

## STEP 2: APPLICATION FOR HET SCHOOL CERTIFICATION

**Application for HET School Certification is by invitation, requiring approval of the Request to Apply.**

Please update criteria A-I that was submitted in Step 1: Request to Apply:

- 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

Please indicate your status regarding the following criteria:

- A. **Hosted** school/district staff professional development in the *HET Model* (fill in appropriate spaces)
  - Model Teaching Week: \_\_\_\_\_ (grade levels) \_\_\_\_\_ (# of attendees) \_\_\_\_\_ (coach)
  - Curriculum Academy: \_\_\_\_\_ (grade levels) \_\_\_\_\_ (# of attendees) \_\_\_\_\_ (coach)
  - Summer Institute \_\_\_\_\_ (year)
  - Other *HET* Trainings (circle): Power Packs, 3-Day, Leadership, Other \_\_\_\_\_
- B. **Host** for a SEE Conference. Year: \_\_\_\_\_

**Instructions for submitting an Application for HET School Certification:**

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 are requesting 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: \_\_\_\_\_

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

**1. 1. District Superintendent** *(please SIGN in blue ink)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

District: \_\_\_\_\_ email: \_\_\_\_\_

**AND**

**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: \_\_\_\_\_

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**THIS APPLICATION MUST BE SUBMITTED ELECTRONICALLY (in MS WORD or as a PDF file) to [info@CFPEdu.org](mailto:info@CFPEdu.org).**

A NON-REFUNDABLE Application Fee of \$950—by purchase order or by credit card—should be made on the website, [www.CFPEdu.org](http://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.