

Dear OCDE Project GLAD® NTC Tier II Trainer In-Training Applicant,

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

Prior to applying to the *Tier II Trainer In-Training Program to become a Tier III Agency Trainer*, make sure you meet the prerequisites listed on the application. Understanding expectations, commitments, timelines, and responsibilities are essential for successful certification. Please familiarize yourself and your agency of employment with the enclosed documents. You can anticipate completing the program and becoming authorized to train OCDE Project GLAD® NTC Tier I participants in your agency of employment within 18-24 months after completing your Tier II 5-Day Demonstration Training with the NTC. (Agency of employment is defined as a district. If you are employed by an educational agency other than a district, please identify it on your application.)

Submission of Application:

Save all application documents in one file. For the file name, use: TNTC plus your first initial and last name. (For example, TNTCjdoe.) Submit Application and Instructions (pages 2-4) and all required documents electronically via email to:

projectgladtrainers@ocde.us

Completed applications are processed within 4-6 weeks. All applicants receive an email regarding application status. Registration information is included in the email to those accepted in the program. Applicants must register through the Orange County Department of Education Online Registration System (OMS). Registration will not be confirmed until proof of payment is received.

Best Regards,

OCDE Project GLAD® NTC Team



**OCDE Project GLAD® NTC Tier II Trainer In-Training Program
Application & Instructions**

Name: _____ **Date:** _____

Email: _____ **Phone:** _____

Agency of Employment:

- School: _____ District: _____
- Other Educational Agency: _____

Prerequisites

- I hold a Certificate of Completion from an OCDE Project GLAD® NTC Tier I Training (2-Day Research & Theory Workshop and 4-or 5-Day Classroom Demonstration) presented by 2 active OCDE Project GLAD® NTC Trainers, dated after January 1, 2015.
- Or -
- I hold a certificate of completion from an OCDE Project GLAD® NTC Tier I Training (2-Day Research & Theory Workshop and 4-or 5-Day Classroom Demonstration) presented by 2 active OCDE Project GLAD® NTC Trainers, dated prior to December 2014.
- I have practiced OCDE Project GLAD® NTC 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 2-4 individuals in the program.
- I have reviewed the document *Steps to Successful Certification OCDE Project GLAD® NTC Tier III Agency Trainer*. (Pages 5-7)

Required Documents:

Save all documents in 1 file. For the file name us: TNTC plus first name initial and full last name. (example: TNTCjdoe)

- Application & Instruction pages 2-4
- Trainer In-Training Applicant Information Sheet
- Signed Educational Agency Agreement
- Tier I Certificate
- Teaching Credential
- Resume

Email all required documents:

Projectgladtrainers@ocde.us

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



OCDE Project GLAD[®] NTC Tier II Trainer In-Training Program
Trainer Applicant Information Sheet

Name: _____ **Date:** _____

Work Email: _____

District or Educational Agency: _____

School Site: _____

Address: _____

City/State/Zip: _____

Site Phone #: _____ **Position:** _____

Administrator: _____

Administration Email & Phone #: _____

Home Email: _____ **Cell #:** _____

Home Address: _____

City/State/Zip: _____

List names of other Tier II Trainer In-Training Candidates (2-4 team members):

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



OCDE Project GLAD® National Training Center (NTC) Educational Agency Agreement

OCDE Project GLAD® NTC Tier II Trainer In-Training Program 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 Training that includes opportunities for practice, reflection, feedback and coaching
- Assign a NTC Mentor and provide regular communication
- Provide written feedback on required materials: Individual presentation notes, Strategy photographs and certification unit
- Schedule certification with Tier II Trainer In-Training candidates providing OCDE Project GLAD® NTC Tier I Training
- Certify individuals who demonstrate the knowledge and skills required for OCDE Project GLAD® NTC Tier III Agency Trainers during the certification process
- Provide access to NTC Tier I Training Materials

School/ District/ Educational Agency agrees to support Tier II

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

- Provide substitute teachers for Trainers In-Training to attend Tier II 3-Day Workshop and Tier II 5-Day Demonstration Training
- Provide opportunities for the Tier II Trainer In-Training Team to schedule mutual support, planning and practice
- Assist in development of required materials
- Sign Service Proposal and Contract Agreement for NTC certification fee of **\$1,250** per individual (2-4 participants) plus travel expenses incurred by OCDE Project GLAD® NTC staff during certification
- Follow National Training Center Guidelines for providing OCDE Project GLAD® NTC Tier I Training and follow-up
- Register Certified Agency Trainers in Recertification (within 12 months of certification and every 3 years thereafter)

Tier II Trainer In-Training Agrees to:

- Demonstrate professionalism at OCDE Project GLAD® NTC Tier II 3-Day Workshop and Tier II 5-Day Demonstration Training
- Access the OCDE Project GLAD® NTC Trainer Website (www.ntcprojectglad.com) and online supports
- Collaborate and plan with certification team (2-4 members) regularly
- Collect OCDE Project GLAD® NTC Strategy samples from a variety of content areas for certification for your training grade level span (i.e., K-5, K-8, 6-12)
- Submit Strategy Notes with presentation notes and Strategy photographs for approval
- Write and submit an original, standards-based certification unit for approval
- Present Tier I 2-Day Research & Theory Workshop and Tier I 4-Day Classroom Demonstration with NTC Staff present
- Sign OCDE Project GLAD® NTC Tier III Agency Trainer Licensing Agreement
- Attend OCDE Project GLAD® NTC Tier III Agency Trainer Recertification (within the first year of certification and every 3 years thereafter) with required documents

Tier II Trainer In-Training:

Name: _____ Signature: _____ Date: _____

District Representative:

Name: _____ Signature: _____ Date: _____



**OCDE Project GLAD® NTC Tier III Agency Trainer
Steps to Successful Certification**

(Approximate Timeline for Completion: 18-24 months)

Trainer In-Training Name: _____ **District:** _____

Team Members (2-4 members): _____

Step 1: Complete Tier II 3-Day Workshop			
Dates: _____		Location: _____	
Trainers: _____			
Assignments	Completion Date	Date Submitted	Comments:
Personal Photograph			
OCDE Project GLAD® NTC Strategy Sample			
OCDE Project GLAD® NTC Strategy Photograph			

Step 2: Complete Tier II 5-Day Demonstration Training			
Dates: _____		Location: _____	
Trainers: _____			
Assignments	Completion Date	Date Submitted	Comments:
Demonstration Day 1 Coaching Strategy Notes Assigned Coaching Strategy: Assigned Teaching Strategy:			
Individual Video Clip: 2-Day Style Strategy:		N/A	
Written Reflection of Individual Video Clip: 2-Day Style			
Certification Unit Topic: Grade Level: Approved by NTC Coordinator			
Assigned NTC Mentor Name & Email:			



Step 3: Register for Certification			
Documents	Date Received	Date Sent to NTC by whom	Date of NTC Notification of Receipt from whom
Email from NTC – Available Certification Dates		N/A	
Signed Service Proposal			
Trainer Request For Resources Required to receive NTC Tier I 2-Day Research & Theory Resources			
Confirmed Certification Dates: _____ Tier I 2-Day Research & Theory Workshop Location: _____ Times: _____ Tier I 4-Day Classroom Demonstration Location: _____ Times: _____ Grade Level: _____ # of Students: _____ Number of Tier I Training Adult Participants: _____ Adult Participants' Grade Levels: _____ Email Training Logistics to <u>Projectglad@ocde.us</u> and your NTC Mentor; Date Completed: _____			

Step 4: Submit Required Certification Documents 3 Months Prior to Certification					
Assignments	Completion Date	Date Submitted by whom	NTC Notification of Receipt	NTC Written Feedback from whom	Approved Yes/No
Order Tier I 2-Day Research & Theory Workshop Learning Guides from the iStore: <u>https://istore.ocde.us/</u>					
Team Certification Unit					
Team Strategy Notes & Photographs Checklist (see page 124-125)					
Team Customized PowerPoint Sections (Refer to OCDE Project GLAD® NTC 2-Day Research & Theory Workshop Agenda)					



Step 5: Certification Week Requirements				
Assignments: The following items must be available to NTC Certifier upon arrival on Day 1 of Certification.	Date Prepared by whom	Reviewed by NTC Certifier	Approved Yes/No	Requirements
2-Day Research & Theory Workshop Trainer In-Training Presenter Agenda				
Copy 2-Day Research & Theory Workshop PowerPoint Slides with customized sections. Print 4-6 slides per page				
Copy of completed 2-Day Wall Checklist for grade level spans you are training (Elementary and/or Secondary)				
Copy of revised Strategy Notes & Photographs				
Copy of Revised Certification Unit				
4-Day Classroom Demonstration Session Trainer In-Training Coach & Trainer Agenda (Section 5)				
Comments:				

