

GT Teacher Training Guidelines for Administrators and Teachers

It is the responsibility of the campus administration to ensure that teachers of GT students obtain the required training. Please familiarize yourself with these GT-training guidelines as established by the Advanced Academics Office.

1. Teachers must earn 30 hours of specific training in gifted education to become eligible to teach HORIZONS students before the start of the semester. The following is a breakdown of the required training areas:

- **6 hours in each foundation area (face-to-face or online)**

Identification and Assessment **(A)**

Nature and Needs and/or Social and Emotional Needs **(N)**

Curriculum Differentiation and/or Creativity and Instructional Strategies **(C)**

- **12 hours of additional credit (any training format)**

Any approved core-content area of GT training to include book studies, GT content, Staff Development days, Campus Time Equivalency (CTE) days, online through CFISD, in-district or out-of-district venues

****All areas of training may be taken more than once as long as the training is presented by a different presenter and includes different content.**

2. Hours earned for Campus Time Equivalency (CTE) may be used simultaneously for GT hours provided that the content specifically reflects characteristics of GT instruction.

3. Foundation classes – The initial 18 hours of training may not be earned through book studies.

4. Any classes, including online classes, with identical content presented by the same person, author, or company (TAGT, Region 4) may not be re-taken within 3-years of the date previously taken.

5. Teachers must submit the *Request for Prior Approval of Out- of-District GT Professional Development Credit* form to the Advanced Academics Office for approval **prior to attending an out-of-district event/workshop for GT training credit.**

6. To request credit for completion of training for pre-approved out-of-district courses, teachers must submit completed certificates through the CFPGS out-of-district credit request process by uploading the certificate and selecting **“G/T, All Levels”** in the drop-down menu of the subject content code field for approval of GT hours.

7. Teachers must submit GT training certificates that indicate the number of hours earned in order to receive hours/credit. A certificate that does not specify the number of GT content hours earned will require additional documentation for validation of GT training.

8. Certificates validating proof of GT training must be presented in a timely manner:

October 1 for summer training

December 15 for fall training

April 15 for spring training

****Failure to submit certificates in a timely manner may prevent the award of credit during the current school year.**

9. Facilitators who have met the requirements for GT certification and who host home campus workshops for GT credit must submit the *Application and Guidelines for GT Class Credit* form and receive approval for GT credit **prior to opening the course for registration.**

10. Once the course is completed, facilitators must confirm attendance and award credit in My Learning in CFPGS. The Office of Advanced Academics will then update credit in the GT records management system.

****Facilitators are responsible for maintaining and storing accurate records of sign-in sheets.**

Teacher training information and forms may be found on the Employees Only link on the district website at:

<https://inside.cfid.net/curriculum/special-programs/gifted-and-talented/teacher-training>

Additional GT resources may be found on the Staff Development page at: www.cfid.net

For additional assistance regarding GT professional development opportunities or credit for GT training, please contact sandra.beehner@cfisd.net or jennifer.covington@cfisd.net