



Keys to Literacy Train-the-Trainer Information About Level I Trainers

In addition to on site training that is delivered by our staff, Keys to Literacy offers a Train-The-Trainer (TTT) option for education organizations that want to use in-house staff to provide training to teachers.

Our Train-The-Trainer option enables a **Licensed Level I Trainer** to deliver professional development for our *Key Comprehension Routine*, *Key Vocabulary Routine*, and *Keys to Writing* routines using a hybrid-online model that combines face-to-face training with an online course. A Licensed Level I Trainer can also conduct Administrator Training, follow up professional development to teachers (i.e., guided practice or small group share sessions), and support to individuals who have been trained as building-based coaches for KTL routines. A Level I Trainer does not deliver coach training; this is only provided by Keys to Literacy trainers.

Upon completing all stages of our TTT professional development, Licensed Level I Trainers can deliver training for their sponsoring organization, such as a school district, educational organization, or state department of education. Level I Trainers are not approved to deliver professional development for our routines as a “trainer for hire” or as an independent trainer. **Sponsoring organizations are required to provide Keys to Literacy a set fee (\$100) for each teacher that is trained by a Licensed Level I Trainer. That fee covers the cost of a training book and the online course.**

Train-The-Trainer (TTT)

In order to become a licensed Level I Trainer, participants must attend a five-day TTT session that combines elements from initial teacher training, coach training, and TTT training. Five-day TTT sessions can be scheduled on-site at districts, or participants may attend open TTT sessions that are offered at various times during the year. There is a separate, five-day session for EACH Keys to Literacy routine.

Obtaining and Maintaining Level I Trainer Licensure

The sponsoring education organization should first identify qualified individuals to deliver the Level I training for the organization and have them complete a Level I Trainer Information Sheet and send it to Keys to Literacy.

Keys to Literacy believes that educators who participate in our professional development should expect trainers who have significant background in literacy instruction, experience in schools, experience with delivery of teacher training, and a passion for improving student literacy skills by improving teacher instructional methods. As a result, we suggest that applicants have the following background knowledge and experience:

- Experience teaching students in grades 1-12.
- Prior experience delivering formal professional development to groups of teachers
- Background knowledge about research-based methods for teaching literacy

Licensing

Once a Level I Trainer has successfully completed the training stages, he/she will be granted a one-year renewable license to be a Level I Trainer for the KTL routine and can begin delivering professional development for the routine.

The sponsoring education organization will also become licensed to sponsor professional development delivered by the licensed Level I Trainer.

The license will be automatically renewed on an annual basis unless the trainer, the education organization, or Keys to Literacy decides to terminate the license agreement under the terms stated in the licensing agreement.

The Level I Trainer and sponsoring educational organization should, to the best of their ability, meet the following requirements:

- Notify Keys to Literacy prior to delivery of initial training by sending the following AT LEAST 2 WEEKS PRIOR to the start of training:
 - A Level I Training Order Form with information about the number of individuals to be trained, the sponsoring organization, where books are to be shipped, and a purchase order for invoicing purposes.
 - A Pre-Training Information Sheet that includes a summary of the professional development plan for the training cohort and the names and emails of participants
- Ensure that the Level I Licensed Trainers are complying with their Level I license requirements

Keys to Literacy Support for Level I Trainers

In order to support Level I Trainers, Keys to Literacy will provide a training mentor during their first year of training. The mentor will be an experienced Keys to Literacy staff trainer, with the background and knowledge required to help them move down the learning curve. Level I trainers can contact their mentor when ever they have a question about the training.

Keys to Literacy also provides the following optional support:

- Webinars and online meetings: these internet-based meetings will focus on specific topics based on feedback from Level I Trainers (participation is optional).
- A password protected website: for coaches and Level I trainers that includes supplemental training materials to support initial and follow up professional development.

For more information about our Level I Train-The-Trainer options, please contact us at:

Phone: 978-948-8511

Email: Info@keystoliteracy.com

