



Keys to Beginning Reading: Train-the-Facilitator

Are you interested in using the facilitated online model for providing professional development using in-house facilitators? If the answer is yes, the Train-the-Facilitator for *Keys to Beginning Reading* might be right for you!

Training Options for Keys to Beginning Reading

The *Keys to Beginning Reading* course content is designed to be delivered over 36 contact hours of live training or through an online course. Content is organized into 11 modules that range from 1.5 to 7.5 contact hours each. Educators have three options for accessing professional development for *Keys to Beginning Reading*:

- Participate in live training delivered by Keys to Literacy (KTL) Trainers
- Independently complete the asynchronous online course
- Participate in a **facilitated online course**, with live facilitation delivered by KTL Trainers or school-based facilitators

The Facilitated Online Model Explained

Educators learn course content and instructional practices by completing the 11 modules in the online course. The course is asynchronous which means users can log in at any time to complete modules. There are 12 hours of live facilitated sessions that support the 36-hour course. These sessions are facilitated by your school district or educational organization staff. The sessions can be delivered face-to-face or in virtual-live format using Zoom video conferencing. Participants complete several online modules at a time, followed by a facilitated meeting. A customized timeline for teacher completion of modules and facilitation meetings can be developed based on the needs of the participating teachers. The following chart shows the approximate number of hours for each online module and the related time for facilitated sessions.

MODULE		APPROX. ONLINE TIME	FACILITATION SESSION TIME (11 sessions)
1	Reading Basics	1.5	1 hr 15 min
2	Oral Language	1.5	
3	Phonological Awareness	3	1 hr 15 min
4	Phonics	7.5	Part 1: 1 hr 15 min Part 2: 1 hr 15 min
5	Fluency	3	1
6	Vocabulary	6	Part 1: 1 hr Part 2: 1 hr
7	Sentence Structure	1.5	1
8	Text Structure	1.5	
9	Comprehension	6	Part 1: 1 hr Part 2: 1 hr
10	Students with Reading Difficulties	2	1
11	Reading Assessment	2	
TOTAL:		36	12

During the facilitated sessions, facilitators provide a collaborative opportunity to debrief activities completed during the online course, share ideas for connecting the course to classroom instruction, and answer questions about course content. The schedule of sessions holds participants accountable for completing online course modules and offers a forum for processing what they have learned.

About Educational Organization or School District Facilitators

A **certified facilitator** is licensed to conduct the facilitation sessions under the auspices of their sponsoring organization (e.g., school district, regional or state education agency). The ideal candidate is someone who has a strong background in evidence-based literacy instruction such as a reading specialist, literacy coach, or experienced

beginning reading teacher.

Compensation for the facilitator is provided by the sponsoring organization. Facilitators are not approved to deliver professional development for the course as a “trainer for hire” or as an independent trainer. Educators who participate in facilitation sessions must be registered for the online course.

About the Train-the-Facilitator (TTF)

To become a certified facilitator, an individual must successfully complete a TTF course that consists of the following:

- Complete all online course modules
- Participate in 3 days of professional development with a KTL trainer.
- Pass an end-of-course assessment with a score of at least 80%

Individuals seeking to become a certified facilitator have two options for attending a TTF course:

- Attend a Keys to Literacy TTF course offered to the public. Cost: \$999 per person; includes online course registration, *Facilitator's Kit*, and 3 days of TTF training.
- Participate in a TTF course sponsored by a school district or educational organization. Contact us for information about cost.

The Facilitator's Kit includes:

- *Certified Facilitator Manual*: a binder that includes copies of PowerPoints in notes format and copies of handouts and related materials used to conduct facilitation sessions
- Electronic facilitation files: PowerPoints, handouts, and materials for activities
- 1 copy of the *Keys to Beginning Reading* training manual
- 1 registration for the *Keys to Beginning Reading* online course

Facilitator License

Upon successful completion of the TTF course, a participant will become a licensed certified facilitator who can conduct facilitation meetings. The term of the license is one year, automatically renewed annually unless the facilitator, the sponsoring educational organization, or Keys to Literacy chooses to terminate the license under the terms stated in the licensing agreement. Should a licensed facilitator transfer to work in a different school district, permission must be granted by Keys to Literacy to transfer the license to the new sponsoring organization.

Additional Support

Should you or your school need support to develop a plan for teachers to complete the online course and attend facilitation meetings, a Keys trainer can provide consultation by the hour. Keys to Literacy trainers can also provide implementation coaching to teachers. Contact us for details.

For more information about our Train-the-Facilitator model, please contact us:

Keys to Literacy

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