



Key Comprehension Routine: 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 (TTF) for *Key Comprehension Routine* might be right for you!

The Facilitated-Online Model Explained

Teachers learn course content and instructional practices by completing the online course and participating in live facilitated sessions. The online course is asynchronous which means users can log in at any time to complete modules. On average, it takes approximately 16 hours to complete the online modules. This is combined with four, 75-minutes facilitated sessions (total 5 hours). These sessions are facilitated by district or school facilitators. The sessions can be delivered face-to-face or in virtual-live format using video conferencing. Participants complete 2 to 3 online modules at a time, followed by a facilitated meeting. A customized timeline for teacher completion of modules and schedule of facilitated sessions can be developed based on the needs of the school. The following chart shows the approximate number of hours to complete online modules and the related time for facilitated sessions.

<i>Module</i>		<i>Approx. Online time</i>	<i>Facilitated Sessions</i>
1	Introduction to Comprehension & The Routine	1.75 hours	Session 1 75 min
2	Critical Thinking	.5	
3	Text Structure	1.75	
4	Main Idea Skills	2.75	Session 2 75 min
5	Top-Down Topic Webs	2	Session 3 75 min
6	Two-Column Notes	2.5	
7	Summarizing	1.5	
8	Question Generation	2	Session 4 75 min
9	Putting It All Together	1.5	
TOTAL:		16.25 hours	5 hours
Total PD Time:			21.25 hours

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. Suggestions are also given for supporting implementation of instruction practices by teachers.

Cost to Train Teachers Using the Facilitated-Online Model with a School or District Based Facilitator

Once certified in-house facilitators (aka *Level I facilitators*) begin providing training to teachers, there is a per person cost of \$195 that covers the cost of a training manual and online course registration (plus \$5 per book shipping & handling). Prior to conducting a training, the Level I Facilitator places an order with KTL that includes the names and emails of participating educators. KTL then ships the training manuals to the location designated by the Level I Facilitator and registers participants in the online course.

(Note that this price of \$195 per person is for shipping within the contiguous United States in 2023. The price will remain the same or go up a maximum of 5% in subsequent years. Shipping to Alaska and Hawaii will incur additional charges)

About School or District Based Facilitators (Level I Facilitators)

A **certified Level I Facilitator** is licensed to conduct the facilitated 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 content literacy instruction such as a reading specialist, literacy coach, or experienced 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.

Becoming a Level I Facilitator: About the Train-the-Facilitator (TTF) Training

To become a Level I Facilitator, an individual must successfully complete a TTF course that consists of the following:

- Complete all online course modules prior to attending the TTF training.
- Participate in TTF professional development with a KTL trainer. This training may be done using a virtual-live format (using Zoom) or onsite at a school/district.

Individuals seeking to become a Level I Facilitator have two options for attending a TTF course:

- Attend a Keys to Literacy TTF course offered to the public. Cost: \$750 per person; includes online course registration, *Facilitator’s Kit*, and TTF training. (*Note that this price is for 2023. The price will remain the same or go up a maximum of 5% in subsequent years.*)
- Participate in a TTF training 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 *Key Comprehension Routine* training manual
- 1 registration for the *Key Comprehension Routine* online course

Level I Facilitator License

Upon successful completion of the TTF course, a participant will become a certified Level I Facilitator who is licensed to 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 Level I 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, Keys to Literacy can provide consultation by the hour. Keys to Literacy trainers can also provide implementation coaching to teachers. Contact us for details.

Contact Keys to Literacy to Learn More

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