

## Workshop Description Checklist for CTLE Approval

Workshop Presenters- In order to provide CTLE credit for a workshop, the workshop and its description must include the following criteria. It is doubtful that a single 1-hour workshop will meet **all** of these criteria. Please consider teaming up with 1 or 2 other presenters to create a “strand” of workshops that together will fulfill all of the criteria.

Workshops (as evidenced by the workshop description) must meet the following criteria in order to offer CTLE credit:

- Participants will gain knowledge, skill and have the opportunity to **collaborate to improve instruction**
- Participants will gain knowledge, skill and have the opportunity to **collaborate to improve student achievement**
- Participants will gain knowledge and skill to meet the **diverse needs of all students**, including **English language learners**
- Participants will gain the knowledge and skill to create safe, secure, supportive and **equitable learning environments** for all students
- Participants will gain the knowledge, skill and have the opportunity to **collaborate with parents, family members and other community members**
- The workshop presenter uses **disaggregated data and other evidence of student learning** to develop the workshop goals
- The workshop promotes **technological literacy** and promotes the effective use of appropriate technology
- The workshop expands educators’ **content knowledge**
- The workshop provides participants with the knowledge and skills necessary to provide rigorous, **developmentally appropriate instructional strategies** and assesses student progress
- The workshop uses **research-based strategies**