

HET (Highly Effective Teaching) SCHOOL CERTIFICATION

Application for certification as an HET Certified School for the 2016-2017 year is now available.

Certification is a status honoring a school's dedication to high student outcomes, implementation of brain research to achieve optimal teaching and learning using the *HET* model, and education collaboration between staff, students, and the community.

Certification creates a CFPE–school partnership offering numerous mutual benefits as part of a reciprocal agreement:

The *HET* Certified School may:

- Include *HET* School Certification status in reports, grant proposals, and other material (print & web)
- Create brochures and other material explaining its status as an *HET* Certified School (provide a copy to CFPE in advance)
- Use official *HET* logo(s) as provided from by CFPE where appropriate
- Utilize the school's *HET* certified staff to provide professional development for the school and other schools in its district (must be approved by CFPE)
- Charge a modest fee for visitors or groups wishing to view the *HET* model in action (guided tour) and use such monies for funding future professional development for the school
- Host *HET* training events in collaboration with CFPE and receive a fee for such hosting

The Center for the Future of Public Education may:

- List your school as an *HET* Certified School with links to your site on the official CFPE website (www.CFPEdu.org) and in other promotional materials
- Refer persons/groups interested in visiting an *HET* Certified School to a contact person at your school
- Request school/district printed material, video footage, photos, permissions, etc. to be shared with other interested districts
- Become a professional development partner in mutual pursuit of continuing improvement of the *HET* model. With the school's approval, CFPE may offer professional growth opportunities for the school's *HET* certified staff in order to improve their expertise to provide training within the school and district; this may include paid contract work as teacher of students and/or teacher of teachers at Model Teaching Weeks

Certification, which automatically grants a site License Agreement for use of the *HET* model, is valid for three years, after which a school may resubmit Step 2 of this application for renewal of their certification.

PROCESS: Schools applying for the first time, should following the two-step process described below. Schools seeking renewal of their *HET* School Certification status should see the instructions at the end of this application process.

For first-time applicants:

- 1) REQUEST TO APPLY and, upon approval of Step One,
- 2) APPLY FOR CERTIFICATION

STEP 1: REQUEST TO APPLY FOR *HET* SCHOOL CERTIFICATION

Approval of a **Request to Apply** is based on the following criteria:

- A. All staff members have an understanding of current brain research and the *HET* Learning Principles. They use this information to guide daily planning and implementation efforts.
At least 40% of the staff have completed Stage 1 of the *HET* Stages of Implementation; another 40% have completed Stage 2 as described in *Your Personal Guide to Implementing HET in the Classroom*.
- B. School culture is based in use of the *HET* Lifelong Guidelines & LIFESKILLS by adults and students.
- C. Staff uses strategies to build a community of learners (ongoing use of the Lifelong Guidelines and LIFESKILLS, Life Lingo, Town Hall meetings, etc.)
- D. Classrooms provide evidence of the *HET* Curricula Components (concepts, key points, inquiries) and the nine bodybrain-compatible elements.
- E. Social/Political action projects are regularly and appropriately incorporated at every grade level.
- F. School/District Professional Library includes *HET* resources for teachers and parents:
 - *Exceeding Expectations: A User's Guide to Implementing Brain Research* (Kovalik and Olsen)
 - *Tools for Citizenship & Life: Using Lifelong Guidelines & LIFESKILLS in Your Classroom* (Pearson)
 - *Spark: The Revolutionary New Science of Exercise and the Brain* (Ratey)
 - *Character Begins at Home: Family Tools for Teaching Character and Value* (Pearson and Olsen)
 - *HET in Action* (DVD set)
 - *Classroom Leadership* (DVD set)
 - *Brain Gym* (Dennison and Dennison)
 - At least three additional brain research books
 - At least three books about educational leadership
 - At least three books about curriculum development and/or instructional strategies that complement you *HET* implementation
 - Content area books that support the district/school's content expectations & grade level benchmarks
- G. Coaching by a CFPE coach has occurred at least twice a year for the past three years.
- H. A cadre of teachers at the school are being trained as peer coaches.
- I. Staff members have attended at least one national *HET* training in the past three years (indicate the percent of staff who registered by dates/years attended)
 - SEE Conference _____% staff; _____ year(s) attended
 - Summer Institute _____% staff; _____ year(s) attended
 - Other _____% staff; _____ year(s) attended

Instructions for submitting a Request to Apply:

1. *Application Letter* (8½" x 11" vertical, 12 pt. Times font, single spaced, maximum of 10 pages) detailing:

A. *The REQUEST* — Please tell us in 150 words or less WHY you wish to pursue *HET* School Certification.

B. *The HET JOURNEY* (Beginnings, Accomplishments, Reflections) — In 5-8 pages, please include the following information as well as any other items and/or processes you would like to share:

- Implementation of the *HET* Learning Principles, especially how the definition of Learning as a Two-Step Process has been used to help teachers teach effectively the first time
- Use of the Two-Step Learning definition (*Exceeding Expectations: A User's Guide to Implementing Brain Research in the Classroom, Fifth Edition Revised*, Chs. 4-5) for instruction and assessment
- Explanation of how at least four of the nine BodyBrain-Compatible Elements have been implemented and the most significant outcomes that have occurred so far
- Description of how the Lifelong Guidelines and LIFESKILLS shape school culture
- Description of Learning Club collaboration for horizontal and vertical planning, training, implementation, and evaluation

- Description of use of the Lifelong Guidelines/LIFESKILLS, Learning Clubs, and "Town Hall" meetings in classrooms
- Description of how movement/aerobic exercise is used to support learning
- Summary of social/political action projects, including community outreach
- Overview of disciplinary records – data detailing changes/improvements in behavior

C. *The FUTURE*— Next steps (goals for immediate future & how you will regroup to solve/move persistent problems/obstacles)

2. *Data Report*— Three years of assessment results and relevant indicators (state/district/national, formative as well as summative)

3. *Professional Development Plan*— for implementing the *HET* model, particularly for bringing newly-hired teachers up to speed, and any other program improvement initiatives on campus

Date: _____ Name of Contact Person: _____ Email: _____

School Name: _____ Grades: _____ – _____ /Public /Charter /Private

Address: _____ City: _____ Zip: _____

Phone: (_____) _____ State/Province: _____

Fax: (_____) _____ Number of years implementing *HET*: _____

School District: _____ Phone: _____

Name(s) of CFPE Coach(es) serving our school: _____

APPROVAL and AUTHORIZATION to Apply for HET School Certification, Step 2:

1. School Administrator/Principal *(please SIGN in blue ink)*

Name: _____ Phone: _____

School: _____ email: _____

AND

2. President of PTO/PTA/Parent Group *(please SIGN in blue ink)*

Name: _____ Phone: _____

Organization: _____ email: _____

THIS REQUEST TO APPLY MUST BE SUBMITTED ELECTRONICALLY (in MS WORD or as a PDF file) to info@CFPEdu.org. A NON-REFUNDABLE Application Fee of \$750—by purchase order or by credit card—must be made on the website, www.CFPEdu.org

This fee is used to cover the costs of reviewing the submitted Request to Apply and is non-refundable, the results of which will be communicated to the applicant within 30 days of receipt of this application.