Aspiring Reading Research to Classroom Practice Instructors are responsible for documenting completion of Levels 1 and 2. Documentation examples include: CEUs, signatures, trainer e-mails, completed assignments, and assignment feedback. **All tasks must be completed in sequence.** Unless there are extenuating circumstances (e.g., illness, maternity leave), the complete process to become an RRtCP Instructor should be completed within 2 years.

**Level 2 Reading Research to Classroom Practice must be a State Level Course**

1. **Complete Level 1 (4.0 CEUs):**
   - This may be a State level OR LEA level professional development
   - Participate in all 5 days (100% attendance)
   - Complete all Level 1 reading assignments and Learning Tasks
   - Score at least 90% on Post Survey. If score is lower than 90%, you may re-take the Post Survey at the Level 2 professional development

2. **Complete Letter of Intent:**
   - Include all required signatures
   - Send completed document to your DPI Literacy Consultant
   - DPI Literacy Consultant will contact you with next steps.

3. **Complete Level 2 with State DPI Consultant or Regional Coach (4.5 CEUs)**
   - This **must** be a State Level professional development whereas a DPI Literacy Consultant and/or Regional Coach delivers 50% or more of the course content.
   - Instructor of course **must** be different than the instructor of your Level 1 course
   - Participate in all 5 days (100% attendance)
   - Successfully complete Level 2 reading assignments and Learning Tasks. Learning tasks will be scored by DPI Literacy Consultant
   - Score at passing criteria on all Level 2 Learning Tasks
   - Score at least 90% on a different form of the Level 1 Post Survey **IF** original score was below 90%

4. **Reading Research to Classroom Practice Instructor Assessment:**
   - Contact your Regional DPI Literacy Consultant after completion of Level 2 RRtCP to schedule your Instructor Assessment. Assessment administrations will be offered quarterly at a central location.
   - Pass Instructor Assessment based on established cut-score
     - Do not schedule a district level RRtCP prior to receiving confirmation of passing the assessment- See Recommendations to LEAs
     - You will have only 2 attempts to pass the Instructor Assessment

5. **Training of Instructors- Day 1:**
   - Attend Day 1 Session: Receive Instructor materials; assignment of video reflection task
   - Schedule two observations with DPI Literacy Consultant. Conference with your DPI Literacy Consultant about best practices for completing this requirement.

6. **Complete Two DPI observations:**
   - Participate in all 5 days (100% attendance). This may be a State Level or LEA level professional development
   - Complete 2 observations on 2 different dates
   - Observations should be covering the content of Units 2-8; present different content each observation
Each observation will last between 2-2.5 hours, please plan to present for that amount of time independently.

7. Complete video-taped self-observation and reflection questions:
   - Video tape yourself while instructing for at least one hour of footage (this must be done after formal DPI observations have been done and feedback has been received)
   - Review video and complete self-observation form and reflection questions
   - Provide video (in DVD or flash drive formats) and completed self-observation form and reflection questions to literacy consultant (by mail or hand delivery).

8. Training of Instructors – Day 2:
   - Attend the Training of Instructors (TOI) Day 2 session.
   - Participants will present 15 minutes of content and receive feedback from peers
   - Certification as Reading Research to Classroom Practice Instructor will be complete at the close of TOI – Day 2

**NOTE:**

- Expectation that Instructor has a deep understanding of all content/units and is able to deliver the course in its entirety
- Level 1 and Level 2 Reading Research to Classroom Practice Instruction may not be presented by the same instructor.
- Level 2 Learning Tasks must be scored by a DPI consultant.

**Recommendations to LEA’s:**

- If you are developing your first instructor(s) within your LEA, arrange for your aspiring instructor to work with a certified instructor. Please discuss this scenario with your DPI Literacy Consultant if you are having difficulty finding a certified instructor to partner with.
- Contact a DPI Literacy Consultant if you are considering more than one aspiring instructor for observations during one RRTCP course.
- Space out training on days 2-4 so the aspiring instructor(s) being observed have time to reflect upon feedback provided by observing consultant.

**DPI Literacy Consultant Contact Information:**

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