



## Professional transitions to public schools for Educational Staff Associates (ESAs) Course proposal

<b>COURSE INFORMATION:</b>	
<b>Course provider organization name:</b> Click or tap here to enter text.	
<b>Course name:</b> Click or tap here to enter text.	
<b>Primary contact information for PESB proposal:</b>	
<b>Name:</b> Click or tap here to enter text.	<b>Telephone:</b> Click or tap here to enter text.
<b>Title:</b> Click or tap here to enter text.	<b>Email:</b> Click or tap here to enter text.
<b>Address:</b> Click or tap here to enter text.	
<b>Primary contact information for potential participants:</b> <i>Note: if the course is approved, this contact information will appear on our PESB website.</i>	
<b>Name:</b> Click or tap here to enter text.	<b>Telephone:</b> Click or tap here to enter text.
<b>Title:</b> Click or tap here to enter text.	<b>Email:</b> Click or tap here to enter text.
<b>Address:</b> Click or tap here to enter text.	
<b>Check the appropriate box:</b>	
<input type="checkbox"/> Approval <input type="checkbox"/> Reapproval	
<b>Check the appropriate box:</b>	
<input type="checkbox"/> I understand that my organization will need to apply for reapproval of this course per the schedule posted by PESB.	
<b>Course Details:</b>	
<b>Projected enrollment for this upcoming year:</b> Click or tap here to enter text.	<b>Projected start date:</b> Click or tap here to enter text.
<b>Length of course:</b> Click or tap here to enter text.	<b>Cost for candidates:</b> Click or tap here to enter text.
<b>Training frequency:</b>	
How often is the course offered? (For example, is this course offered three times a year, or offered on demand?)	



Click or tap here to enter text.

**Which of the following applies to your organization? (Check all that apply)**  
*Providers are not required to be one of the following types of organizations.*

Washington state clock hour provider  
 PESB approved preparation program

Accredited college/university  
 Not applicable

**What structures do you have in place for registering candidates for your course, and providing candidates with documentation for completion of the course?**

Click or tap here to enter text.

**Which of the following educational staff associate roles does the course serve? Check all that apply.**

School occupational therapist  
 School physical therapist  
 School behavioral analyst

School nurse  
 School speech language pathologist/audiologist  
 School social worker  
 School orientation and mobility specialist

**Is this a stand-alone course or is within an educator preparation program?**

**Who is eligible to enroll in this course?**

Stand alone course  
 Course within a prep program  
 Other (Please explain) Click or tap here to enter text.

Only candidates within the preparation program  
 Open to everyone  
 Enrollment conditions (Please explain) Click or tap here to enter text.

**How will the training be delivered?**

**How often will participants meet? (Ex. weekly, bi-weekly, over the weekend, etc.). Please describe below.**

In person  
 Virtually  
     Synchronous  
     Asynchronous  
 Hybrid

Click or tap here to enter text.

**Describe how your course is designed to meet the needs of adult learners: (Check all that apply and describe)**

Varied course material (text, visual aid, presentation)  
 Offers Q & A (in person, email, live chat)

Offers take-away materials  
 Interactive/engaging  
 Other: Click or tap here to enter text.



Acknowledges and builds on past experience	
Description: Click or tap here to enter text.	
Instructors must have demonstrated knowledge and experience in the course competencies. How will you ensure instructors are appropriately prepared to teach this course?	
Please include any other relevant course features or comments:	
Click or tap here to enter text.	

<b>CULTURAL RESPONSIVENESS</b>
Describe and provide 2-3 examples of how the instructional design of the course will reflect sensitivity and relevance to the cultures and backgrounds of each of the following three groups: <ul style="list-style-type: none"> <li>● The ESA course participants</li> <li>● The educators served by the ESA course participants</li> <li>● The students served by the ESA course participants</li> </ul> Description should reflect principles found within the <a href="#">CCDEI standards</a> .
Click or tap here to enter text.

**Before completing this section, please refer to the scoring rubric for additional details: [Professional Transitions to Public Schools review rubric](#)**

REQUIRED CONTENT AND DEMONSTRATION OF COMPETENCY		
All required content is found in WAC 181-79A-224  <i>*Please be sure to address italicized notes</i>	Describe in detail the course content that meets the required content in WAC 181-79A-224. Include 2-3 examples.  <i>Please include time allotted for each topic. Total number of course hours must not be less than 15. Additional time or content may be added.</i>	Describe in detail how participants demonstrate they meet this competency through assessments, key assignments, observations, etc. Include 2-3 examples.
<b>A.</b> Demonstrate an understanding of school and special education laws and policies (national, state, and	Click or tap here to enter text.	Click or tap here to enter text.



<p>local) and their application to decision-making processes in the educational setting.</p>	<p><b>Time allotted:</b></p>	
<p><b>B.</b> Understand and demonstrate knowledge of working within the culture of the schools, creating an environment that fosters safety, health, and learning for the students.</p>	<p>Click or tap here to enter text.</p> <p><b>Time allotted:</b></p>	<p>Click or tap here to enter text.</p>
<p><b>C.</b> Demonstrate knowledge of appropriate resources in the school setting.</p> <p><i>*A quality response school system level resources available to multi-disciplinary teams to support students with a variety of needs.</i></p>	<p>Click or tap here to enter text.</p> <p><b>Time allotted:</b></p>	<p>Click or tap here to enter text.</p>
<p><b>D.</b> Demonstrate knowledge of collaboration with team members which may include parents, teachers, administrators, and others to support learning outcomes for all students.</p>	<p>Click or tap here to enter text.</p> <p><b>Time allotted:</b></p>	<p>Click or tap here to enter text.</p>
<p><b>E.</b> Demonstrate knowledge of how to support the outcomes for all students through strategies such as scientifically-based practices, collaborative teaming, and ethical decision making.</p>	<p>Click or tap here to enter text.</p> <p><b>Time allotted:</b></p>	<p>Click or tap here to enter text.</p>
<p><b>F.</b> Use professional standards to inform professional growth planning.</p>	<p>Click or tap here to enter text.</p> <p><b>Time allotted:</b></p>	<p>Click or tap here to enter text.</p>

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educator quality. workforce. policy innovation.

<p><b>G.</b> Demonstrate an understanding of the use of human, community, and technological resources.</p> <p><i>*A quality response should demonstrate awareness of applicable resources to support students with a variety of needs.</i></p>	<p>Click or tap here to enter text.</p> <p><b>Time allotted:</b></p>	<p>Click or tap here to enter text.</p>
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<b>FOR REAPPROVAL ONLY</b>
Describe any modifications made to the original course, including modifications based on current policy. <i>Please include examples.</i>
<p>Click or tap here to enter text.</p>

<b>Signature:</b> Click or tap here to enter your signature.	
<b>Printed Name:</b> Click or tap here to enter text.	<b>Organization:</b> Click or tap here to enter text.
<b>Date:</b> Click or tap here to enter a date.	<b>Job Title:</b> Click or tap here to enter text.

For any questions, comments, or concerns please reach out to Leiani Sherwin at [leiani.sherwin@k12.wa.us](mailto:leiani.sherwin@k12.wa.us).

Please submit completed form to Makenzie Dyer at [makenzie.dyer@k12.wa.us](mailto:makenzie.dyer@k12.wa.us)