



## School Board Training Course Provider 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** for courses that will be offered beginning July 1 each year. The State Board's Advisory Committee and staff shall evaluate training provider course applications and submit courses that meet the requirements set forth in State Board rule to the State Board for approval.

**This application is designed for those interested in providing training courses to elected members of a local board of education only.** Applications to provide training to members of a charter school governing body shall complete a separate application. To learn more about the application process for providing training courses to charter school governing body members, please visit the State Board's [website](#).

Prospective school board training course providers must complete the application below and submit requested course materials for the application to be considered complete. If the prospective training course provider is proposing more than one (1) training course for approval, each training course must be submitted on a separate application.<sup>1</sup>

Completed applications and supporting materials shall be submitted to Ali Reid, Director of Engagement and Accountability, at [ali.reid@tn.gov](mailto:ali.reid@tn.gov). The Advisory Committee may provide initial feedback and request additional information from applicants prior to finalizing their recommendation to the State Board. The State Board shall annually vote to approve all school board training courses at their second quarterly meeting of the year.

State Board approved courses are listed in [State Board Policy 2.100](#) and are valid for three (3) years, unless the provider or the State Board indicates the course is proposed for a shorter period of time.

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<sup>1</sup>A prospective training course provider proposing an orientation training course must meet the minimum hour and content requirements set forth in [State Board Rule 0520-01-02-.11](#) and may complete Section II of the application only once as an application for one comprehensive orientation course.



**APPLICATION TO PROVIDE TRAINING TO LOCAL SCHOOL BOARD MEMBERS**

1. Name of the prospective course provider.
  
  
  
  
  
  
  
  
  
  
2. Describe any relevant experience in providing school board member training courses, if any.
  
  
  
  
  
  
  
  
  
  
3. Is this course application for the renewal of a currently approved training course?  
 Yes  
 No

If yes, describe any content or materials that have changed since the last approval.

4. 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.
  
  
  
  
  
  
  
  
  
  
5. Title of proposed training course.
  
  
  
  
  
  
  
  
  
  
6. Is this proposed training course an orientation training course for new school board members only?  
 Yes  
 No

If yes, does the orientation training course cover all topics set forth in [State Board Rule 0520-01-02-.11](#) (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





13. Explanation of evaluation method(s) used to determine achievement of learning objectives and course provider effectiveness. Please also submit a copy of the evaluation materials to be completed by participants.

14. For LEAs proposing a training course, describe the participation restrictions, if any. For example, will the training course be limited to members of the LEA's board of education? Will there be a fee for board members from outside the LEA?

15. 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.

16. Course materials attached (select all):

- Course agenda
- Presentation slide deck
- Participant handouts
- Course readings/text
- Video links/recordings
- Evaluation materials
- Other: \_\_\_\_\_

17. I certify, to the best of my knowledge, that the material covered in this proposed training course is in compliance with all applicable state laws and State Board of Education rules and policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Contact Email and Phone Number



**School Board Training Course Provider  
Application Rubric**

**Application Scoring**

Completed applications shall be scored using the rubric criteria outlined below, which is aligned to the requirements set forth in [State Board Rule 0520-01-02-.11](#). Only applications which fully meet the standard of the rubric shall be recommended by the Advisory Committee for approval to the State Board. The overall scoring indicators are as follows:

<b>Fully Meets the Standard</b>	The response is thorough, does not require any revisions, and clearly meets all the criteria stated in the rubric, in alignment with State Board rule.
<b>Partially Meets the Standard</b>	The response meets some of the criteria but not all and/or requires additional information in one or more areas of the application.
<b>Does Not Meet the Standard</b>	The response is incomplete, does not align with the criteria stated in the rubric, or otherwise raises concerns about the provider's ability to meet the requirements in rule.

<b>Application Rubric Criteria</b>
<ul style="list-style-type: none"> <li>• The prospective course provider submitted a completed application by the required deadline.</li> <li>• The prospective course provider has relevant experience in providing school board member trainings and/or the prospective course provider's instructor(s) have, at a minimum, relevant experience with the topic(s) covered by the course, working with school boards, or as a training course instructor.</li> <li>• The length of the proposed training course is adequate given the amount of content covered by the course.</li> <li>• The proposed training course content is appropriate for the intended audience.</li> <li>• For prospective course providers proposing to offer an orientation training course for new board members, the course covers, at a minimum, all the required topics and hours as outlined in State Board rule.</li> <li>• The application includes a detailed description of the instructional strategies, activities and presentation materials which are aligned to the proposed training course topic(s) and demonstrates that the training course covers the topic(s) with sufficient depth to allow local board members to obtain a deeper understanding of the topic(s).</li> <li>• If a fee is being charged, the application includes an explanation of the fee.</li> <li>• The proposed course includes an effective method for evaluating the participant's achievement of the stated learning objectives and the course provider's effectiveness.</li> <li>• If the prospective course provider is an LEA, and the application includes a statement of whether the proposed course is restricted to members of the LEA or open to any local board member interested in participating in the training course.</li> <li>• The prospective course provider includes an effective 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.</li> </ul>