**READ Act**

**Request for Advisory List Submission:**

**Part I – Letter of Intent to Apply for Administrator Training**

**READ Act Advisory List of Professional Development for Administrators**

**2025**

## **Background & Purpose**

The Colorado Reading to Ensure Academic Development Act (READ Act), passed by the Colorado legislature in 2012, focuses on early literacy development for all students, kindergarten through third grade and especially for students at risk of not reaching grade level proficiency in reading by the end of third grade. Included in the READ Act is the requirement that the department shall create an advisory list of rigorous professional development programs that are related to addressing significant reading deficiencies and to applying evidence - based interventions, instruction and strategies, in addition to programs related to scientifically based and evidence-based training in teaching reading, pursuant to C.R.S 22-7-1209 that local education providers are encouraged to use.

The main purpose of the READ Act Advisory List of Professional Development Programs is to provide districts and schools with a choice of professional development that adequately enhances teacher quality and is a major vehicle that schools/districts can utilize to upgrade their capacity as it relates to the implementation of scientifically based or evidence-based literacy practices.

The department shall create an advisory list of rigorous professional development programs that local education providers are encouraged to use, which include the following criteria pursuant to C.R.S. 22-7-1209:

* Focused on or aligns with the science of reading, including teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency including oral skills, and reading comprehension; and
* Includes rigorous evaluations of learning throughout and at the end of the course that a person taking the course must pass to successfully complete the course.

The purpose of this Letter of Intent to Apply is to solicit interest from professional development vendors seeking inclusion on the 2025 READ Act Advisory List of Professional Development Programs that meet the requirements of the [READ Act](http://www.cde.state.co.us/coloradoliteracy/crsreadact2022), pursuant to C.R.S. 22-7-1209. Vendors must submit this Letter of Intent to receive an application for the entire review process. A submitted Letter of Intent does not obligate the vendor to apply. Additionally, this Letter of Intent does not guarantee a full review as reviews will be subject to meet the criteria outlined in the application, to be released February 3, 2025.

The READ Act Advisory List of Professional Development Programs approved list will be available to Colorado schools and school districts via the [Colorado Department of Education’s website](https://www.cde.state.co.us/coloradoliteracy/readactprofessionaldevelopmentevidenceteachertraining).

Inclusion on the READ Act Advisory List of Professional Development Programs does not include a provision for the expenditure of state funds to providers on the list, and there is no guarantee that providers will be selected by schools/districts. The state may revise its criteria over time as needed.

The purpose of this Advisory List Review Submission is to solicit professional development products for inclusion on the READ Act Advisory List of Professional Development Programs, pursuant to C.R.S. 22-7-1209. This is not a competitive process and will be used to provide an advisory list for Colorado school districts.

## **Criteria**

***The department may revise its criteria over time as needed.***

Pursuant to C.R.S. 12-7-1209(2)(V)(c), there are various categories of professional development that can be determined to be included in the CDE Advisory List of Professional Development.

At this time, the department is seeking submissions for professional development that meets the requirements for the Administrator Training in teaching reading as described in the Colorado READ Act and corresponding State Board Rules.

### **Evidence-Based Training in Teaching Reading**

This section is to provide Colorado stakeholders with additional options to meet the criteria for evidenced based training for Administrators.

This category will include professional development that:

* + addresses the content of the Colorado Principal Literacy Standards referenced in the state board's [Rules for the Administration of The Colorado Reading to Ensure Academic Development Act (Read Act), 1 CCR 301-92](https://www.cde.state.co.us/coloradoliteracy/1-ccr-301-92_clean-final), [section 13.01(D)(1)](https://www.cde.state.co.us/coloradoliteracy/1-ccr-301-92_clean-final) (effective December 30, 2022).
	+ focuses on or aligns to the science of reading, including teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency including oral skills, and reading comprehension pursuant to 22-7-1209(2)(c)(I).
		- is based on the science of teaching reading as articulated in the work of the National Reading Panel and subsequent, up-to-date, peer-reviewed, evidence-based research in reading instruction.
	+ is aligned to the requirements of the Colorado READ Act and the K – 12 Colorado Academic Standards in reading, writing, and communicating.
	+ includes information on how the brain learns to read and the nature of reading difficulties (e.g., dyslexia, generalized language learning disorders) as well as special considerations for supporting culturally and linguistically diverse learners with learning to read.
	+ Supports understanding of how administrators build high quality literacy practices in schools and districts
	+ a minimum of 20 hours for administrators that have not previously taken a CDE approved course that meets the teacher training requirement.
	+ a minimum of 5 hours for administrators that have taken a [CDE approved course](http://www.cde.state.co.us/coloradoliteracy/readactprofessionaldevelopmentevidenceteachertraining) for K-12 Reading. Content for the 5-hour training should be reflective of all content standards not addressed in the K-12 training.
		- The 5-hour course for administrators must be a companion to the CDE approved K-3 or K-12 course.
	+ includes rigorous evaluations of learning throughout and at the end of the course that a person taking the course must pass to successfully complete the course pursuant to 22-7-1208(6.5)(a) and 22-7-1209(2)(c)(II).
		- An assessment for each minimum hour pathway must be included. The assessment must demonstrate the participants mastery of the content learned throughout the course. For example, an assessment for the 20-hour training must include items aligned to the 20-hour training. An assessment for the 5-hour training must include only items aligned to the 5-hour training.
		- Each assessment must require participants in the training to pass with 80% or more. Proposals must demonstrate how each participant will be scored and the scoring criteria.
	+ produces completion documentation (e.g. certificate, data pull, etc.) that will allow the local education provider (LEP) to submit evidence to the department that the participant passed an end of course assessment which demonstrates the participants understanding of evidence-based based practices in teaching reading and administrating comprehensive literacy pursuant to 22-7-1208(6.5)(a).
		- A certificate of completion that will be given to participants after completing the course and passing the end of course assessment needs to be included in the application. This certificate must include:
			* Vendor logo
			* Name of the training
			* Participants full legal name printed and not handwritten
			* Name of the trainer
			* Number of participation hours
			* Dates of training
			* Score received on the end of course assessment
			* Vendor signature
		- *Please note: If the certificate of completion is changed at any time, the vendor must notify CDE and send an updated copy. All updated copies must include the components listed above.*
* Applicants must demonstrate the time commitment for full course completion. If a course requires participants to engage in more than 20 hours (or 5 hours), applicants must provide an assurance that accommodations for reducing the participation hours can be made for Colorado.

## **Information on Training Hours**

1 CCR 301-92, 13.01 (D)(1) specifies that Colorado administrators complete 20 hours of training in evidence-based practices related to reading, inclusive of how to support instructional practices for teachers. CDE seeks vendor applications that can ensure that any product included in the READ Act Advisory List for Professional Development can be completed within 20 hours.

CDE understands that some vendors may have existing products that consist of more than 20 hours. To support administrators, if a vendor product is more than 20 hours vendors are asked to provide:

* A guarantee that all Colorado requirements can be completed within 20 hours.
* An explanation of how the content is abbreviated to ensure that Colorado administrators can complete the content in 20 hours.
* That any training taken includes a participant end of course assessment that measures understanding of the content included in the 20 hours.
* A certificate of completion that demonstrates that a Colorado administrator has completed the 20-hour Colorado requirements upon completion of the required content.

## **Overview of the Review Process**

## Evidence-based training for administrators will be reviewed in two phases. In **Phase 1** reviewers will evaluate programs on the key elements and features of administrator training, including:

* research alignment
* meets Colorado statute and rule requirements

Programs that meet criteria in *Phase 1* will move on to *Phase 2*.

The **Phase 2** review involves evaluating the extent to which the professional development aligns to the Colorado Principal Literacy Standards in the Colorado READ Act Rules (1 CCR 301-92, 13.01(D)(1)) and the Colorado Elementary Teacher Literacy Standards.

**Vendor Interactions During Review Period**

CDE is committed to conducting an unbiased review process and ensuring that conflicts of interest do not influence the results of the review. Throughout the instructional programming review process, official department communication with vendors will be via notices on the website or through email communication initiated by CDE.

The sole point of contact for the instructional program review process is READAct@cde.state.co.us. Vendors may not reach out to the evaluation team, or other CDE staff other than the sole point of contact unless the evaluation team, or other CDE staff initiate contact.

In the event that vendors reach out to the evaluation team, or other CDE staff other than the sole point of contact to discuss or influence the evaluation and review process, the vendor’s product may, in CDE’s sole discretion, not be considered for inclusion on the READ Act Advisory List of Instructional Programming.

CDE will provide technical assistance with submitting the application documents but will not answer questions about how to respond to items within the application. CDE will not meet with individual applicants to discuss the results of the review. Applicants should rely on feedback given in the rubric to determine whether to submit an appeal.

**Colorado Open Records Act**

The Colorado Department of Education is committed to transparency and open government. All instructional program applications and materials submitted for review are part of public records and subject to the [Colorado Open Records Act, C.R.S. Title 24, Article 72, Part 2.](https://www.cde.state.co.us/communications/corapolicy)

When submitting a program application and materials, the vendor may request restrictions on the use or inspection of material contained within the proposal if allowable pursuant to the Colorado Open Records Act (CORA), C.R.S. Title 24, Article 72, Part 2.

If a vendor chooses to request confidentiality of information, the confidentiality of information must be submitted through a separate Syncplicity folder. The vendor must contact READAct@cde.state.co.us to request a confidential Syncplicity folder. The vendor must provide:

* A written statement indicating what specific exemption outlined in C.R.S. 24-72-204(2) or C.R.S. 24-72-204(3) applies to the suggested confidential/proprietary information which would allow for the material to be exempted from CORA. The letter must also specifically state what elements of the application and materials are to be considered confidential/proprietary.
* The entire program application and materials with all confidential/proprietary information **redacted**.

Therefore, if submitting a program application and materials with items redacted, the vendor must notify CDE to create a Syncplicity folder to provide the redacted version.

The vendor must provide one original version with no redactions and one version with all confidential information that confidentiality is being requested for redacted.

Submitting confidential/proprietary information with the application and material documents will nullify the confidential/proprietary status and will remove any restrictions on the use or inspection of the material.

Neither an application in its entirety nor the cost/price information will be granted confidential/proprietary status.

Upon completion of the review process, the applications and materials will be open to public inspection pursuant to the Colorado Open Records Act, subject to any continued prohibition on the disclosure of confidential data. If a CORA request is received by CDE after the review is concluded, CDE may reach out to the vendor to review the CORA request.

## **Process & Timeline**

**Process:**

The CDE process for the review of professional development materials for inclusion on the READ Act Advisory List of Professional Development follows these steps:

* P*art I – Letter of Intent to Apply*
* Part II – Professional Development Review
	+ Professional Development must meet the *Part I - Letter of Intent to Apply* criteria to receive the *Part II - Professional Development Review* application from CDE.
* Appeal Window
* Professional Development posted on the CDE website

**Completion of *Part I – Letter of Intent to Apply* does not guarantee a vendor will be approved. Vendors meeting *Part I - Letter of Intent to Apply* must still complete the *Part II - Professional Development Review* and be approved before final inclusion in the READ Act Advisory List of Professional Development. Professional development that meet the *Letter of Intent to Apply* criteria will receive the *Professional Development Review* application by email from CDE.**

**Timeline:**

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| **Part I – Letter of Intent to Apply** |
| January 14, 2025 | Notification of *Letter of Intent to Apply*  |
| January 15-17, 2025 | Technical Assistance Webinar Sessions for *Letter of Intent to Apply***Due to the complexity of the application process, vendors interested in submitting a *Part I - Letter of Intent to Apply* must attend the webinar session to determine which *Letter of Intent to Apply* to complete.** * Thursday, January 16, 1:00-2:00 pm MT [Zoom Registration Link](https://us06web.zoom.us/webinar/register/WN_M8bbBwJATzy-wSdXkkDRHg)
* Tuesday, January 21, 1:00-2:00 pm MT [Zoom Registration Link](https://us06web.zoom.us/webinar/register/WN_Jwa39i09T_mdLBQjGIhVFA)
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| January 24, 2025 |  Letters of Intent to Apply due to CDE by 4:00 PM MT |
| January 27-January 31, 2025 | CDE review of *Letter of Intent to Apply*  |
| February 3, 2025 | Vendor notification *Letter of Intent to Apply* decision. Applications are distributed to eligible vendors for *Professional Development Review*. |
| February 3-February 28, 2025 | Application window, for invited vendors, for professional development review. |

*Please note: The timeline for review and approval of assessments may be extended or changed if unforeseen circumstances arise during the review period.*

**Note:** The following version of the *Letter of Intent to Apply* application is intended only as a reference document for instructions and planning purposes.

*Letter of Intent to Apply* applications will be submitted online via Smartsheet form.

Submission of materials either in hard copy or via email will not be accepted.

## **Letter of Intent to Apply**

All requested information in *Letter of Intent to Apply* must be included to advance to the *Professional Development Review* of the *Advisory List Submission for Review*. The information below serves as a reference for the information required for the *Letter of Intent to Apply* submission. The submission will be completed through a [Smartsheet form](https://app.smartsheet.com/b/form/e1963aef1bb04cc09e798822f69dd99a).

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| **Name of Publisher:**        |
| **Product Title and Edition:**        | **Publication Year:**        |
| **Contact Person for the Review Submission:**        | **Email:**        |
| **Telephone:**        | **Mailing Address:**         |
| **Publisher Webpage:**        | **Product Webpage:**       The webpage is specifically related to the professional development materials for review. |
| **Professional Development Submission Overview** |
| **Please describe the materials being submitted for review and inclusion on the Advisory List.**  |
| **Administrator Training Type:** There are two submission pathways for the Evidence-Based Administrator Training. Please read the information below and select all options that apply. **[ ]  Minimum 20 hours:** Professional development that includes all administrator standards and can be abbreviated to support participant completion in 20 hours. Includes an end of course assessment that can be completed after the 20 hours. **[ ]  Minimum 5 hours:** Professional development that demonstrates past participation in K-3 or K-12 Teacher Training and provides an addition of 5 hours to meet administrator standards. Includes an end of course assessment that can be completed after the 5 hours. Content for the 5-hour training should be reflective of all content standards not addressed in the K-3 or K-12 trainings.**Professional development currently on the Advisory List.** ([2023 Approved Professional Development to meet the READ Act K-3 Teacher Training Requirement list](http://www.cde.state.co.us/coloradoliteracy/readactprofessionaldevelopmentevidenceteachertraining))On current advisory list:**[ ]** Yes**[ ]** No **[ ]** * The 5-hour course for administrators must be a companion to the CDE approved K-3 or K-12 course.
 |
| **Meets READ Act Requirements:****Statutory Requirements:*** + must be a minimum of 20 hours for administrators who have not taken a CDE approved course for K-3 Reading or a minimum of 5 hours (1 CCR 301-92, 13.01(C)(1) for administrators who have taken a CDE approved course for K-12 Reading.
	+ includes rigorous evaluations of learning throughout the course (e.g. true/false, multiple choice, short answer, essay, etc.)
	+ includes a rigorous end of course assessment
	+ includes a process for documentation of successful completion of the course and end of course assessment (e.g. certificate, data pull, etc.)
	+ addresses all the content of the Colorado Principal Literacy Standards referenced in [1 CCR 301-92, 13.01 (D)(1)](https://www.cde.state.co.us/coloradoliteracy/1-ccr-301-92_clean-final)

**Verification of understanding that all assessments on the advisory list must meet READ Act requirements.** Professional development included on the READ Act Advisory List, must align to the practices defined in Colorado statute. Colorado expects all districts to implement scientifically and evidence-based practices. No professional development will be included that supports the use of the Three Cueing Systems Model of Reading, also known as Meaning, Syntax, Visual (MSV) as their primary model for instruction. If professional development is aligned to practices or curriculum that promotes Balanced Literacy or Whole Language instructional practices (in materials or on the program website), it will not be approved.***Type your name to provide an electronic signature to verify understanding of the READ Act requirements.***       |
| **Digital Submission:****Verification that all materials must be submitted digitally or in an online format for the *Professional Development Review application*.**Only electronic versions of the completed application and materials will be accepted. The electronic submission must be submitted in PDF form. Any materials submitted must be either available online or submitted as a PDF. Hard copies of materials cannot be accepted and will not, under any circumstances, be reviewed. ***Type your name to provide an electronic signature to verify understanding of the digital or online format submission requirements for the Professional Development Review application.***       |

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| **All *Letter of Intent to Apply* submissions must be received by January 24, 2025, at 4:00 PM MT.****Submit the *Letter of Intent to Apply* through the** [**Smartsheet form**](https://app.smartsheet.com/b/form/e1963aef1bb04cc09e798822f69dd99a)For questions, please contact READAct@cde.state.co.us.  |