



**Keys to  
Literacy**

# Keys to Beginning Reading Train-the-Facilitator

**Live Virtual Professional Development**

## **Learn to be a facilitator for the facilitated online course!**

Is your school or district interested in using in-house staff to offer facilitated online professional development for *Keys to Beginning Reading*? If the answer is yes, this Train-the-Facilitator is for you!

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**What is *Keys to Beginning Reading*?** It is a professional development course that provides the background knowledge needed to teach all the components of beginning reading instruction, aligned with the science of reading research. See the course outline on the next page for content details.

**What is the Hybrid-Online Model?** Educators complete 36 hours of online course modules and participate in 11 facilitated debrief sessions (60 to 75 minutes each). The online modules are asynchronous – users log in at any time. The debrief sessions are interspersed following a flexible schedule.

**What does a facilitator do?** Once you successfully complete this Train-the-Facilitator training, you will be certified to facilitate the debrief sessions with educators who take the *Keys to Beginning Reading* online course. The sessions provide an opportunity for educators to collaborate as you debrief activities completed during the online course, share ideas for connecting to the classroom, and answer questions about course content. You will learn how to facilitate these meetings in face-to-face format or using Zoom virtual meetings.

**What is the cost?** The cost to attend the **Train-the-Facilitator training is \$1050** which includes 3 days of training, online course registration and training manual, and a Facilitator's Kit with the materials and files you will need to facilitate the debrief meetings. Please note that the registration cost for educators who take the online course is \$340 per person (includes a copy of the training manual).

**Who Should Participate:** Any literacy coach, administrator, or classroom teacher who has literacy instruction experience. This training is perfect if you have skills and interest in facilitating professional sharing meetings!

**Train-the-Facilitator Requirements:** To successfully complete this training and become a certified facilitator, you must do the following:

- Complete the 36-hour online course **prior** to attending the 3 days of training
- Complete the 3-day Train-the-Facilitator training
- Pass the *Keys to Beginning Reading* teacher assessment with a score of at least 80%

**Up to 5 graduate level semester credits** are available from University of the Pacific at only \$62 per credit: <https://teacherfriendly.com/keys-to-literacy/>

## **DATES & SCHEDULE**

**DATES:** December 5, 12 & 19, 2024      **COST:** \$1,050

**TIME** 8:15AM - 3:30PM (Eastern Time)

**Prior to December 5, you must complete the 36 hours of the online course. The course is asynchronous – you can log on any time to complete the modules at your own pace.**

### **During the 3 days of training:**

The Keys to Literacy trainer will model how to conduct the 11 facilitated meetings, with you in the role of teacher. After each module debrief, the trainer will offer facilitation suggestions, answer your questions, and walk you through the materials in your Facilitator's Kit (e.g., PowerPoints, activity handouts).

During the training, you will be asked to complete a *Keys to Beginning Reading* assessment which you must pass with an 80% score or higher. You will have an opportunity to study the course content and take the test again if you do not pass it the first time. The assessment is designed to ensure that you are sufficiently knowledgeable about the course content to be able to facilitate debrief sessions.

### **Keys to Beginning Reading Online Modules:**

- Module 1: Reading Basics
- Module 2: Oral Language
- Module 3: Phonological Awareness
- Module 4: Phonics
- Module 5: Fluency
- Module 6: Vocabulary
- Modules 7 & 8: Sentence Structure, Text Structure
- Module 9: Comprehension
- Module 10: Instruction for Students with Reading Difficulty
- Module 11: Reading Assessment

### **ADDRESS TO SHIP MATERIALS**

Please note that we will be mailing the training book and Facilitator's Kit to participants at their home address, so **we need your home mailing address on the registration form**. Allow 10 days for shipping after registration is received.

### **Two Ways to Register**

*Online:* Complete the registration form and submit payment on our website

<https://www.keystoliteracy.com/events/>

**OR**

*Mail/Fax:* Complete the registration form (next page) and submit with purchase order or check payment (payable to Keys to Literacy, LLC).

### **CONFIRMATION**

Your registration will be confirmed by email. **PLEASE NOTE:** You are **not** registered unless you receive a confirmation email!



# Registration Form

(Each registrant must complete a registration form. Payment or P.O. must accompany form OR register online at [http://keystoliteracy.com/events/.](http://keystoliteracy.com/events/))

## SECTION 1: PARTICIPANT information

NAME: \_\_\_\_\_ POSITION/TITLE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ GRADE: \_\_\_\_\_

DISTRICT/ORGANIZATION: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

HOME MAILING ADDRESS to ship book: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_ MOST USED EMAIL: \_\_\_\_\_

## SECTION 2: SESSION information

### Keys to Beginning Reading Train-the Facilitator

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**Time:** 8:15AM - 3:30PM (Eastern Time)

**COST:** \$1,050

#### QUESTIONS?

Contact Melissa Powers at  
(978) 948-8511, ext. 202 or  
[melissa@keystoliteracy.com](mailto:melissa@keystoliteracy.com)

#### REFUND/CANCELLATION POLICY

- If you cancel **3 days or more prior** to training, you will be issued a **50% refund**.
- **No refunds** will be issued for "no shows" or cancellations within 72 hours of training.
- Substitutions accepted.

## SECTION 3: PAYMENT information

*Please include completed registration form with payment.*

**check/money order enclosed**  
(payable to Keys to Literacy)

**purchase order #** \_\_\_\_\_  
(if available)

#### Please mail to:

Keys to Literacy  
319 Newburyport Turnpike, Suite 205  
Rowley, MA 01969

#### **OR**

**fax to:** (978) 948-8611

**To pay with a credit card, please register online:**

<https://www.keystoliteracy.com/events/>

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