

**PENNSYLVANIA DEPARTMENT OF EDUCATION  
INVITATION TO QUALIFY (ITQ)  
INFORMATION AND INSTRUCTIONS**

**December 2016**

**Introduction**

Pennsylvania recognizes that effective leadership is one of the most important predictors of student success in school. Act 45 of 2007 reflects Pennsylvania's commitment to excellent leadership in education by refocusing all professional education on the nine PA Leadership Standards (listed on page 2). The Department is seeking proposals from educational entities that want to be considered Approved Providers of continuing professional education for school and system leaders, as defined by Act 45 of 2007. This document describes the Department's expectations for professional education that is offered to school and system leaders. Successful applicants will meet the specifications outlined in this document, and the courses or programs submitted will be approved for a period of three (3) years.

This ITQ will be issued quarterly in 2016 in the following months: January, April, July, and October.

**Background**

The law requires all principals and assistant principals who are employed after January 1, 2008, to complete a Principals' Induction Program that addresses the three core standards. The Department is required to provide a program at no cost to individuals or their school entities, and required participation is limited to 36 in-class hours per year, or a total of 108 in-class hours for the entire Principals' Induction Program.

The law also requires all school and system leaders (defined as principal, assistant or vice principal, superintendent, assistant superintendent, I.U. executive director, I.U. assistant executive director, and AVTS director) to meet their Act 48 continuing professional education requirements through programs that address the three core and the six corollary standards. The Department is required to provide a program of Continuing Professional Education for School and System Leaders at no cost to the individual or their school entity.

The Department is required to approve other providers for the Principals' Induction Program and the Continuing Professional Education for School and System Leaders and must annually publish the list of Approved Providers. The Approved Providers may charge a fee or tuition for the courses or programs that they offer.

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## **Pennsylvania Department of Education Expectations for Professional Education for School and System Leaders**

The context for professional education for school and system leaders is an aligned education system for improved student achievement. The PA Leadership Standards focus professional education on the key elements of that system. Quality leadership and a continuous learning ethic are the pillars that support a successful education system.

Approved courses or programs will be designed to help leaders:

- develop the knowledge and understanding required to create and continuously improve standards-aligned instructional systems.
- increase professional accountability through the Framework for Leadership domains.
- create and improve a data-driven culture (ie: Value Added Measures, Comprehensive Planning, SPP).
- design professional learning communities.
- focus on results-driven planning.

### **The Invitation to Qualify Process**

The Invitation to Qualify Process permits providers to submit a course, program or Principal Induction Program for approval. All courses and programs must address core and/ or corollary standards as set forth in the Pennsylvania School Leadership Standards. Each of the three core standards must be addressed in Principal Induction Program applications.

If applicable, identify if the course or program refers to or is related to any of the Domains in the PDE Framework for Leadership. If the course or program is correlated this could provide a training tool for professional growth that will provide support for administrators.

### **PA Leadership Standards**

#### **Core Standards**

- I. Knowledge and skills to think and plan strategically creating an organizational vision around personalized student success.
- II. An understanding of standards-based systems theory and design and the ability to transfer that knowledge to the leader's job as an architect of standards based reform in the school.
- III. The ability to access and use appropriate data to inform decision-making at all levels of the system.

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## **Corollary Standards**

- I. Creating a culture of teaching and learning with an emphasis on learning.
- II. Managing resources for effective results.
- III. Collaborating, communicating, engaging and empowering others inside and outside the organization to pursue excellence in learning.
- IV. Operating in a fair and equitable manner with personal and professional integrity.
- V. Advocating for children and public education in the larger political, social, economic, legal and cultural context.
- VI. Supporting professional growth of self and others through practice and inquiry.

## **Framework for Leadership Domains**

Domain 1: Strategic/Cultural Leadership

Domain 2: Systems Leadership

Domain 3: Leadership for Learning

Domain 4: Professional and Community Leadership

## **Quality Control Measures**

The provider is required on page 3 of the application to demonstrate how they will maintain quality control measures to ensure that the proposed course or program is achieving the desired outcomes, such as follow-up surveys of participants, their supervisors, and their subordinates. **Identify the measures below or indicate the page number(s) in this application where the measures are identified.**

*The Pennsylvania Department of Education will randomly select participants from each course to take a confidential on-line survey in order to help maintain quality control measures.*

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## **Courses, Programs, Principal Induction Program and Required Hours**

A **course** is a series of lessons offered for credit by a college/university, intermediate unit, PDE, or an approved entity where each credit is equivalent to 14 hours of study (i.e. in-class, online and blended learning) and 16 hours of related, job-embedded assignments, culminating in an evaluated final product that is focused on improving conditions in the school or system that will lead to increased student success. **The course must be a minimum of 30 hours and cannot exceed 50 hours in value.**

**A detailed outline of all job embedded assignments must be attached to the application and include the hours associated with each assignment.**

A **program** is a series of related professional education activities with a common theme and a results-based focus that is conducted over a period of time. Programs may be offered by a college/university, intermediate unit, professional association, school district, PDE, or other approved entity. The program must provide a minimum of 25 hours of study inclusive of related, job-embedded assignments, culminating in an evaluated final project that is focused on improving conditions in the school or system that will lead to increased student success. **The program must be a minimum of 25 hours and cannot exceed 40 hours in value including job-embedded assignments.**

**A detailed outline of all job embedded assignments must be attached to the application and include the hours associated with each assignment.**

The law requires all principals and assistant principals who are employed after January 1, 2008, to complete a **Principal Induction Program** that addresses the three core standards. The Department is required to provide a program at no cost to individuals or their school entities, and required participation is limited to 36 in-class hours per year, or a total of **108 in-class hours for the entire Principal Induction Program.**

**A detailed outline of all job embedded assignments must be attached to the application. The hours associated with each assignment must be included.**

## **The Approval Process**

1. Entities eligible to submit Act 45 courses or programs through the ITQ process include:
  - a. Institutions of Higher Education (courses for continuing education only; not certification or degree programs)
  - b. Intermediate Units
  - c. School Districts
  - d. Professional Associations
  - e. Non-profit Organizations
  - f. Corporation, partnership or limited liability company
  
2. **Entities must be approved by PDE as an Act 48 professional development provider.** If you are not already an Act 48 Approved Provider, please review the Approved Provider guidelines and complete the Act 48 Approved Provider application **in addition to this application**. The Approved Provider application can be found at:  
<http://www.education.pa.gov/Documents/Teachers-Administrators/Act%2048-PERMS/Act%2048%20Approved%20Provider%20Guidelines.pdf> .
  
3. The first page of your application is a cover page. All requested information on the cover page must be completed. Do not return the six pages of the ITQ information/instruction document or the scoring guide. They contain background information and are not part of the application.
  
4. A separate application with the cover page must be submitted for each course or program proposal. Please submit three paper copies of each proposal (no binders please).
  
5. Applications must address the criteria requested in this application, use the syllabus framework provided, and include all relevant attachments. **The application will not be considered if it is incomplete.**
  
6. Completed proposals must be postmarked by **Friday, November 11, 2016.**  
**Mail three (3) paper copies to:**  
  
Carla Wilson  
Pennsylvania Department of Education  
333 Market Street, **10th Floor**  
Harrisburg, PA 17126-0333  
717-346-7112  
[c-wilson@pa.gov](mailto:c-wilson@pa.gov)  
  
**Proposal applications will not be accepted by email or fax.**
  
7. The review team consists of PDE staff and educators who have served or currently are serving as superintendents, principals, university faculty, and Intermediate Unit staff. They meet quarterly, approximately ten days following the deadline for proposals.

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8. Each proposal is scored by two or more reviewers, using the scoring guide that is included with this framework, and they must reach consensus on whether the course/proposal has met the criteria. **All six parts** of the application must meet with the reviewers' approval to be approved.
9. Entities are notified of the results of the review session within 30 days.
  - a. If the proposal is approved it will be posted on the PA Inspired Leadership website at <http://www.education.pa.gov/Teachers%20-%20Administrators/PA%20Inspired%20Leaders/Pages/default.aspx#.VeSdDH7D-Ul> .
  - b. If the proposal is not approved, the reviewers' comments will be provided to the applicant, and the entity may submit a revised proposal in the next quarter.