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MEMORANDUM

TO: District K-12 Reading Plan Contacts

FROM: Barbara Elzie, Deputy Director, Just Read, Florida!

DATE: September 14, 2009

SUBJECT: Florida Assessments for Instruction in Reading “Train the Trainer” Model

This memorandum is to inform you of the “Train the Trainer” Model for the new Florida Assessments for Instruction in Reading (FAIR). For the past eight months, Just Read, Florida!, the Florida Center for Reading Research (FCRR), the Florida Literacy and Reading Excellence Center (FLaRE), and Reading First Professional Development (RFPD) have provided Master Training for all districts across the state. There are approximately 3,400 certified Master Trainers that are qualified to provide FAIR training to teachers and other school staff administering FAIR. We will now begin Phase II of FAIR training in order to build capacity at the district level.

Phase II of FAIR training entails a FAIR “Train the Trainer” Model to increase the pool of Advanced Master Trainers within each district across the state. Advanced Master Trainers are individuals who are qualified to provide FAIR Master Training. For individuals to become qualified to deliver FAIR Master Training, the following criteria must be met:

- District recommended
- Currently hold a Master Trainer Certification
- Successfully provide FAIR training to teachers with positive evaluations
- Administer the FAIR to a total of 10 students spanning grades K-2
- Monitor the administration of FAIR for 5 class periods at grade levels 3-12

Attached you will find the checklist that must be completed by the district level staff member responsible for monitoring this process. The checklist will serve as verification that each individual selected has met the minimum criteria to become an Advanced Master Trainer. The

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district K-12 Reading Contact or their designee will submit each checklist along with the required documentation (see checklist) to Cari Miller at Cari.Miller@fldoe.org for an individual to receive an Advanced Master Trainer Certification.

Once districts have a pool of Advanced Master Trainers, it is important to follow a process that will compile names of individuals who have received Master Training from Advanced Master Trainers within the district. Therefore, Advanced Master Trainers will be required to use the attached attendance verification sheet, along with any other sign-in sheet required by the district, for individuals participating in Master Training. At the completion of a Master Training, the attendance verification sheet must include participant names and an X under the appropriate certification category. This attendance verification sheet then must be submitted electronically to the district designee responsible for monitoring this process. The district designee will confirm its accuracy and then submit it electronically to Just Read, Florida! This will continue to allow newly trained Master Trainers to be rostered into the FAIR quiz system. The newly trained Master Trainers will then receive their official Master Trainer Certificate.

If you have any questions, please do not hesitate to contact Cari Miller via email at Cari.Miller@fldoe.org or by phone at 850-245-0503.

Thanks for all that you do to support FAIR administration!

BE/cm

Attachment