**Letter A**

**Category I – Five Module Program**

**Template for District Letter Confirming TEAM Participation**

***Suggested Format – may be modified as needed.***

TO: [**Beginning Teacher Name]**  **ENTRY DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_

FROM: [**District Facilitator Name] EXPECTED COMPLETION DATE: \_\_\_\_\_\_\_\_\_\_**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBJECT: TEAM Program Registration Confirmation

**Welcome to the TEAM Program for [**Year**]**

As a teacher serving under an initial educator certificate or interim initial educator certificate, you are required to participate in the TEAM Program. TEAM has been designed as a program of support and professional growth that provides a module process that will enable you to examine a small slice of your teaching practice to elicit a positive outcome for yourself as a teacher, as well as for your students. There are five separate modules. They are aligned to Domains 2-6 of [Connecticut’s Common Core of Teaching (CCT)](https://portal.ct.gov/-/media/SDE/Evaluation-and-Support/CT_Common_Core_of_Teaching.pdf).

Because you hold an initial certification and are teaching in one of the following endorsement areas: *bilingual education, elementary education, English language arts, health, mathematics, Montessori, science, social studies, special education, music, physical education, visual arts, world languages and teachers of English as a second language,* you are required to participate in***Category 1, the Five-Module Program***.

Participation in this category requires the completion of all **five** modules over two years. The modules are:  **#1** - Classroom Environment; **#2** - Planning; **#3** - Instruction; **#4** - Assessment; and **#5** - Professional Responsibility. You are expected to complete program requirements in two years from your entry date[[1]](#footnote-1) in the program. If circumstances prevent you from completing the program within the expected two years, you will be granted one additional year to complete requirements successfully. If you do not complete all of your TEAM requirements successfully by your deadline date in the third year, you may no longer be eligible for continued certification. If you have completed modules in the previous year, this information is retained in your TEAM Program dashboard.

You have been assigned a mentor to assist you throughout this process. You and your mentor will work together to complete the modules. Mentors are expected to provide a minimum of 50 hours of support with an expectation of approximately 10 hours per module.

**Your mentor’s name is**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**We have scheduled an orientation to the TEAM Program on** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As TEAM District Facilitator for [name of district], I am your first contact regarding information related to the TEAM Program or questions about your status in the program. I may be reached by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Your entry date is based on when you first begin teaching. Teachers who started teaching prior to October 31 will have a September 1 entry date. Teachers who begin teaching after October 31, but prior to February 14, will have a February 15 entry date. [↑](#footnote-ref-1)