



School Board Training Course Provider 2022 Application

As outlined in [State Board Rule 0520-01-02-11](#), prospective training course providers must submit an application for approval to the TN State Board of Education's (State Board) School Board Training Advisory Committee (Advisory Committee) by **February 15, 2022** for courses that will be offered beginning July 1, 2022. The Advisory Committee shall evaluate training provider course applications and make recommendations to the State Board for approval.

Prospective training course providers must complete Sections I and II of the application for the application to be considered complete. If the prospective training course provider is proposing more than one (1) training course for approval, Section II must be filled out separately for each proposed training course.¹

Completed applications and supporting materials (if any) shall be submitted to Ali Gaffey, Director of Engagement and Accountability, at ali.gaffey@tn.gov. The Advisory Committee may request additional information prior to submitting a recommendation to the State Board.

If recommended for approval by the Advisory Committee and approved by the State Board, course approvals are valid for three (3) years, unless the provider or the State Board indicates the course is proposed for a shorter period of time.

SECTION I

1. Name of the prospective course provider.

2. Describe any relevant experience in providing school board member training courses, if any.

¹A prospective training course provider proposing an orientation training course must meet the minimum hour and content requirements set forth in [State Board rule](#) and may complete Section II of the application only once as an application for one comprehensive orientation course.



SECTION II

1. Name(s), title(s) and qualifications of training course instructors, including relevant experience with the topic(s) covered by the course, working with school boards, and/or as a training course instructor.

2. Title of proposed training course.

3. Is this proposed training course an orientation training course for new board members?

Yes

No

If yes, does the orientation training course cover all topics set forth in [State Board rule](#) (education's governance structure; school data and finance; communication and engagement; board policies; strategic planning; school law; board/director of schools relations; board/staff relations; board/student relations; Tennessee open meetings and open records requirements; and conflict of interest and ethics)?

Yes

No

Please list any other topics to be covered in the proposed orientation training course, if applicable.

4. Proposed agenda and length (in hours) of training course².

5. Intended audience for the training course.

New Board Members

Experienced Board Members

Both New and Experienced Board Members

² If proposing an orientation training course, the minimum length of time is 14 hours.



6. Describe the training course's learning objectives and content.
7. Describe the instructional strategies, activities and presentation materials used in the training course to demonstrate that the proposed topic is covered with sufficient depth. If available, prospective course providers may attach copies of presentation materials in lieu of a description of activities and presentation materials.
8. Method of delivery for training course (may check more than one).
 - Virtual
 - In-Person
 - Hybrid
9. Total fees, if any, to be charged and explanation of fees for the training course.
10. Explanation of evaluation method(s) used to determine achievement of learning objectives and course provider effectiveness.
11. For LEAs proposing a training course, describe the participation restrictions, if any (i.e., will the training course be limited to members of the LEA's board of education, or open to other board of education members?).



12. Explanation of the method(s) for tracking local board member completion of the course and for reporting all course completers to the Department of Education in compliance with State Board rule 0520-01-02-.11.