



NC SIP Reading Foundations Train the Trainer Process

The process to become a qualified trainer of the NC SIP *Reading Foundation Training: Research to Practice* course includes the following qualifications and process:

Qualifications for Apprentice NC SIP Reading Trainers

- Successfully complete the entire Reading Foundations (RTP) course including all of the assignments (Levels 1 & 2) and meet the passing criteria (90%) on the Structure of Language Test.
- Demonstrate mastery of the content of the Reading Foundations (RTP) course as well as the ability to deliver this information to others. Mastery of content also includes knowledge of the texts identified as basic to the course.

Process of TOT

- 1 Submit the completed *Letter of Intent* to DPI Regional Consultant. (Found on [www.http://ncsip.org/reading/](http://ncsip.org/reading/)).
- 2 Participate in a DPI sponsored Reading Foundations training (this allows for two complete courses of all 30 hours). Activities during this training will include: observation of training sessions, conferencing with trainers, practice teaching and review of tasks if appropriate.
- 3 Submit Eventbrite Professional Development Request for Reading Foundations training within your LEA and deliver training (found on <http://ncsip.org/reading/>). Copy form to Regional Literacy or Strategic Planning Consultant.
- 4 Participate in a NC SIP/DPI Sponsored TOT training workshop. (Advertised under “Events” at ncsip.org)
- 5 Observation(s)* of each trainer will be completed by a Regional Literacy or Strategic Planning Consultant. A minimum of 2 units will be observed. If one of the two observations is of a full day unit, observation of only half the day is necessary. Copies of the observation rubric will be given to the apprentice and sent to the supervisor.

*At the end of this process, you will be provided feedback on your status and recommendations will be made. Once the apprentice trainer gains full NC SIP Reading Foundations Trainer status, continual professional development will be made available thru NC SIP events. The trainer is expected to stay current on best practices in literacy for struggling students. It is also the expectation that the course be delivered in its entirety as *NC SIP Reading Foundations Training* for teachers involved in SIP data collection.