

# FLORIDA DEPARTMENT OF EDUCATION



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DPS: 2009-016

## MEMORANDUM

**TO:** District Professional Development Contacts  
Pre-service Program Contacts

**FROM:** Kathryn S. Hebda

**DATE:** January 15, 2009

**SUBJECT: CLINICAL EDUCATOR TRAINER PREPARATION SESSION**

The purpose of this memorandum is to announce registration for a **Clinical Educator Trainer Session** being sponsored by the Department of Education in support of efforts to increase the supply of highly effective teachers. The program is intended to prepare Clinical Educator Trainers to conduct the training program in locally delivered workshops.

### Program Description: Clinical Educator Trainer Preparation (CET)

This newly revised program prepares trainers to deliver modules that develop clinical skills for assisting teachers in both the classroom setting and the student service setting. Areas addressed by this program include diagnosing performance of educators and students, providing feedback on professional performance, and preparation and implementation of professional development plans.

A prerequisite for attending this trainer preparation session is previous completion of the Clinical Education Training (Participant Level) for supervising teachers. This first level of training is provided at the school district level. It is required for all district personnel and teachers (including school psychologists, guidance counselors and school social workers) who supervise or direct teacher preparation students during field experience courses or final internships.

KATHRYN S. HEBDA, CHIEF

BUREAU OF EDUCATOR RECRUITMENT, DEVELOPMENT AND RETENTION

<b>Session:</b>	<b>Clinical Educator Trainer Preparation</b>
<b>Prerequisite:</b>	Completion of Participant Level Clinical Education Training
<b>Location:</b>	<b>Leon County School District</b> Aquilina C. Howell Instructional and Services Center Board Conference Room 3955 West Pensacola Street Tallahassee, Florida 32304 Telephone: 850/487-7206
<b>Date:</b>	<b>March 17 – 19, 2009</b>

#### **Registration:**

- Registration for the workshop may be completed online at <http://data.fldoe.org/register/prodev/>. These sessions fill up rapidly, so early registration is advisable. Due to the nature of the training, a limited number of participants will be accepted.
- You will receive electronic confirmation of your application submission. Applications will be reviewed and information regarding the status of acceptance into the training cohort will follow at a later date.

#### **Accommodations/Travel Expenses:**

- Hotel reservations, if needed, are to be made on an individual basis at local hotels such as the ones listed for informational purposes below:

##### **Cabot Lodge**

2735 North Monroe Street  
Tallahassee, Florida 32303  
Telephone: 850/386-8880  
[www.cabotlodgenorthmonroe.com](http://www.cabotlodgenorthmonroe.com)

##### **Homewood Suites**

2987 Apalachee Parkway  
Tallahassee, Florida 32301  
Telephone: 850/402-9400  
[www.tallahasseehomewoodsuites.com](http://www.tallahasseehomewoodsuites.com)

**Holiday Inn Hotel**

2735 Graves Road  
Tallahassee, Florida 32303  
Telephone: 850/536-2000  
[www.holidayinn.com](http://www.holidayinn.com)

**Residence Inn**

600 West Gaines Street  
Tallahassee, Florida 32304  
Telephone: 850/329-9080  
<http://www.orlandoonline.com/hotels/hotelinfo/95784.html>

- No special room blocks are reserved for the Department of Education for this event. Contact the hotel of your choice for information concerning room rates, street address, directions and how to ensure tax-exempt status.
- Individuals participating in the trainer preparation session are responsible for all travel expenses (hotel, mileage, per diem, meals, etc.). **The Department will not reimburse workshop participants for any expenses incurred as part of their participation in this training session.**

**Training Materials/Schedule:**

- There is no registration fee for participating in this training session. All participant materials are free, including the Participants Training Manual, accompanying DVDs and a CD.
- The three-day training session starts at 9:30 a.m. on the first day and ends at 4:30 p.m. The second and third days, training starts at 8:30 a.m. and ends around 4:30 p.m.

If you would like additional information about the program, please contact Dr. Judy Etemadi, by telephone at (850) 245-0694, or via e-mail at [judy.etemadi@fldoe.org](mailto:judy.etemadi@fldoe.org). In addition, you may visit the following website: <http://www.fldoe.org/profdev/clined.asp>

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