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**MEMORANDUM**

**TO:** School District Superintendents  
School District Professional Development Directors  
Deans/Directors of Teacher Preparation Programs

**FROM:** Pam Stewart

**DATE:** August 29, 2014

**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 services 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 school district personnel 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, clinical educator training is required for all individuals in postsecondary teacher preparation programs who instruct or supervise preservice field experience courses or internships in which candidates must demonstrate their impact on student learning growth.

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.

**Contact Information:**

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**DPS: 2014-133**

The dates and locations of scheduled workshops are as follows.

<b>Session:</b>	<b>Clinical Educator Trainer Preparation</b>			
<b>Prerequisite:</b>	Completion of participant level Clinical Education Training required for district personnel.			
<b>Dates:</b>	<b>October 21-23, 2014</b>	<b>November 12-14, 2014</b>	<b>December 2-4, 2014</b>	<b>February 10-12, 2015</b>
<b>Location:</b>	Tallahassee, FL	Palm Beach, FL	Orlando, FL	Naples, FL
<b>Site Address:</b>	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.

#### Registration:

- 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.
- Applicants will receive electronic confirmation of their 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. 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.
- 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 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 [Sangeetha.Wollet@fldoe.org](mailto:Sangeetha.Wollet@fldoe.org). In addition, you may visit <http://www.fldoe.org/profdev/clined.asp>.

PS/saw