



APPLICATION FOR APPROVAL OF PROFESSIONAL DEVELOPMENT FOR THE TAGT ADMINISTRATOR AWARENESS CERTIFICATE

The TAGT Administrator Awareness Certificate is awarded by the Texas Association for the Gifted and Talented. TAGT encourages any person or organization offering quality professional development for administrators of programs associated with gifted and talented students to apply for approval of Administrator Professional Development in Gifted and Talented Education. If your application is approved, you will be able to offer professional development that applies toward the TAGT Administrator Awareness Certificate. Participants may receive the TAGT Administrator Awareness Certificate after the completion of 18 clock hours, covering the four core areas listed below. Carefully complete each section of the application, relating objectives and workshop activities to the core area(s) in which professional development hours are sought (see other side for detail).

Send one (1) copy of this application -- at least 30 days prior to the planned training -- to **TAGT Associate Director, 1524 South IH 35, #205, Austin, TX 78704**. You will be notified regarding the status of your application as soon as review is completed.

PLEASE PRINT OR TYPE CLEARLY

I. Title of Administrator Professional Development: _____

II. Presenter(s): _____
(Please attach a resume for each presenter)

III. Date(s) of Professional Development: _____
(Please submit application at least 30 days prior to planned professional development)

IV. Indicate the number of clock hours requested beside each core area addresses:
_____ Program Options and Design
_____ Nature and Needs of G/T Learners
_____ Law and Policy for Gifted and Talented
_____ Additional Study; specify topic: _____

V. Please attach a description and outline of the professional development.

VI. Sponsoring Organization/Contact Person:

First/Last Name			Organization
/	/	/	
Work Telephone	Home Telephone	Fax No.	Electronic Mail
Street/P.O. Box	City	State	Zip Code

Criteria for Review:

- ___ relates to the TAGT core knowledge areas and administrator competencies
- ___ the description clearly shows that the professional development relates primarily to gifted students
- ___ the clock hours for each competency are reflected in the attached agenda, syllabus, or program
- ___ the presenters' resumes indicate experience and/or training in gifted and talented education
- ___ the content related to current issues in gifted education
- ___ the content is supported by research in gifted education

TAGT ADMINISTRATOR AWARENESS CERTIFICATE

TAGT CORE KNOWLEDGE AREAS AND ADMINISTRATOR COMPETENCIES

The TAGT Administrator Awareness Certificate is awarded to individuals who have completed 18 clock hours of approved professional development. A panel of professionals in the field of gifted education developed the competencies and time requirements noted below. Sessions that address standards relating to the four core areas of gifted education and related administrator competencies may be counted toward the hours required for the 18-hour TAGT Administrator Awareness Certificate. Once an individual has completed 18 clock hours of TAGT-endorsed professional development for administrators, then he or she may apply to TAGT to receive the TAGT Administrator Awareness Certificate.

1.0 Program Options and Design (6 clock hours)

- 1.1 Implements differentiated curriculum aligned PK – 12 and Higher Ed (PK – 16).
- 1.2 Develops scheduling that encourages multiple options, such as credit by exam, AP/IB programs, distance learning, independent study/mentorships, online courses, residential schools, dual/concurrent credit courses, array of services continuum, middle school options, and elementary options.
- 1.3 Administers staffing issues related to gifted/talented education such as hiring, coordinating, training, evaluating, and collaborating.

2.0 Nature and Needs of G/T Learners (3 clock hours)

- 2.1 Knows basic terminology, current definitions, theories, and models of giftedness.
- 2.2 Identifies characteristics and their effects on academic and social settings.
- 2.3 Identifies characteristics of under-represented groups of gifted and talented students such as lower socio-economic status, physically challenged, African-American, Hispanic, limited English proficient, and/or learning disabled students. Understands the implications of these groups' characteristics on programs for the gifted and talented.
- 2.4 Creates an environment in which gifted and talented students feel challenged and safe to explore and express their uniqueness.
- 2.5 Uses broad-based, multifaceted identification procedures, including varied sources of information and qualitative and quantitative measures that match specific areas of ability.
- 2.6 Understands the characteristics of under-represented groups of gifted and talented students such as lower socio-economic status, physically challenged, African-American, Hispanic, limited English proficient, and/or learning disabled students. Understands how to provide equal access to programs for gifted and talent students.
- 2.7 Understands approaches for educating and involving parents, the community, and other professionals in supporting gifted and talented children.

3.0 Law and Policy for Gifted and Talented (3 clock hours)

- 3.1 Knows and understands laws, rules, and policies that impact the education of gifted and talented students.
- 3.2 Identifies hot topics in gifted education including those that are legal, political, and current issues.
- 3.3 Implements mandated practices in ways that support education of gifted students such as site-based decision making, teacher appraisal, district compliance, parent/community involvement, campus plans, and others.

4.0 Additional Study (6 clock hours)

- 4.1 Based on administrator need and interest, six additional hours related to education of gifted/talented students must be completed.

TAGT ADMINISTRATOR AWARENESS CERTIFICATE

Procedures for Reviewing Applications for Approval of Administrator Professional Development in Gifted and Talented Education

Applicants will:

- 1) Complete “Application for Approval of Administrator Professional Development in Gifted and Talented Education.” Be sure to include all required information, such as a description of the workshop and a resume for each presenter.
- 2) Submit applications for approval no later than one month (30 days) prior to the activity. Send applications to: TAGT Associate Director, 1524 South IH 35, #205, Austin, TX 78704.

TAGT Associate Director will:

- 1) Review application and approve if completed properly. The criteria for approval are used to ensure that:
 - the TAGT core knowledge areas and administrator competencies are addressed
 - the description clearly explains that the professional development relates primarily to gifted students
 - the clock hours for each competency are reflected in the attached agenda or program
 - the presenter’s resume indicates experience and/or training in gifted and talented education.
 - the content related to current issues in gifted education
 - the content is supported by research in gifted education
- 2) Contact applicant and/or return application to applicant, if necessary, with an explanation of missing or incomplete elements

If approved, TAGT office will:

- 1) Add approved professional development to database.
- 2) Send letter of approval to applicant, showing approved training hours and core area(s).

Applicant will:

- 1) Conduct approved professional development.
- 2) (If activity is less than 18 hours): Provide each participant with evidence of completion of approved Administrator Professional Development (e.g. certificate of attendance, etc.). It is the responsibility of each participant to retain all documentation and to submit the Application for TAGT Administrator Awareness Certificate when he/she has completed the required 18 hours.
- 3) (If activity is 18+ hours and meets all TAGT Administrator Awareness Certificate requirements): Submit the names of those who completed the 18+ clock hours of approved Administrator Professional Development in Gifted and Talented Education to TAGT for certificates.

TAGT office will:

- 1) Upon receipt of request for certificates, verify by database that all Administrator Professional Development has prior approval.
- 2) Issue certificates.