



# The North Carolina State Improvement Project

## Improving Instruction for Students With Disabilities

RE: Letter of Intent for TOT

To: NCSIP /NC DPI Staff:

I am writing this as a letter of intent to become a NCSIP *Research to Practice: Reading Foundations* Trainer for \_\_\_\_\_ County/City Schools. I completed Level II Foundations Training on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ North Carolina, conducted by \_\_\_\_\_, Lead Facilitator.

I will be participating in the TOT meeting on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_.

I have read all TOT registration materials, including the *TOT Criteria and Process Form*, and fully understand the requirements of the training. I understand that RFT is intended to be delivered as a complete course of 30 hours and only by an approved NCSIP trainer. My supervisor's signature indicates support for this intensive process.

\_\_\_\_\_  
Type or print name of potential trainer

\_\_\_\_\_  
email address of potential trainer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EC Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature (if applicable)

\_\_\_\_\_  
Date

In addition to the above requirements, I will submit this form upon completion of the following activities to request Approved Trainer Status.

Shadowed DPI Consultant these training dates: \_\_\_\_\_

\_\_\_\_\_  
DPI Approved RFT Trainer Signature

Observed by DPI Consultant or designee on these dates: \_\_\_\_\_

\_\_\_\_\_  
DPI Observer or Designee

*\*Submit a copy of this form to the DPI Regional Literacy or Strategic Planning Consultant.*