**Letter B**

**Category I I – Two 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: *business education, vocational agriculture, agriculture, home economics, library media specialist, remedial reading /remedial language arts, technology education, partially sighted, hearing impaired, blind, marketing educator, occupational subjects in technical high schools, trade and industrial occupations in a comprehensive high school, health occupations – comprehensive high school, health occupations – technical high school, dance, and theater,* you are required to participate in***Category 2, the Two-Module Program***.

Participation in this category requires the completion of **two** modules (selected from module #1 through module #4) in one school year. You may select two of the following four modules to complete program requirements:  **#1** - Classroom Environment; **#2** - Planning; **#3** - Instruction; and module **#4** - Assessment. ***NOTE:*** Module #5 is different from the other modules and focuses on the ***Code of Professional Responsibility for Educator*s**. While you are not required to participate in Module #5, we strongly encourage you to participate in the district-facilitated conversations around the ethical dilemmas that encompass this module. You are expected to complete program requirements in one year from your entry date[[1]](#footnote-1) in the program. If circumstances prevent you from completing the program within the expected one year, 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 second 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 25 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)