standards prior to their use, how the selected measurement tools will be used to determine his or her performance on each Principal Quality Standard, the party or parties responsible for making decisions, and how these multiple measures will be weighted and aggregated to determine final Performance Evaluation Ratings. School Districts and BOCES shall clearly articulate to Principals how Student Academic Growth for Principals will be measured, and delineate the manner in which these measures are aligned with the Growth Measures for Teachers. School Districts and BOCES that elect to adopt their own locally-developed quality standards for evaluating Principals shall clearly communicate how those local standards align with the state's Principal Quality Standards. School Districts and BOCES shall clearly communicate to Principals the consequences of each category of Performance Evaluation Rating.
- 5.03 (F) School Districts and BOCES shall provide training to Educators to help them understand how the growth of the students for which they are responsible will be measured for their performance evaluation, and to assist Educators in responding to Student Academic Growth data.