FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

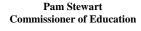
GARY CHARTRAND, Chair

JOHN R. PADGET, Vice Chair

Members

ADA G. ARMAS, M.D. SALLY BRADSHAW JOHN A. COLÓN

BARBARA S. FEINGOLD KATHLEEN SHANAHAN





Contact Information:

Sangeetha Wollet 850-245-0559

Sangeetha.Wollet@fldoe.org

DPS: 2013-112

MEMORANDUM

TO: School District Superintendents

School District Professional Development Directors Deans/Directors of Teacher Preparation Programs

FROM: Pam Stewart

DATE: August 23, 2013

SUBJECT: Clinical Educator Trainer Preparation Sessions

The purpose of this memorandum is to announce the application process for the **Clinical Educator Trainer Sessions** being sponsored by the Florida Department of Education. This program is intended to prepare Clinical Educator Trainers to conduct the training program in locally delivered workshops.

Program Description: Clinical Educator Trainer Preparation

This 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 students during field experience courses or final internships. In addition, this training is required for all individuals in postsecondary teacher preparation programs who instruct or supervise preservice field experience courses or internships.

Clinical Educator Trainer Preparation Sessions August 23, 2013 Page Two

Several workshops are planned for the current school year in different regions of the state. These workshops will use an electronic delivery method for training materials, so applicants should plan to bring a laptop computer to the sessions.

The dates and locations of scheduled workshops are as follows:

Session:	Clinical Educator Trainer Preparation		
Prerequisite:	Completion of participant level Clinical Education Training		
Dates:	October 22-24, 2013	November 5-7, 2013	December 3-5, 2013
Location:	Orlando, FL	Miami, FL	Tallahassee, FL
Site Address:	Location will be sent to participants upon acceptance into training session		

Dates and locations for training sessions will also be posted on the application website listed below.

- Applications for each workshop must be completed at
 http://data.fldoe.org/register/prodev.. 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.

Hotel reservations, if needed, are to be made on an individual basis at local hotels. A list of district-recommended nearby hotels will be sent to participants upon acceptance into the training session.

• There are no special room blocks reserved for this event. Contact the hotel of your choice for information concerning room rates, street address, directions and how to ensure tax-exempt status.

Clinical Educator Trainer Preparation Sessions August 23, 2013 Page Three

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

If you need additional information about the program, please contact Sangeetha Wollet at 850-245-0559, or by email at Sangeetha.Wollet@fldoe.org. In addition, you may visit: http://www.fldoe.org/profdev/clined.asp.

PS/sw