Attach SEI training timeline and syllabus and return this form to ADE/OELAS

CHECKLIST FOR SEI TRAINING TO BE SUBMITTED TO ADE/OELAS

Instructions. Please submit this completed checklist, a copy of the SEI training syllabus, and a training implementation timeline to ADE/OELAS. If more than one instructor provides SEI training, complete the instructor qualifications section for each entity/individual providing instruction by submitting multiple checklists. If different syllabi are used, attach all. Send this completed form to: SEI Training, ADE/OELAS, 1535 West Jefferson Street, Bin #31, Phoenix, AZ 85007

1. **Required Documentation:** *Please attach and submit syllabus and resume(s) with this checklist*. **Syllabus and instructor resume(s) are required**. Please check other documentation that applies.

   ☐ Agenda
   X Syllabus (Must include the hour/time allocation for each objective: Proficiency Standards, assessment, foundations and SEI strategies.)
   X Instructor Resume(s) (A resume for each instructor if LEA)
   ☐ Lesson Plans to include activities, outline and assessment

2. **Instructor Qualifications:** *Please maintain documentation at LEA that ensures instructors meet qualifications and have this documentation available for ADE/OELAS on-site visit*. **Qualified instructors must be in "good standing" and have no disciplinary actions on record.** Options for selections are as follows:

   A. Master's Degree in ESL, Bilingual or equivalent academic area (e.g., English, Language Arts, Curriculum and Instruction); OR
   B. Full ESL, or Bilingual Endorsement AND a minimum of three years of teaching experience working with English Language Learners (ELLs)

   If a Local Educational Agency (LEA) is unable to employ or contract with an instructor who meets qualification options A or B, the LEA may employ or contract with an instructor who meets the following qualifications:

   C. Full SEI endorsement AND a minimum of three (3) years of teaching experience working with ELLs AND a recommendation from a supervisor, ELL Coordinator, or Curriculum Director who has observed the instructor's effective use of SEI strategies in the classroom

   Please check the appropriate item(s) below that define your instructor's qualifications:

   ☐ Master's Degree in ESL, Bilingual or equivalent academic area (e.g., English, Language Arts, Curriculum and Instruction)

   ☐ Full ESL, or Bilingual Endorsement AND a minimum of three years of teaching experience working with English Language Learners (ELLs)

   ☐ Full SEI endorsement AND a minimum of three (3) years of teaching experience working with ELLs and the recommendation as defined above

   ☐ Approved curriculum to meet training requirements

3. **Timeline (plan for implementation):** *Please attach and submit with this checklist the timeline for implementation*.

   ☐ Timeline attached

4. **Curriculum materials distributed at trainings:** *Please maintain a set of curricular materials at LEA, available for ADE/OELAS on-site visit*.
   ☐ Curricular materials

5. **Sign-in sheet of participants:** *Please maintain sign-in sheets of participants at LEA, available for ADE/OELAS on-site visit.*
   ☐ Sign-in sheet

6. **Delivery system for make-up session to ensure 100% attendance:** *Please maintain documentation at LEA, available for ADE/OELAS on-site visit*.
   ☐ Documentation

7. **Evaluation of delivered sessions:** *Please maintain evaluation form at LEA, available for ADE/OELAS on-site visit.*
   ☐ Evaluation form

8. **Original Certificate.** Only original certificate issued shall be used and accepted for due credit hours.
   ☐ Original certificate from ADE/OELAS will be used

Name of LEA/Individual Trainer: _____ Phone number _____

Submitted by: _____ Submitted by: _____ Date: _____
LEA designee title and printed name *LEA designee signature*

Approved by: _____ (*ADE/OELAS designee signature*) Date: _____