

Responsibility Summary

Authorized Providers are an entity that manages cohort implementation, including all hiring and management of cohort leaders, cohort oversight, and financial management for the Texas Reading Academies. The Texas Education Agency will evaluate authorized provider candidates on quality as demonstrated through the application responses provided and their ability to meet program demands.

Should they be selected, authorized provider candidates agree to adhere to program metrics (sample provided below):

| Year 3 Reading Academies Summative Metrics* |
|---|
| 90% participants complete the course (earn a certificate) |
| 75% participants pass human-graded artifacts by the first attempt |
| 90% participants pass human-graded artifacts by the second attempt |
| 80% participants agree on an end of course survey: "My cohort leader provided feedback and support to help my understanding of Reading Academies content" |
| 80% participants agree on an end of course survey: "My cohort leader has in-depth knowledge of the Science of Teaching Reading" |
| 85% cohort leaders agree on an end of course survey: "My AP supports me to fulfil my role and responsibilities as a cohort leader" |
| 80% of districts** agree on an end of course survey: "My AP provided strong customer service throughout our experience with Reading Academies." |

***Current metrics will change based on the needs of the program to better align with the implementation of the Science of Teaching Reading and growth of the Reading Academies Program.**

****If applicable to EPPs, this metric will likely be altered to fit the program implementation.**

Application Process

Competitive EPP Authorization Application Window January 10th – February 23th, 2024. This application must be submitted through Qualtrics by 5:00 p.m. Central Time on February 23th, 2024.

EPP Application Evaluation Window February 26th- March 11th, 2024.

All applications will be reviewed. Once qualified candidates have been identified, the TEA will be in communication with all applicants. Additional steps for qualified applicants may include a follow-up meeting and negotiations, as needed, followed by execution of agreement(s) for selected providers.

Selected applicants will be notified beginning April 5, 2024.

Applicant Information

Organization _____

Primary Contact _____ Email _____ Phone _____

Secondary Contact _____ Email _____ Phone _____

The information contained in this application is, to the best of my knowledge, correct and the organization named above has authorized me as its representative.

Authorized Official Name _____ Title _____

Email _____ Phone _____

Signature _____ Date _____

Assurances

The following assurances apply to this program. Applicants must comply with these assurances to meet the requirements of the program.

- The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- Applicant provides assurance that they are aware that all Cohort Leaders employed by or supported by the applicant must be certified through the HB 3 Reading Academies Cohort Leader Screening process and attend yearly training sessions.
- Applicant provides assurance that they will provide the name and contact information of all HB 3 Reading Academies Cohort Leaders either directly employed by or supported by the applicant to TEA within thirty days of employment or contracted services.
- Applicant provides assurance that at least one representative from the authorized provider organization will attend the HB 3 Reading Academies Authorized Provider monthly webinars, monthly office hours, and yearly Authorized Provider training. (No more than four representatives per authorized provider can attend each activity.)
- Applicant provides assurance that it will closely monitor and analyze data for each cohort to ensure positive learner experiences, adequate pacing, and successful completion of the Reading Academies.
- Applicant provides assurance that the Authorized Provider will provide for the technical support and additional assistance to all participants which includes but is not limited to the following: One-on-one virtual and/or in-person support, coaching cycles, campus visits, artifact training, pacing schedule adherence, support for the application and implementation of STR practices, artifact drafts and Canvas Announcements etc. (This may include collaborating with centralized district staff or ESCs, to provide the support and technical assistance).
- Applicant provides assurance they will handle Cohort Leader Management which includes but is not limited to pacing schedule adherence, monthly Cohort Leader check-ins, and attendance to training provided by Authorized Provider
- Applicant provides assurance that the development of an enrollment process for participants will be provided.

- Applicant provides assurance that it will support all learners to completion and will not cease operation prior to all enrolled learners completing an academy should the project result in a financial deficit.
- Applicant provides assurance that, if needed, they have the capacity to serve as an artifact grader for their participants.
- Applicant provides assurance that, if requested, literacy data will be shared with the TEA which will support the gathering of student outcomes.
- Applicant provides assurance that they will review their fiscal management logistics to ensure the content can be provided to students for little to no additional cost.
- Applicant provides assurance that they will submit a comprehensive plan including coaching timelines, session scheduling calendar, and a plan to ensure adherence to content within thirty days of employment or contracted services.

Qualifications and Experience for Key Personnel

Outline the required qualifications and experience you will require for primary project personnel projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed. **(Rubric Criterion 1)**

Title and Responsibilities of Position

Required Qualifications and Experience

***Required:** Business office point of contact and an EPP Reading Academies Point of Contact must be included in the list of project personnel (note that while this position is crucial, it may not necessarily be a full-time position and may be an extension of another position).

Scheduling

Provide details related to your proposed plan to ensure management of cohorts, management of scheduling, and securing spaces to adequately support all aspects of implementation for the Texas Reading Academies. **(Rubric Criterion 2)**

Hiring, training, and management of Cohort Leaders

Provide details related to your proposed plan to adequately support all aspects of implementation for the Texas Reading Academies by selecting high-quality staff and ensuring coverage to allow Cohort Leaders to attend mandatory trainings. **(Rubric Criterion 3)**

Participant Retention

Provide details related to your proposed plan to adequately support learners enrolled in the Texas Reading Academies by outlining avenues of support including (but not limited to) kick-off meetings, one-on-one support via cohort leaders, planning face-to-face sessions as well as make-up sessions, campus visits (if applicable), etc. **(Rubric Criterion 4)**

Program Compliance

Provide details related to your proposed plan that ensures fidelity to the entirety of the Texas Reading Academies content and program structure, as well as a plan to provide quarterly documentation to the TEA. **(Rubric Criterion 5)**

Technical Support/Additional Assistance with TEALearn Canvas LMS (Learning Management System)

Authorized Providers have access to the Reading Academies content through the learning management system TEALearn Canvas. Describe the Technical Support and Additional Assistance that will be provided to all participants including the following: announcements, registration, and access to modules. **(Rubric Criterion 6)**

Performance Evaluation Measures

Provide details related to ensuring the successful implementation of HB 3 Reading Academies from a programmatic viewpoint. Provide information on how you will closely monitor and analyze the program's effectiveness and what tools you will use to self-check implementation and the success of your participants at every stage in the course. **(Rubric Criterion 7)**

Financial Viability

Provide a financial model to ensure availability of sufficient funding to adequately support all aspects of implementation for the Texas Reading Academies at little or no cost to learners. **(Rubric Criterion 8)**

Additional Information

Please include any additional information you would like to share, to inform us of your capacity to serve as an authorized provider.