**Believe and Prepare: Early Childhood Cohort 3**

**Application Cover Page**

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| --- | --- | --- |
| **Name of Program:** | | |
| **Preparation Program** | **Preparation Program Contributing Staff Names and Role:** |  |
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|  |
| **Program Partners** | **Program Partner Names and Organizations:** |  |
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|  |
| **Please provide the following information for the primary contact of this application:** | | |
|  | **Name of Person:** |  |
| **Name of Organization:** |  |
| **Mailing Address:** |  |
| **Telephone:** |  |
| **E-mail Address:** |  |

**Believe and Prepare: Early Childhood Cohort 3**

**Partnership Development Description and Evidence**

Please respond to each of the questions below on the actions that have been taken to form a partnership with the local [early childhood community network](http://www.louisianabelieves.com/docs/default-source/early-childhood/early-childhood-community-network-lead-agency-list.pdf?sfvrsn=2).

*In addition to the questions below, programs must include evidence, including: meeting agendas, partnership lists, and a signed* ***Memorandum of Understanding (MOU)*** *or letter of support between partnership members.*

**Membership:** Please respond to each question below. Each answer should not exceed 150 words.

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| --- | --- | --- | --- | --- | --- |
| 1. Who are the members of your partnership? (add rows if needed) | | | | | |
| **Name** | **Institution** | **Role** | ***CLASS®***  **Reliable?** | ***CLASS®***  **Train-the-Trainer?** | **Trained in Tier I curriculum or assessment tools?** |
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| 1. How was the opportunity communicated to community networks? How did you identify and recruit members to join the partnership? | | | | | |
|  | | | | | |

**Partnership Activities:** Please respond to each question below. Each answer should not exceed 150 words.

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| 1. How have partners contributed to the developing the Believe and Prepare: Early Childhood Cohort 3 application? How have partners collaborated in designing a vision for the program? | |
|  | |
| 1. How will partnership members be involved in the following activities in the future: | |
| Designing coursework and applied practice experiences: |  |
| Recruiting candidates to meet local workforce needs: |  |
| 1. What communication structures have you established to support and maintain your partnership over time? What will be the format and frequency of communication? | |
|  | |

**Program Staff Capacity:** Please provide additional information about the staff that will be primarily responsible for the design and management of your program. ***Please include a resume for these key individuals with the complete application.***

|  |
| --- |
| 1. Who will be the key staff from your organization responsible for participating in the Believe and Prepare: Early Childhood Cohort 3? What will be the amount of their time dedicated to participating in the Believe and Prepare: Early Childhood Cohort 3 activities? |
|  |
| 1. How will the program ensure that they can dedicate adequate time and capacity to completing the Application for Program Approval on a rapid timeframe? How has the leadership of your organization been informed of the commitment required for Believe and Prepare: Early Childhood? |
|  |

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**Workforce Needs**

Please respond to each of the questions below to provide information on the needs of the local community, and how the Early Childhood Ancillary Certificate Program would address these needs. Programs may use the information included in Appendix A and B in the RFA, as well as their own research, to inform their plan.

Please respond to each question below. Each answer should not exceed 150 words.

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| --- |
| 1. How have you measured the regional need for high-quality teacher preparation program in your region? |
|  |
| 1. What will differentiate your program from the current options available to teachers in your area? |
|  |
| 1. What strategies will you use to reach the regions of Louisiana that have the highest need for Early Childhood Ancillary Certificate Programs? |
|  |
| 1. What have been identified as the key instructional needs for the workforce in your community? What data has informed this? |
|  |
| 1. How have you involved community network partners in determining workforce need? How will they be included in revising your plan to address workforce need on an ongoing basis? |
|  |
| 1. How will your program format and sequence be responsive to the needs of the local child care workforce (online coursework, evening or weekend classes, etc.)? |
|  |

**Believe and Prepare: Early Childhood Cohort 3**

**Program Coursework and Development**

Briefly describe the content that will be provided in each course/module of the preparation program. The program coursework must align with professional knowledge and pedagogy requirements (Appendix C and D). Describe how the program is purposefully constructed and sequenced to introduce, reinforce, and assess essential knowledge and skills.

In the below chart, list the course content and course objectives that will be included in each course. Each cell of the chart should represent a separate module. The chart may be repeated as needed to include all coursework or modules.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Course/Module 1 Title** | **Course/Module 2 Title** | **Course/Module 3 Title** |
| What knowledge are teacher candidates gaining (e.g., about children, their development, managing a learning center)? |  |  |  |
| What measurable skills are teacher candidates gaining? |  |  |  |
| How is course content connected to prior courses? | NOT APPLICABLE IN COURSE/MODULE ONE |  |  |
| How will candidates practice using the knowledge and skills taught in this course and receive feedback? |  |  |  |
| How is candidates’ mastery of the learning and skill objectives assessed? |  |  |  |

**Believe and Prepare: Early Childhood Cohort 3**

**Initial Budget Page**

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| --- | --- |
| **Name of Program:** |  |
| **Amount of Initial Funding Requested (*maximum of $10,000*):** |  |

**Directions:** Please provide a description of how the funds will be spent for each of the expenditure categories. Budget narrative should have clear ties to the program goals and priorities.

|  |  |  |
| --- | --- | --- |
| **BUDGET Narrative FOR inITIAL aWARD (maximum of $10,000)** | | |
| **Budget Item** | **Description** | **Total Allocation** |
| **Salaries/Stipends** |  |  |
| **Employee Benefits** |  |  |
| **Purchased Professional/Technical Services** |  |  |
| **Purchased Property Services** |  |  |
| **Other Purchased Services** |  |  |
| **Supplies** |  |  |
| **Other Expenditures** |  |  |

**Believe and Prepare: Early Childhood Cohort 3**

**Secondary Budget Page**

|  |  |
| --- | --- |
| **Name of Program:** |  |
| **Amount of Initial Funding Requested (*maximum of $20,000*):** |  |

**Directions:** Please provide a description of how the funds will be spent for each of the expenditure categories. Budget narrative should have clear ties to the program goals and priorities.

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| --- | --- | --- |
| **BUDGET Narrative FOR SECONDARY aWARD (maximum of $20,000)** | | |
| **Budget Item** | **Description** | **Total Allocation** |
| **Salaries/Stipends** |  |  |
| **Employee Benefits** |  |  |
| **Purchased Professional/Technical Services** |  |  |
| **Purchased Property Services** |  |  |
| **Other Purchased Services** |  |  |
| **Supplies** |  |  |
| **Other Expenditures** |  |  |

**Believe and Prepare: Early Childhood**

**Program Assurances**

| **Initials:** | **Assurances from the Early Childhood Teacher Preparation Program** |
| --- | --- |
|  | The director in charge of the preparation program assures that all guidelines and requirements within the enclosed application will be followed, and that the program will additionally agree to: |
|  | * Participate in onsite visits to monitor and observe the preparation program during the term of approval; |
|  | * Participate in Believe and Prepare: Early Childhood Cohort events (calls, in-person meetings) to the extent possible, through the term of approval; |
|  | * Share bi-monthly updates with Department staff and reports of program progress, including program data when applicable; |
|  | * Commit to receive constructive feedback from the Department and incorporate into program application; |
|  | * Participate in summative interviews with the Department at the end of award term; |
|  | * Pursue full BESE-approval within one year of the award, as part of the requirements for maintaining award funding; and |
|  | * Use the awarded funding as outlined in the budget worksheets. Significant deviations to the budget worksheet require pre-approval. |

Signature of Program Director (if applicable) Date

Signature of Operating Agency CEO/Administrator Date