

LEA APPLICATION FOR APPROVAL OF A LOCAL ADMINISTRATOR CERTIFICATION PROGRAM

This application allows districts to demonstrate how their evaluator certification program meets state requirements under NRS 391.465. Applicants must demonstrate their proposed program is equivalent in rigor, scope, and design to the approved NDE Course .

SECTION 1: PROGRAM OVERVIEW

A. Program Title:

B. Sponsoring Organization/District:

C. Program Lead/Primary Contact:

D. Intended Audience:

- ☐ Teacher Evaluators
- ☐ Administrator Evaluators
- ☐ Both

E. Program Description (Required): *Provide a detailed overview of the program, including purpose, structure, and intended outcomes.*

SECTION 2: ALIGNMENT TO NEPF AND SB 460 REQUIREMENTS

Applicants must demonstrate that the program prepares evaluators to implement:

- Nevada Educator Performance Framework (NEPF)
- Educational Growth Goals (EGGs)
- Performance Improvement Plans (PIPs)
- Educator Evaluation Reviews
- Data-informed instructional leadership

Narrative Response: *Describe how your program ensures alignment to Nevada statutes, reg expectations.*

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SECTION 3: SCOPE AND SEQUENCE ALIGNMENT

Your program must be comparable in scope and depth to the Leading for Growth course.

A. Content Coverage

For each required topic, indicate how your program addresses it:

Required Topic	Included (Y/N)	Description of Coverage	Hours
NEPF Overview & Framework			
Instructional Practice & Professional Responsibilities			
Evidence Collection & Observation			
Feedback & Coaching Conversations			
Educational Growth Goals (EGGs)			
Performance Improvement Plans (PIPs)			
Evaluator Calibration			
Data Use & Progress Monitoring			

B. Minimum Expectations

Your program must demonstrate:

- Comparable depth to a multi-module learning experience
- Structured learning progression (not standalone sessions)
- Opportunities for application and practice
- Embedded calibration and feedback

Narrative Response: *Explain how your program structure ensures depth, coherence, and progression of learning.*

SECTION 4: INSTRUCTIONAL DESIGN AND DELIVERY

A. Delivery Model

- ☐ In-person
- ☐ Virtual (synchronous)
- ☐ Hybrid
- ☐ Asynchronous (must include interaction components)

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B. Instructional Approach

Programs must include:

- Active learning (case studies, simulations, role-play)
- Practice with observation and feedback
- Opportunities for reflection and refinement

Narrative Response: *Describe how your program incorporates active learning, provides opportunities for participants to practice observation and feedback, and supports ongoing reflection and improvement.*

SECTION 5: PRACTICE AND APPLICATION REQUIREMENTS

Applicants must demonstrate that participants:

- Conduct practice observations
- Analyze educator evidence
- Engage in feedback conversations
- Develop EGGs and/or PIPs

Narrative Response: *Describe required participant tasks and how competency is demonstrated.*

SECTION 6: CALIBRATION AND RELIABILITY

Programs must include calibration to ensure evaluator consistency. Required Components:

- Use of common scenarios, videos, or artifacts
- Opportunities for scoring and comparison
- Defined criteria for acceptable alignment

Narrative Response: *Explain how your program ensures evaluators apply NEPF consistently and reliably.*

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SECTION 7: ASSESSMENT OF PARTICIPANT COMPETENCY

Applicants must clearly explain how they will verify that participants are able to competently perform the responsibilities of an evaluator—not just complete training. The focus is on demonstrated skill, accuracy, and readiness to implement the NEPF with fidelity. Include:

- Performance-based assessments
- Observation scoring accuracy
- Feedback quality
- Completion requirements

Narrative Response: *Describe how participants are evaluated for certification readiness.*

SECTION 8: DIFFERENTIATION BY EVALUATOR ROLE

Programs must address differences between:

- Teacher evaluators
- Administrator evaluators

Narrative Response: *Explain how your program differentiates expectations and content by evaluator role.*

SECTION 9: DURATION AND TIME REQUIREMENTS

Programs must demonstrate comparable time and rigor to a comprehensive evaluator training. Breakdown:

Component	Hours
Direct Instruction	
Practice/Application	
Calibration	
Independent Work	
Total Program Hours	

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SECTION 10: IMPLEMENTATION AND FIDELITY

Programs must ensure:

- Consistent delivery across cohorts
- Trainer qualifications
- Ongoing program monitoring
- Alignment to updated state guidance

Narrative Response: *Explain how your organization will ensure consistent implementation, maintain facilitator quality, monitor program effectiveness, and update the program to remain aligned with state requirements.*

SECTION 11: DOCUMENTATION AND VERIFICATION

Applicants must submit:

- ☐ Program syllabus or outline
- ☐ Sample training materials
- ☐ Sample assessments or calibration activities
- ☐ Participant completion requirements
- ☐ Evidence of alignment to NEPF

SECTION 12: ASSURANCES

The applicant certifies that:

- ☐ The program aligns to NEPF and SB 460 requirements
- ☐ The program is comparable in scope and rigor to the state model
- ☐ Participants will be adequately prepared to conduct educator evaluations

Submitted By:

Name: _____

Title: _____

Signature: _____

Date: _____

Superintendent (or Designee) Approval:

Name: _____

Title: _____

Signature: _____

Date: _____