



# STAR TRAINER CERTIFICATION: Overview

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The purpose of STAR trainer certification is to support the long term sustainability of STAR implementation. Trainer certification will give partner states the opportunity to develop trainers to help sustain, expand and ensure the integrity of evidence-based reading instruction for intermediate-level readers in local programs. STAR partner states that have completed a full cycle of STAR training and technical assistance have the opportunity to develop certified trainers equipped with the knowledge and skills necessary to provide STAR training and technical assistance to their existing STAR programs, as well as help additional programs within their state to implement evidence-based reading instruction.

## What Prerequisites must a Candidate Possess to be Eligible to Enter the STAR Certification Process?

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STAR states that have completed all three STAR institutes can enroll trainers in the certification process, provided the individuals meet the following prerequisites:

- ★ Have participated in a full cycle of STAR training.
- ★ Have implemented STAR as a teacher, program administrator, state leader or professional developer.
- ★ Possess basic training skills including the ability to explain information, provide overviews and transitions, convey the significance of information, answer questions, pace material and engage participants.
- ★ Know how to operate and troubleshoot technology, including using a LCD panel and PowerPoint, navigate a website, download documents and play videos from a website.
- ★ Can work with training partners and stakeholders at the classroom, program and state levels.
- ★ Have an active Tool Kit account.

## How do States Enroll Candidates in the STAR Certification Process?

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Candidates for STAR trainer certification must be nominated and supported by their state. The application process consists of two forms.

- **State Nomination for STAR Trainer Certification:** includes names and contact information of eligible candidates nominated by the state and a pledge to support the candidates through the training process. Each state may nominate up to four candidates.
- **Candidate Application for STAR Trainer Certification:** includes information confirming that the candidate meets the five prerequisites and understands the certification process.

## What does the Certification Process involve?

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- Completing a contract with DTI for STAR trainer certification financial commitments.
- Submitting the two part trainer certification application (state nomination form and an application for each candidate) and receiving confirmation of acceptance of the nominated candidates.
- Reviewing the content knowledge and skills necessary for certification as presented in column 1 of the STAR certification chart (pages 7-9) and reflecting on their current knowledge and skills in each area listed on the chart.
- Participating in the following certification activities designed to help candidates improve and document knowledge and skills necessary for trainer certification. (Specific activities are matched to each knowledge and skill area in column 2 of the certification chart. Although the activities are presented here in a logical order candidates do not need to complete them in this order, nor do they necessarily need to complete all activities as long as they can document demonstration of all content knowledge and skills.)
  - Review the STAR Tool Kit, Training Plans and Technical Assistance Planning Guide and submit responses to a Study Guide.
  - Attend an annual national Training of Trainers event to increase content knowledge and training and technical assistance skills.
  - Work together with other trainers from the state and with state leadership to develop a plan for STAR training and technical assistance.
  - Plan and deliver STAR training with other candidates in the state according to the state plan. A STAR coach will support the candidates in as they implement their plan.
  - Be observed conducting a STAR training. Individuals will submit a training video tape for observation by a member of the STAR national expert team when they are ready to demonstrate knowledge and skills.
  - Plan and deliver technical assistance to assist state participants in implementing STAR. Complete and submit a Technical Assistance Case Study about the technical assistance provided to be evaluated by a member of the STAR national expert team.
  - Be evaluated by a STAR coach.
- Submitting evidence that all certification activities are complete and evaluated on their content knowledge and skills. There are five ways candidates can demonstrate knowledge and skills for certification.
  - Complete a study guide and submit responses.
  - Complete and submit a plan for training and technical assistance in their state.
  - Submit a video tape delivering a STAR training.
  - Complete and submit a technical assistance case study about the technical assistance provided.
  - Work with a STAR coach and receive a coach's evaluation.

Column 3 of the certification chart is divided into five subsections, one for each of the evaluation measures listed above. Some knowledge areas and skills can be documented by one of these evaluations, and all others can be documented by two evaluations. When two evaluations are documented for a knowledge area or skill, candidates are required to document mastery through both measures. The unshaded boxes in the five subsections on column 3 indicate which two measures can document each knowledge and skill. The shaded boxes indicate measures that do not apply to particular knowledge and skills. After candidates complete a certification activity, they will receive written feedback about the knowledge and skills they have/have not demonstrated and the STAR team will document the knowledge and skills candidates have satisfactorily demonstrated with checks in five subsections of column 3 on an online certification chart. Only the candidate, the state lead, and the STAR national expert team will have access to a candidate's online certification portfolio.

- When candidates have demonstrated success through both measures for each knowledge and skill area on the certification chart they will receive STAR trainer certification. Candidates are allowed to enter two submissions for each evaluation measure. Each candidate must pass each measure by the second submission. If a candidate does not pass by the second submission they will not be permitted to continue the certification process. Candidates have 12 months to complete the certification process.

### What Knowledge and Skills are Necessary to be Certified as a STAR Trainer? (see column 1 of the STAR certification chart)

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To be certified as a STAR trainer, a candidate must demonstrate the content knowledge and skills required to train and provide the technical assistance involved in implementing evidence-based reading instruction. Column 1 of the STAR certification chart presents the specific knowledge and skills that certified STAR trainers must demonstrate in order to be certified.

**Content knowledge:** Certified STAR trainers must understand:

- the substance of STAR and the evidence-base that supports it
- the processes, policies and structures that support implementation and sustainability of evidence-based reading instruction

**Training skills:** Certified STAR trainers must be able to:

- maintain fidelity to the STAR Training Plans and present the information in a clear, concise, accurate and complete manner
- engage and encourage participants and present in a professional and collaborative way

**Technical assistance skills:** Certified STAR trainers must be able to:

- facilitate participants' ability to identify and evaluate challenges and solutions in implementing evidence-based reading instruction
- promote capacity-building and sustainability within a state

## What are the Ways to Acquire Knowledge and Skills Needed to Become Certified? (see column 2 of the STAR certification chart)

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Several avenues exist for candidates to gain the content knowledge and skills required to be a STAR trainer.

- **Attend the STAR Institutes:** Candidates acquire much of the necessary content knowledge and an overview of STAR training and technical assistance through participation in the STAR Institutes and their work in implementing STAR as a teacher, program administrator, professional developer, or state leader.
- **Study the STAR Tool Kit, Training Plans, and Technical Assistance (TA) Planning Guide:** Candidates will be given full access to the STAR Tool Kit, including the Institute Training Plans with Power Point slides and handouts and the TA Planning Guide and tools during the certification process. Continued access to the trainers section of the Tool Kit beyond the certification period is dependent on successful completion of certification.
- **Attend the STAR Train the Trainer (TOT) event:** A national TOT event will be held annually to provide candidates with the opportunity to enhance their content knowledge and refine training and technical assistance skills. The TOT event will also provide an opportunity for candidates to network with other STAR trainers and trainer candidates and be informed of research updates and changes to the STAR Tool Kit.
- **Plan and lead STAR training and technical assistance within the state with support from a STAR coach:** Candidates from a state will work together and with state leaders to make a plan for delivering STAR training and technical assistance within their state. Once the training and technical assistance plan is approved by the STAR national expert team, the candidates will use the STAR Institute Training Plans and Technical Assistance Planning Guide to implement their plan. A certified trainer will be assigned as a coach to assist them in knowledge and skill building and guide and support them as they plan and deliver training and technical assistance in the state. Up to 30 hours of coaching is available for the training group from each state. All coaching will be done from a distance and will be customized to meet the needs of the candidates. Coaches will be available to:
  - Assist candidates in deepening their knowledge and understanding of evidence-based reading instruction.
  - Clarify and/or expand on concepts in the training and technical assistance plans.
  - Support problem solving related to training and technical assistance.
  - Explain training and technical assistance techniques and skills to be used.
  - Facilitate reflection on the effectiveness of the training and technical assistance provided.

## How Will Mastery of Knowledge and Skills be Demonstrated? (see column 3 of the STAR certification chart)

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Candidates show mastery of the requisite knowledge and skills in five ways.

- Constructing brief responses to Study Guide questions which are evaluated by members of the STAR national expert team for accuracy.
- Developing a state plan for training and technical assistance. Members of the STAR national expert team review the training plan to insure fidelity to the STAR model.
- Delivering effective STAR training. Members of the STAR national expert team will observe and evaluate video footage of the candidate delivering STAR training. Training participants are also given an evaluation form to indicate their perception of candidates' training skills.
- Writing a case study in which they provide an in-depth description of technical assistance they provided to stakeholders within their state. The case study will include major challenges, technical assistance provided, and outcomes that resulted from STAR implementation in the state. Members of the STAR national expert team review these reports and validate them through interviews with case participants.
- Demonstrating a grasp of STAR content knowledge and the ability to build capacity to implement STAR in discussions with their STAR coach. Coaches indicate their perception of candidates' technical assistance skills through a coach's evaluation.

## Benefits of Certification

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All trainers who enter the certification process will have full access to the STAR Training Plans and Technical Assistance Planning Guide and may use them to train and provide technical assistance within the state during the certification process. Participants who they train during the year long certification process will also be given access to the STAR Tool Kit.

Trainers who complete the certification process will have the following benefits:

- Certification that they have mastered the skills and knowledge necessary to provide quality STAR training and technical assistance.
- STAR Tool Kit access for additional people within their state who they train during and after the certification process.
- Continued access to the "for trainers" section of the Tool Kit for updated training and technical assistance materials.
- Opportunities for continuing education and follow-up support through an annual train the trainer meeting, help desk, Web site and project communication.
- Eligibility for STAR training and/or coaching opportunities in other states if they want to, but only through the National STAR Training Network.

## Limits of Certification

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Trainers are only certified to train as part of the STAR training team within their state unless approved and requested by the National STAR Network.

If a certified trainer moves from one STAR state to another STAR state, the trainer may continue to provide STAR training with their original state training team and/or with the STAR state training team in their new state. If the state the trainer moves to is not a member of the STAR training network, the trainer may not provide training in that state.

Trainer certification is valid for three years from the date it is issued. To recertify, trainers must document that they have successfully conducted STAR training and technical assistance since certification and that they have updated their content knowledge and training and technical assistance skills.

## Cost of Participation

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The trainer certification package will be purchased by the state. States may nominate up to four people for the certification process and must nominate at least two people. Cost of the certification package is:

2 people	\$7,767
3 people	\$11,284
4 people	\$14,801

The cost of the certification package includes participation at a national Train-the-Trainers event, but **does not** include the participants' travel and accommodations for the event. Coaching and evaluation of trainers for certification is included in the package, but states must incur the participants' costs for studying, preparing documentation, training and providing technical assistance.

Contact Laura Lanier at [laura.lanier@kratosdefense.com](mailto:laura.lanier@kratosdefense.com) or 703-863-0137 to begin the STAR trainer certification process.

## STAR Trainer Certification Chart Content Knowledge

Knowledge and Skills	Ways to Acquire	Documented by satisfactory completion of				
<b>CONTENT KNOWLEDGE</b>		Study Guide	Training and TA Plan	Video Observation of Training	Technical Assistance Case Study	Coach's Evaluation
K1: Knows the evidence base for the STAR training and Tool Kit	STAR Institutes Tool Kit Training Plans					
K2: Understands the 4 components of reading (alphabetic, fluency, vocabulary, and comprehension) and how they are interrelated	STAR Institutes Tool Kit Training Plans					
K3: Knows the purpose and processes for conducting diagnostic reading assessment	STAR Institutes Tool Kit Training Plans					
K4: Can interpret diagnostic reading assessment results and knows how to use them as a basis for planning reading instruction	STAR Institutes Tool Kit Training Plans					
K5: Understands the framework for direct and explicit instruction and how it applies to teaching in each of the components	STAR Institutes Tool Kit Training Plans					
K6: Knows the instructional techniques and activities in the Tool Kit	STAR Institutes Tool Kit Training Plans					
K7: Understands the policies and structures at the classroom, program, and state level that can support implementation and sustainability of evidence-based reading instruction	TA Planning Guide TOT					
K8: Recognizes how STAR connects to other state and national efforts to improve adult literacy	TOT					

## STAR Trainer Certification Chart Training Skills

Knowledge and Skills	Ways to Acquire	Documented by satisfactory completion of				
<b>TRAINING SKILLS</b>		Study Guide	State Training and TA Plan	Video Observation of Training	Technical Assistance Case Study	Coach's Evaluation
TR1: Explains information in an easily understood manner and uses appropriate examples and experiences	Prior experience Coaching					
TR2: Provides clear overviews and transitions and conveys significance of information	Prior experience Coaching					
TR3: Knows material well and answers questions accurately and completely	Prior experience Coaching					
TR4: Paces and adjusts material based on participants' prior learning and experience	Prior experience Coaching					
TR5: Engages and encourages participants and shows appropriate sense of humor and respect	Prior experience Coaching					
TR6: Has materials and equipment ready and easily accessible	Prior experience Coaching					
TR7: Operates and troubleshoots technology	Prior experience TOT					
TR8: Functions as a member of a team	Prior experience Coaching					
TR9: Maintains fidelity to the significant aspects of the STAR training plans	Coaching TOT					

## STAR Trainer Certification Chart Technical Assistance Skills

Knowledge and Skills	Ways to Acquire	Documented by satisfactory completion of				
<b>TECHNICAL ASSISTANCE SKILLS</b>		Study Guide	State Training and TA Plan	Video Observation of Training	Technical Assistance Case Study	Coach's Evaluation
TA1: Builds trust and confidence necessary to work effectively with stakeholders at the classroom, program & state levels	Prior experience Coaching					
TA2: Assists participants in identifying implementation challenges/potential problems and their root causes	TA Planning Guide TOT Coaching					
TA3: Facilitates participants' identification and evaluation of possible solutions to implementation challenges/problems	TA Planning Guide TOT Coaching					
TA4: Facilitates participants' reflection and evaluation of implementation and next steps	TA Planning Guide TOT Coaching					
TA5: Assists participants in identifying resources and materials to support implementation	TA Planning Guide TOT Coaching					
TA6: Maintains high expectations for stakeholders at all levels and motivates, encourages, and supports participants during the change process	TA Planning Guide TOT Coaching					