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October 26, 2005

M E M O R A N D U M

TO: District Professional Development Contacts
Pre-service Program Contacts

FROM: Kathryn S. Hebda, Chief
Bureau of Educator Recruitment, Development and Retention

SUBJECT: CLINICAL EDUCATOR TRAINER PREPARATION

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 Educator Training for supervising teachers, which 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 internships.

Session:	**Clinical Educator Trainer Preparation**
Prerequisite:	Completion of participant level Clinical Educator Training
Location:	**Panhandle Area Educational Consortium** 753 West Boulevard Chipley, FL 32428 Room assignment to be determined (TBD).
When:	**January 30, 31 & February 1, 2006**

Registration:

- Registration for the workshop may be completed online at http://info.doe.state.fl.us/register/prodev. These sessions fill up rapidly, so early registration is advisable. It is our policy to accept only 30 participants per session.

- Confirmation of submission of your application will be made electronically to registrants and will be followed up with information regarding acceptance into the training cohort after the application has been reviewed and approved.

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

  - **Holiday Inn Express** 1700 Main St., Chipley, FL 32428
    Telephone: (850) 638-3996

  - **Executive Inn** 1593 Main St., Chipley, FL 32428
    Telephone: (850) 638-7335

- There have been no special room blocks 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.**

- There is no registration fee for participating in this training session. All participant materials are free, including the Participants Training Manual, accompanying video cassettes 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. On the second and third days, the training starts at 8:30 a.m. and ends around 4:30 p.m.

If you would like additional information on the program, please contact Dr. Yakup Bilgili, by phone at (850) 245-0549, or via email at yakup.bilgili@fldoe.org.