# Iowa Department of EducationEvaluator Approval Course Proposal Template

## Contact of person(s) submitting proposal

**Name(s):**

**Email(s):**

**Phone Number(s):**

**Submission Process:**

* Read through and utilize the following guide: Designing an Iowa Evaluator Approval Training Course.
* Download your copy of this template.
* Complete the template with as much detail as possible and links where appropriate (i.e., instructor curriculum vita).
* Email the completed template to [idoe.edprep@iowa.gov](mailto:idoe.edprep@iowa.gov).

| Type | Description |
| --- | --- |
| **Provider/Issuer of Credit** (e.g., AEA, district, educational organization, Institution of Higher Education) |  |
| **Title of Course** |  |
| **Dates of Course**  Proposal Time Frames   * Fall courses (September 1 - December 31): submit proposals on or before March 1st for determination in April. * Winter/Spring courses (January 2 - May 31): submit proposals on or before September 15 for determination in October. * Summer courses (June 1 - August 30): submit proposals on or before January 15 for determination in February. |  |
| **Location** |  |
| **Instructor(s) Information**  (See *281—83.4(1)g*)  Include name(s), address(es), phone(s), email(s) |  |
| **Vita(s)**  All vitas should be submitted with the proposal. |  |
| **Published Description of Course/Activity**  Describe the leadership practices and strategies that participants will learn? What are the potential results for student learning? |  |
| **Pre-requisites** | This is an evaluator approval licensure renewal option for administrators. Beginning administrators prepared at institutions outside of Iowa or career administrators from outside of Iowa seeking Iowa administrator licensure must complete the iEvaluate course before completing other evaluator approval course options. |
| **Credit Types**  Evaluator approval training courses can be either 1 or 2 licensure renewal/graduate credits.  Licensure Renewal: 15 hours per credit; Graduate Credit: 15 hours in class and 30 hours outside of class per credit |  |
| **Credit Activity**  The proposal should outline in and out of class activities. |  |
| **Attendance Policy** | Participants must attend all class sessions and activities to receive credit for the class. |
| **Delivery Format**  On-line, face-to-face, hybrid, other |  |
| **Requires Secondary Audience** |  |
| **Subject Category** | Leadership (required)  Evaluator Approval (required)  and others |
| **Iowa Teacher Quality Standards**  Which Iowa Teaching Standard does this course most apply? | Demonstrates ability to enhance academic performance and support for implementation of the school district’s student achievement goals.  Demonstrates competence in content knowledge appropriate to the teaching position.  Demonstrates competence in planning and preparing instruction.  Uses strategies to deliver instruction that meets the multiple learning needs of students.  Uses a variety of methods to monitor student learning.  Demonstrates competence in classroom management.  Engages in professional growth.  Fulfills professional responsibilities established by the school district. |
| **Iowa Leadership Standards**  Which Iowa Standards for School Leaders does this course most apply? | Facilitating the development, articulation, implementation and stewardship of a vision of learning.  Advocating, nurturing and sustaining a school culture and instructional program conducive to student and staff learning.  Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.  Collaborating with families and community members, responding to community interests and needs and mobilizing community resources.  Acting with integrity, fairness and in an ethical manner.  Understanding, responding to and influencing the larger political, social, economic and legal context. |
| **How does this course support the** [**Iowa Academic Standards**](https://educate.iowa.gov/pk-12/standards/academics)**?** |  |
| **Learning Outcomes**  What are your learning outcomes for the course? |  |
| **Course Requirements/Assignments**  (*See 281—83.4(1)d*) |  |
| **Grading Criteria** |  |
| **Materials** |  |
| **Research Base**  Provide a bibliography and other relevant data/information that supports the course proposal. |  |
| **Target Audience**  Open or closed; Who is the target audience? |  |
| **Discipline** | Administrator |
| **All-Learner Standards** | Socio-economic Issues  English Language Learners  Other Diverse Learners (e.g. TAG, special needs) |
| **Course Survey** |  |

**AEA and/or School District - Submit written Evaluator Approval Training proposal with support from the AEA professional development official. Once approved at the AEA level, the proposal is submitted to the Department (idoe.edprep@iowa.gov) and according to the proposal time frame.**

**OR**

**Institutions of higher education or other credit granting organizations - submit written Evaluator Approval Training proposal to the Department (idoe.edprep@iowa.gov) and according to the proposal time frame.**

As the designer/provider prepares to submit a proposal, a linked document should be created to provide access to the Evaluator Approval Training proposal. The designer/provider needs to submit the proposal to the Department using the [idoe.edprep@iowa.gov](mailto:idoe.edprep@iowa.gov) email.

**The Department reviews proposals based on the Designing Evaluator Approval Training rubric and communicates determination. A proposal may be approved, approved with revisions, or not approved.**

## Determination by the Leadership Training and Design Team

If the Department approves an Evaluator Approval Training, the designer/provider is contacted by the Department and plans to implement the training according to the time frame. The Department contacts the BoEE when proposals are approved. The designer/provider deliver timely training and participant data and information to the Department. The data and information are used to make decisions about ongoing trainings and/or scaling up the training at other regions of the state.

If the Department approves with revisions, the designer/provider is contacted by the Department, makes the necessary revisions and resubmits proposal. The Department will review and approve proposals when all necessary revisions are made. Upon final approval, the designer/provider makes arrangements to implement the training according to the time frame. The Department contacts the BoEE when proposals are approved. If the Department does not approve the proposal, the designer/provider is contacted by the Department, and the training is not added to the evaluator approval training list.