

EVALUATOR TRAINING REQUEST FORM



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518-213-6000 | 800-528-6208 | FAX 518-213-6456
<http://elt.nysut.org/> | eltmail@nysutmail.org
All seminars are CTLE approved.

Please select training:

Evaluator Academy Evaluator Re-calibration Evaluator Refresher

Location of Training: _____

Requested Instructor (optional): _____

School District: _____

Building and Room: _____

Region: _____

Date of Training: _____ Time: _____

Expected # of Participants: _____ Audience: _____

CONTACT INFORMATION (SITE COORDINATOR)

Contact Name: _____

Contact Mailing Address: _____

Contact Phone Number, Fax and E-Mail: _____

Signature of Local President: _____

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PAYMENT AUTHORIZATION INFORMATION

Name, Title and Address of Authorized Individual: _____

All correspondence (including contract and invoice) will be sent to the Contact Person unless otherwise specified.

Please check type of training being requested and the version of the rubric currently being used:

TRAININGS:

- ___ Evaluator Academy (40 hours)
\$1,000 per person *for a minimum of 8 participants*
- ___ Evaluator Re-calibration (15 hours)
\$500 per person *for a minimum of 8 participants*
- ___ Evaluator Refresher Training (up to 6 hours)
\$1,500 *for up to 35 participants*

RUBRIC:

- 2011 ___
- 2012 ___
- 2014 ___

EVALUATOR ACADEMY/EVALUATOR RE-CALIBRATION TRAINING:

Participants for an Evaluator Academy or Evaluator Re-calibration training will have an account established on Calibration & Collaboration (C&C), formerly MLP Elevate. They will be provided a username and password in order to access training and calibration plans. A Calibration Assessment on a Master-coded Video will be made available on the final day(s) of the training. Submissions will be scored by a trained Reviewer. An Evaluator Report will be generated based on the results and sent directly to participants.

Evaluator/Re-calibration Training Minimum: Districts will be charged for a minimum of 8 participants for an Evaluator training in the event that fewer than 8 participants attend. Districts are encouraged to work with their BOCES or collaborate with other districts in order to meet the required minimum number of participants.

EVALUATOR REFRESHER TRAINING:

Evaluator Refresher training does not include a Calibration Assessment on C&C nor will an Evaluator Report be provided. Pricing for Evaluator Refresher training is for a full day only.

The maximum number of participants for Evaluator Refresher training is 35. If there are more than 35 participants at a training, the sponsoring agency will be billed an additional cost of \$20 per participant.

POLICIES AND PROCEDURES:

Cancellation Policy: If the sponsoring agency cancels the training less than five business days prior to the scheduled date, the sponsoring agency will be charged a cancellation fee. Exceptions for weather-related cancellations should be discussed directly with ELT at 1-800-528-6208.

Training Facilities: Training facilities must include meeting room space with moveable chairs and tables. ELT discourages the use of cafeterias or auditoriums for trainings. Material and equipment requests include a laptop, projector and screen, chart paper and wireless Internet capability. Technical assistance must be available throughout the training to maintain Internet connectivity with sufficient bandwidth to support online activities throughout the training.

Continuing Teacher Leader Education (CTLE) Hours: In compliance with New York State Education Department, ELT has been approved as a sponsor to provide professional development for CTLE hours. When ELT is working as an independent consultant on behalf of Districts and BOCES, it is up to the District/BOCES, not ELT, to maintain a record of those who attend CTLE activities as well as providing a certificate of completion with their CTLE sponsor identification number.