



**ORANGE COUNTY
DEPARTMENT
OF EDUCATION**

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Name: _____ Phone #: _____

Email: _____

Dear 2011-2012 Project GLAD™ Trainer In-Training Applicant,

Thank you for your interest in becoming a certified Project GLAD™ Agency Trainer (Tier III). The ***Trainer In-Training Program for Agency Trainers (Tier III)*** was developed as an avenue for schools, districts and educational agencies to build capacity and internally support the effective implementation of the Project GLAD™ professional development model.

Prior to applying to the ***Trainer in-Training Program for Agency Trainers (Tier III)***, please make sure you meet the prerequisites listed below. In addition, please familiarize yourself and your agency of employment with the enclosed documents. Understanding expectations, commitments, timelines, and responsibilities are essential for successful certification. You can anticipate completing the program and becoming authorized to train Project GLAD™ Tier I Participants in your agency of employment* within 18-24 months from completing your Tier II Demonstration Session with the National Training Center of the Orange County Department of Education.

**Agency of employment is defined as a district. Please identify on your application if you are employed with a different type of educational agency.*

Prerequisites:

- I hold a certificate of completion from a Project GLAD™ Tier I Training (2-Day Research & Theory Workshop and 4 or 5-Day Classroom Demonstration) presented by 2 **active**, Project GLAD™ Trainers.
- I have practiced Project GLAD™ strategies for a minimum of 6 months.
- I hold a valid teaching credential.
- I am employed by an educational agency that will support the enrollment of a minimum of 2-5 individuals in the program.
- I have viewed the Project GLAD™ Webinar – Pathway to Agency Trainer Certification: Understanding the Tier II Process Archived at <http://ocde.us/ProjectGLAD/Pages/Tier%20II%20Training%20Process.aspx>
- I have reviewed the Steps for Successful Project GLAD™ Agency Trainer (Tier III) Certification. (**Pages 5&6**)

Submission of Application:

Save all application documents in one file. Name file: TNTC(plus your first initial and last name). For example, TNTCmmenton. Submit Application & Instructions (pages 1-3) and all required documents **electronically** to:

Orange County Department of Education
Project GLAD™ National Training Center (NTC)
Email: projectgladtrainers@ocde.us
Phone Number: (714) 966-4156

Complete applications will be processed within 4-6 weeks. At which time, you will receive an email informing you of the status of your application. Upon acceptance, you will receive registration information electronically. All participants must register with the Orange County Department of Education Online Registration System (OMS). Registration will not be confirmed until payment is received.

Application & Instructions – Page 1

Project GLAD™ Trainer In-Training Program for Agency Trainers (Tier III)

Name: _____ Date: _____

Email: _____ Phone: _____

Identify Agency of Employment:

School _____ District: _____

Other Educational Agency: _____

List names of other Trainer In-Training Candidates: _____

List Certified Agency Trainers (Tier III) in your district (if applicable) _____

I have met the following prerequisites for the Trainer In-Training Program for Agency Trainers:

Prerequisites:

I hold a certificate of completion from a Project GLAD™ Tier I Training (2-Day Research & Theory Workshop and 4 or 5-Day Classroom Demonstration) presented by two **active**, Project GLAD™ Trainers.

▪ 2-Day Dates: _____

▪ Demonstration Dates: _____

▪ Project GLAD™ Trainers: _____

I have practiced Project GLAD™ strategies for a minimum of 6 months.

I hold a valid teaching credential.

I am employed by an educational agency that will support the enrollment of a minimum of 2-5 individuals in the program.

I have viewed the Project GLAD™ Webinar – Pathway to Agency Trainer Certification: Understanding the Tier II Process (Archived at

<http://ocde.us/ProjectGLAD/Pages/Tier%20II%20Training%20Process.aspx> **Initials** _____

I have reviewed the document *Steps for Successful Project GLAD™ Agency Trainer (Tier III) Certification*. (Pgs. 5-6) _____ **Initials**

I have enclosed the following documentation electronically in one file named TNTC(first initial+last name):

File name example: TNTCmmenton

Required Documentation:

Trainer In-Training Information Sheet

Signed Educational Agency Adoption Agreement

Tier I Certificate (copy)

Teaching Credential (copy or documentation)

I understand my complete application will be processed within 4-6 weeks. _____ **Initials**

Please retain copies of all documents for your personal records.

Application must be scanned & emailed to:

Projectgladtrainers@ocde.us

Orange County Department of Education

Project GLAD™ National Training Center

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2011-2012 Application Trainer In-Training (Tier II) for Agency Trainer (Tier III)

9/15/11



Application & Instructions – Page 2

Project GLAD™ Trainer In-Training Information Sheet

Name: _____

Position: _____ Date: _____

District or alternative Educational Agency: _____

School Site: _____ Site Administrator: _____

Admin. Phone #: _____ Admin. Email: _____

Street Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Work Email: _____

Home Address: _____

City/State/Zip: _____

Home E-Mail: _____ Cell: _____

District Representative (responsible for releasing funds): _____

Email & Phone: _____

Team Members: _____

Grade Spans I will train: ___ K thru 6th ___ Middle School 6th – 8th ___ High School ___ Other:



Application & Instructions – Page 3

Project GLAD™ - EDUCATIONAL AGENCY ADOPTION AGREEMENT

Trainer In-Training Program (Tier II):

Project GLAD™ National Training Center agrees to:

- Notify applicants regarding their status within 4-6 weeks of receipt of complete application
- Provide Tier II 3-Day Workshop and Tier II 5-Day Demonstration Session that includes opportunities for practice, reflection, feedback and coaching
- Assign a National Training Center Mentor and provide regular communication
- Provide access to online learning communities, Project GLAD™ Trainer website, Trainer In-Training Webinars and invitation to annual Project GLAD™ Trainer Conference
- Provide written feedback on required materials: Individual Strategy Presentation, Team DVD/Video Clips, Strategy Notes with photographs, Certification Unit, 2-Day Research & Theory Workshop Trainer Binder, Power Point (optional) and participant materials
- Schedule certification and evaluate Trainer In-Training candidates providing Project GLAD™ Tier I Training
- Certify individuals who demonstrate the knowledge and skills required for Project GLAD™ Agency Trainers (Tier III) during the certification process
- Provide access to NTC Tier I Training Materials, 2-Day Research & Theory Power Point and Agenda

School/School District/Educational Agency agrees to support

Trainers In-Training throughout the process in the following ways:

(Record your school/district/agency name here)

- Provide substitute teachers for Trainers In-Training to attend Tier II 3-Day Workshop and 5-Day Demonstration Session
- Provide opportunities for the Trainer In-Training Team to schedule mutual support, planning and practice
- Assist in development of required materials
- Provide pre/post standardized test data from teachers' receiving Project GLAD™ Tier I Training
- Sign contract for NTC certification fee of \$2500 per team (2-5 participants) and travel expenses incurred by Project GLAD™ staff during certification
- Follow National Training Center Guidelines for providing Project GLAD™ Tier I Training and follow-up
- Register Certified Agency Trainers in Recertification (within 12 months of certification and every 3 years thereafter)

Agency Trainer In-Training agrees to:

- Demonstrate professionalism at Tier II 3-Day Workshop and Tier II 5-Day Demonstration Session
- Access Project GLAD™ Trainer Website: www.projectglad.com, webinars & online supports
- Communicate celebrations and personal/team support needs with NTC Mentor regularly
- Collaborate and plan with certification team (2-5 members) regularly
- Submit Team Video Clip/DVD Requirement with Written Reflection Form to NTC for review to schedule a certification date
- Collect K-8 and/or Secondary Project GLAD™ Strategy samples from a variety of content areas for certification
- Submit Strategy Notes/Graphic Organizers with photographs for NTC approval
- Write and submit an original, standards-based certification unit for NTC approval
- Customize and personalize student work samples according to the NTC Power Point Use Guidelines
- Present 2-Day Workshop and 4-Day Demonstration Lessons with NTC Staff certifier present
- Follow authorization guidelines established by the NTC for Trainers In-Training and Agency Trainers.
- Attend Agency Trainer (Tier III) Recertification (within the first year of certification and every 3 years thereafter) with required documents (Personal Trainer Portfolio)

Trainer In-Training:

Name: _____ Signature: _____ Date: _____

District Representative:

Name: _____ Signature: _____ Date: _____

NTC Representative:



Name: _____ Signature: _____ Date: _____

Project GLAD™ Trainer In-Training - Tier II
Steps to Successful Certification – Project GLAD™ Agency Trainer (Tier III)
(Approximate Timeline for Completion: 18-24 months after step 6)

Step 1: Complete initial Tier I – Project GLAD™ Training with two active, certified trainers

- 2-Day Workshop and 4 or 5-Day Demonstration Lesson + Follow-up
- Join free Yahoo Groups: ProjectGLADforTeachers, ProjectGLADforBilingualeducators, ProjectGLAD6thru12
- Access www.projectglad.com

Step 2: Practice Project GLAD™ Strategies (6 months minimum)

- Receive district approval & form teams of 2 or more to apply to Trainer In-Training Program

Step 3: Apply to the Project GLAD™ Trainer In-Training Program for Agency Trainers- Watch webinar: Pathway to Agency Trainer Certification – Understanding the Tier II Process archived at

<http://ocde.us/ProjectGLAD/Pages/Tier%20II%20Training%20Process.aspx>

- Download application from the website above
- Discuss timeline, support, vision and goals with your administration (provide registration for free yahoo group: ProjectGLADforAdministrators)
- Electronically submit application to projectgladtrainers@ocde.us. NTC will notify all applicants within 4-6 weeks of their status.
- Participants accepted into the program will receive registration information electronically.

Step 4: Register for Tier II 3-Day Workshop and 5-Day Demonstration on NTC's online registration system(OMS).

- 3-Day must be completed prior to 5-Day Demonstration.
- Registration is not confirmed until payment is received.
- Confirmation letters will be sent a minimum of one month prior to the event outlining requirements

Step 5: Complete Tier II 3-Day Workshop with NTC Staff

- Join free Yahoo Groups: ProjectGLAD_NTC
- Access the Trainers Section of the Project GLAD Website: www.projectglad.com regularly
- Submit 2 photographs on Day 1: strategy you brought for presentation & photograph of yourself
- Receive NTC Training Materials
- Individually present one Project GLAD™ strategy in small groups on Day 3
- **After training: Practice, plan, collaborate & reflect – You will be assigned an NTC mentor**

Step 6: Complete Tier II 5-Day Demonstration with NTC Staff

- NTC plans training, provides materials, location, trainer and coach
- Every Tier II participant will coach one strategy (working with adults) during demonstration week
- Bring 2, individual video clips/DVD for small group reflection
- Submit 2 photographs on Day 1: still photo of both strategies in video clips
- Bring technology to view video clips
- Submit certification groups for Trainer-In-Training teams larger than 5
- Submit and receive approval for certification unit (grade level and topic)
- **After training: Practice, plan, collaborate, reflect & complete Team Video Clip/DVD Requirement**

Step 7: Submit Team Video Clip/DVD Requirement to NTC

- Team films after demonstration lesson, views together and completes written reflection



- Submit Trainer In-Training Team Reflection Form & Team Video Clip/DVD Requirement with clearly marked video clips to the NTC; retain a copy of items submitted to the NTC for personal records
- Team will receive an email when materials arrive at our office
- Allow 8-10 weeks for written feedback from the NTC and video approval; teams may be required to resubmit
- Within 2 weeks of approval, team will receive an email offering available certification dates (Certification dates are not confirmed until a signed proposal is received by the NTC).
- ***After training: Practice, plan, collaborate & reflect***

Step 8: *Select Certification date from NTC list of available dates*

- Within 2 weeks of approval, team will receive an email offering available certification dates
- Submit District Contact Information for Contract Proposal (NTC provides paperwork – \$2500 per team of 2-5 individuals + travel expenses of 5 days/6 nights)
- Certification date will be confirmed upon receipt of signed contract agreement

Step 9: *Prepare for Certification*

- Develop team strategy notes with photographs, certification unit and talking points for 2-Day Trainer Presentation (refer to NTC 2-Day Trainer Agenda)
- Organize K-8 or Secondary strategy samples from a variety of content areas including: Interactive Journals, Learning Logs, Writer's Workshop, Team and Personal Explorations, Rubrics and Assessment examples, two Year Plans, Where's My Answer, Culture and Closure sections
- Use customize NTC Power Point according to NTC Power Point Use Guidelines
- Collect resources for Certification Unit (Research Center, Writing Center, Picture File Cards, etc..)
- ***After training: Practice, plan, collaborate & reflect***

Step 10: *Electronically Required Certification Documents*

(Submit Strategy Notes and team's Certification Unit. A hard copy of colored photographs of strategies must be submitted. Power Point with 3-4 photographs per page is recommended.)

- Due 2 months prior to certification; inability to adhere to this timeline may result in the cancellation of your certification (subject to \$500 reschedule fee)
- Team will receive email when materials arrive at our office
- Allow 4-6 weeks for feedback from the NTC
- Make revisions prior to certification; resubmission may be required
- ***After training: Practice, plan, collaborate & reflect***

Step 11: *Certification – Teams of 2-5 individuals present 2-Day Workshop & 4-Day Demonstration*

- Team arranges certification participants, materials and logistics
- Provide written notification of training logistics to NTC 8 weeks prior to certification
- NTC certifier attends Monday-Friday (day two of 2-Day Workshop and 4-Day Demonstration)*
- NTC certifier facilitates daily reflection opportunities, provides coaching and written evaluation of Trainer In-Training candidates skills as a presenter, facilitator and coach observed during certification
- Trainers In-Training are expected to demonstrate mutual support, ability to monitor and adjust based on feedback and high-levels of knowledge around the research base, rationale and strategies of the model
- Sign Project GLAD™ Agency Trainer Agreement (Tier III)
- NTC staff will communicate status of authorization to train and any requirements for individual team members of certification within 6-8 weeks of certification

Step 12: *Clear any requirements outlined in certification letter*

- Trainers will receive certification letter outlining team and individual requirements. Allow 6-8 weeks for NTC certification letter.
- Attend Agency Trainer (Tier III) Recertification with NTC within 12 months of certification; every 3 years thereafter



- Attend annual Project GLAD™ Trainer Conference – (September annually, optional)
- Upload certification unit and submit baseline test data plan to NTC within 6 months. Test data is required every three years.

*The structure of certification is subject to change.

Orange County Department of Education
Project GLAD™ National Training Center

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2011-2012 Application Trainer In-Training (Tier II) for Agency Trainer (Tier III)

9/15/11

