

Curriculum Component Checklist for Programs

Full Implementation for Creative Curriculum Programs

Formal curriculum training is required to meet Star Rating Levels 3, 4 or 5 and training should be on the *most recent* version of the selected research-based curriculum. Training for each staff member should be for the age level they are currently teaching. All staff must provide evidence of training as follows:

Teaching Staff:

Full-Time Head/Group/Lead Teachers (working 30 hours per week or more)

- **Star Rating Level 3:** 5 hours of training on selected research-based curriculum
- **Star Rating Level 4:** 10 hours of training on selected research-based curriculum
- **Star Rating Level 5:** Research-based curriculum is fully implemented*

Full-Time Paraprofessionals/Aides/Assistants (working 30 hours per week or more)

- **Star Rating Level 3:** 5 hours of training on selected research-based curriculum
- **Star Rating Level 4:** 10 hours of training on selected research-based curriculum
- **Star Rating Level 5:** Research-based curriculum is fully implemented*

Part-Time Head/Group/Lead Teachers (working 15-30 hours per week)

- **Star Rating Level 3:** 5 hours of training on selected research-based curriculum
- **Star Rating Level 4:** 10 hours of training on selected research-based curriculum
- **Star Rating Level 5:** Research-based curriculum is fully implemented*

Part-Time Paraprofessionals/Aides/Assistants (working 15-30 hours per week)

- **Star Rating Level 3:** 5 hours of training on selected research-based curriculum
- **Star Rating Level 4:** 10 hours of training on selected research-based curriculum
- **Star Rating Level 5:** Research-based curriculum is fully implemented*

Part-Time Head/Group/Lead Teachers (working 14 hours or less per week)

- **Star Rating Level 3:** 5 hours of training on selected research-based curriculum
- **Star Rating Level 4:** 10 hours of training on selected research-based curriculum
- **Star Rating Level 5:** Research-based curriculum is fully implemented*

Part-Time Paraprofessionals/Aides/Assistants (working 14 hours or less per week)

- Note: While *strongly* recommended, meeting Star Rating Level requirements for formal curriculum training and implementation is not required for review.

College Student Workers/Work Study Workers (up to 20 hours per week):

- The college student worker/work study worker should never be left alone with a child or children.
- Proof of work study and/or college enrollment is required for part-time work study or college student workers.
- If the college student worker/work study worker is acting as an extra staff person in the classroom to support the teacher and teacher's assistant, and are not counted in the ratio, they do not need to attend formal curriculum training. While *strongly recommended*, meeting Star Rating requirements for formal curriculum training and implementation is not required for review. Keep in mind the following guidelines for student workers/work study workers:
 - While exempt from formal curriculum implementation training requirements, these student workers should have documentation they have met other GNJK Trainings requirements (GNJK Standards 4.3.5; 4.4.1; 4.4.3; 4.4.4)
- If the college student worker/work study worker is a part of the required ratios as a Head/Group/Lead Teacher or the Paraprofessional/Aide/Assistant), they will need to meet the formal curriculum training requirements as designated to meet the star rating and should refer to the staff training guidance for full-time and part-time staff.

Administrators/Directors:

- **Star Rating Levels 3 & 4:** 5 hours of training on selected research-based curriculum
- **Star Rating Level 5:** 10 hours of training on selected research-based curriculum over a period of 3 years

*Fully implemented requires sufficient additional hours/days beyond the 10 hours to ensure number of hours met are according to developer's standards. Fully implemented also means the curriculum's recommended child assessment system, weekly planning process, schedule of the day, curriculum's fidelity checklist (as appropriate) and the curriculum's literacy program and/or math program (as appropriate when a part of the curriculum) are all being implemented or that the curriculum developer has vetted the program's implementation of the curriculum. If training in the curriculum occurred over 3 years ago from the date of review, evidence of staff (as noted above) members attending concentration courses will be required for review as applicable based on NJCQR's review of curriculum training records.

Please note: If seeking a Star Rating Level 3 or 4, and all teachers received overview training in the curriculum prior to the 3-years in which training is verified for GNJK rating requirements, NJCQR will verify that they received at least a 5 hour formal overview training in the curriculum *and* concentration courses in the curriculum within prior 3 years to date of ratings.

****UPDATE** 1/23/19**

The online course 'Objectives for Development & Learning' (10 hours) is a course that is offered through Teaching Strategies GOLD. This training will no longer be accepted for formal Creative Curriculum training as a stand-alone to meet the 10-hour requirement at Star Rating 4.

'Objectives for Development & Learning' 10-hour course *can* be counted towards the 60 hours over 3 years of training in GNJK Standard 4.4.4 (for credit towards additional documentation points) and it can be counted within the 10 additional days of CC training to achieve required amount of days/hours towards 'Full Curriculum Implementation' to reach a Star Rating 5 (see addition below), only after CC Preschool Sessions 1 and 2 have been taken.

The Online Professional Development Courses from Teaching Strategies that are priced at \$150.00 (Found at: <https://teachingstrategies.com/solutions/develop/online-professional-development-courses-2/>) will continue to be accepted as hours towards formal curriculum training.

Transition Timeline

Programs must send in GNJK Notification of Rating Readiness by March 1, 2019

2-Month Requested Rating Window must conclude by May 15, 2019

(After this date, this training will no longer be accepted to meet formal curriculum requirements)

The Grow NJ Kids Training Calendar can be accessed here: <http://www.grownjkids.gov/TrainingCalendar>

Training information directly from Teaching Strategies website can be accessed here:
<https://teachingstrategies.com/solutions/develop/in-person-training-creative-curriculum/>

Review of Full Curriculum Implementation for Creative Curriculum Programs Seeking Star Rating Level 5

Documentation of Curriculum Training for Teaching Staff

The following documentation must be submitted by the program seeking a Star Rating Level of 5. NJCQR will review the required amount of hours for full implementation in staff folders, through the PINJ Registry Participant Education and Training Report and/or on Sign-In Sheets from the workshops/trainings.

Required amount of training hours (Preschool):

- Creative Curriculum Preschool Session 1* (2 days)
- Creative Curriculum Preschool Session 2* (2 days)
- Creative Curriculum GOLD Teachers Lab* (2 days)

(Note: If attending formal curriculum training sessions through the developer and not through Grow NJ Kids, the titles of the training may differ; i.e. “Exploring the Curricular Foundation, Implementing the *Creative Curriculum for Preschool*, Supporting Early Mathematical Learning, and Supporting Language and Literacy Development & Learning, and Implementing GOLD. The amount of training hours (2 days per training) is the same for each session and will count for introductory/overview sessions, similar to the three sessions above that are currently offered through Grow NJ Kids.)

- In addition to the above-listed required overview trainings, there should also be evidence of staff attending at least 10 additional days of CC training on any of the topics as listed below (1 day = 6 hours):
 - **Objectives for Development & Learning (added 1/4/19)**
 - Continuing Sessions on GOLD (i.e. Using GOLD Data to Plan Instruction and Communicate Children's Progress; GOLD interrater reliability)
 - Implementing Studies to Promote Inquiry-Based Learning in *The Creative Curriculum*
 - Supporting Mathematics in the *Creative Curriculum*
 - Supporting Language and Literacy Development and Learning in the Creative Curriculum for Preschool
 - Using Positive Guidance for an Inclusive, Collaborative Classroom (Online PD through Teaching Strategies GOLD)
 - Teaching Intentionally in the Interest Areas
 - Supporting Social-Emotional Development in the *Creative Curriculum for Preschool*
 - Supporting Early Physical Development
 - Partnering with Families Supporting Children with Disabilities
 - Supporting Dual – Language Learners
 - Please note: If introductory training in the curriculum occurred over 3 years ago from the date of review, evidence of full-time teaching staff members (head/group/lead teachers and teacher assistants/aides/paraprofessionals) attending concentration courses within prior 3 years to date of ratings will be reviewed by NJCQR as applicable.

Required amount of training hours (Infant/Toddler):

- **Creative Curriculum Infant/Toddler/Two's Session 1* (2 days)**
- **Creative Curriculum Infant/Toddler/Two's Session 2* (2 days)**
- **Creative Curriculum GOLD Teachers Lab* (2 days)**

(Note: If attending formal curriculum training sessions through the developer and not through Grow NJ Kids, the titles of the training may differ; i.e. Introduction to *The Creative Curriculum for Infants/Toddlers & Two's*; Implementing the Curriculum in Your Program for Infants, Toddlers, and Two-Year Olds, and Implementing GOLD). The amount of training hours (2 days per training) is the same for each session and will count for introductory/overview sessions, similar to the three sessions above that are currently offered through Grow NJ Kids.

In addition to the above-listed required overview trainings, there should also be evidence of staff attending additional days of CC training on the topics as listed below:

- Building Partnerships with Families (1-2 days)
- Supporting Social-Emotional Development and Learning (1-2 days)

***Newer staff members (working less than one year):** If there are new teaching staff members in the program that have not yet attended all required curriculum trainings at the time of rating, NJCQR will review a calendar of upcoming trainings or review Individual Professional Development Plans to ensure the full-time teaching staff member (head/group/lead teachers and teacher assistants/aides/paraprofessionals) will attend at least the initial 2-day (10 hour) *Creative Curriculum* training within the next year. Unless a staff member has been working under 1 month, there should be evidence of some curriculum training.

- **Please provide documentation of the following information as applicable:**
 - Date(s) of all formal curriculum trainings at the program/in-district by the developer, including name of trainers (*Creative Curriculum* Comprehensive Training Sessions)
 - Date(s) of additional components of the curriculum that staff have been provided training on through the curriculum *or* by the developer-approved trainer
 - Developer-approved trainers in the district should also be noted (if any), as well as evidence of formal curriculum trainings that they have attended **(Note: 1/4/19 – Teaching Strategies does not yet have a training program for**

trainers for more in-depth topics beyond the Foundation Courses; if a Master Teacher/coach has attended CC's APT training to be able to administer the Foundation Courses, their certificates must be submitted to NJCQR to validate this and accept these trainings that they have administered to other staff.)

- If a district-contracted program, there should also be documentation from the district verifying that the individual program has participated and attended curriculum trainings as listed above (if not on-site at program)
- Additional information may be requested by NJCQR from either the program, supervisor or curriculum developer

Performance-Based Assessment and Curriculum Fidelity Tool

- **Recommended child assessment system:** NJCQR will review (1) evidence of anecdotes, aggregated data used to create lesson plans and Parent/Teacher conference forms on *Teaching Strategies Gold* (NJCQR will review a random sample of 10% of the total number of children in each classroom) and (2) evidence that each head/group/lead teacher has attended at least 10 hours of training in program's selected performance-based assessment.

Curriculum Fidelity Tool: The "Fidelity Tool for Administrators" is completed by administrators/coaches for each classroom and can be submitted to NJCQR electronically/reviewed onsite. A copy of a completed fidelity tool will be reviewed for each classroom and should be completed for both Preschool and I/T classrooms (as applicable to program).

Note: For administrators/Master Teachers/coaches that administer the Fidelity Tool, evidence of training in this tool will be reviewed in order to verify tool has been administered accurately and can be accepted to meet this component; all ages in the program must have the CC Fidelity Tool completed accordingly (i.e. Coaching Teachers to Fidelity of Implementation).

Evidence of Curriculum Implementation in Lesson Plans

NJCQR will review lesson plans for 50% of all classrooms on whichever format teachers use to write their lesson plans. One week of lesson plans will be reviewed from each teacher's classroom. Please be sure each of the following components are included on lesson plans. Lesson plans can be submitted electronically or will be reviewed onsite by NJCQR.

- **Weekly Planning Process:** Lesson plans should reflect the current study and include Question of the Day, Large Group, Read-Aloud, Small Group and Mighty Minutes.
- **Schedule of the Day:** Components as listed in the Weekly Planning Process should be within the daily schedule of each classroom.
- **Curriculum Literacy Program:** *Creative Curriculum's* language and literacy activities are implemented in each classroom. Evidence of this would include use of the *Intentional Teaching Cards* for literacy, *Mighty Minutes* and *Book Discussion Cards*.
- **Curriculum Math Program:** *Creative Curriculum's* mathematics activities are implemented in each classroom. Evidence of this would include use of the *Intentional Teaching Cards* for mathematics and *Mighty Minutes*.