



Keys to Beginning Reading Train-the-Trainer Model

The *Keys to Beginning Reading* course for K-3 educators is designed to be delivered over 31.5 contact hours. It is organized into nine modules that range from 1.5 to 7.5 contact hours each. Keys to Literacy offers a Train-the-Trainer (TTT) model for school districts and educational organizations that want to provide *Keys to Beginning Reading* professional development to teachers using in-house trainers.

The TTT professional development consists of eight days of training that includes 31.5 course content hours and 14.5 hours of train-the-trainer training. There are 32 options for scheduling the 8 days:

- 4 days, 4 days
- 5 days, 3 days

Upon completion of the full, eight-day TTT, participants will become Certified Trainers who can deliver face-to-face training for *Keys to Beginning Reading*. They will deliver this training under the auspices of their sponsoring educational organization (e.g., school district, literacy organization, state department of education). Certified Trainers cannot charge a fee for services when they provide the training except to cover the cost of materials (see below) without written permission from Keys to Literacy.

When Certified Trainers deliver some or all of the course modules, each participant will be required to purchase a *Keys to Beginning Reading* training manual.

In-house trainers have flexible options for delivering the course (e.g., a week-long course; half- or full-days spread out over weeks or months; 60- to 90-minute workshops spread out over weeks or months).

All training materials used to deliver the course are provided in a Trainer Kit during the TTT, including PowerPoints with presenter notes, PDF and document files for creating related activities, and supply lists. As part of the licensing agreement, the sponsoring organization agrees to purchase a *Keys to Beginning Reading* Teacher Training Manual for each teacher who participates in training provided by the in-house Certified Trainers. As part of the licensing agreement, Certified Trainers and the sponsoring educational organization agree to follow copyright law related to the training materials and Keys to Literacy service and trademarks.

Candidates for Certified Trainers

The sponsoring education organization will identify candidates to become in-house Certified Trainers for the *Keys to Beginning Reading* course. It is important that candidates have sufficient background knowledge about science-based instructional practices for beginning reading instruction so that they will be prepared to begin delivering training for the course after the eight-day TTT. Here are some guidelines to consider when selecting candidates:

- Experience teaching students in grades K-3
- Prior experience delivering formal professional development to groups of teachers
- Background knowledge about research-based methods for teaching literacy

Licensing

A license will be given to each Certified Trainer upon completion of the TTT. The sponsoring education will also become licensed to sponsor training for the course. The term of these licenses is one year, automatically renewed annually unless the trainer, the educational organization, or Keys to Literacy chooses to terminate the license under the terms stated in the licensing agreement.

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

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