



The North Carolina State Improvement Project

Improving Instruction for Students With Disabilities

Math Foundations District Trainer Process and Requirements

Aspiring Math Foundations trainers are responsible for documenting completion of Levels 1, 2 and all other trainer requirements. Documentation examples include: trainer e-mails, completed assignments, assignment feedback and signatures. **All tasks must be completed in sequence.**

*****One training, either Level 1 or Level 2, must be a DPI sponsored training.*****

1. Complete Level 1 training (and earn 4 CEUs):
 - Participate in all 5 days of training (100% attendance)
 - Complete all reading assignments and the four (4) assigned Level 1 Learning Tasks
 - Score at least 80% on all Level 1 Learning Tasks
2. Complete Level 2 training (and earn 3 CEUs):
 - Participate in all 5 days of training (100% attendance)
 - Successfully complete four (4) assigned Level 2 Learning Tasks
 - Score at least 80% on all Level 2 Learning Tasks
3. Pass trainer assessment of conceptual math knowledge:
 - Schedule math trainer assessment with DPI after completion of Level 2 training by contacting the regional math consultant
 - Pass trainer assessment with 80% accuracy
4. Complete two DPI observations:
 - Prior to scheduling observations, talk with your regional math consultant about best practices for completing this requirement and about proposed training dates (at least six weeks prior to proposed dates)
 - Work with regional math consultant to schedule DPI observations during training days 2, 3 or 4
 - Each observation should last between 2.5-3 hours
5. Complete video tape self analysis/evaluation and reflection questions:
 - Video tape yourself during a training for a total of at least one hour of footage (this must be done after formal DPI observations have been done)
 - Review video and complete self evaluation form
 - Provide video and completed self analysis/evaluation form and reflection questions to regional math consultant
6. Contact LEA SIP Coordinator to acknowledge completion of all requirements and to be recognized as eligible to attend and participate in the Training of Trainers event
7. Attend and receive certification at Training of Trainers event
Celebrate this accomplishment!

Recommendations to LEA's:

- If you are developing your first trainer within your LEA, it is recommended that you arrange for your aspiring trainer to co-train. Please discuss this scenario with your regional math consultant.
- Contact your regional math consultant if you are considering more than one aspiring trainer for observations during one training session.
- Space out training days 2-4 so the aspiring trainer(s) being observed have time to reflect upon feedback provided by observing consultant.