

# Master Reading Teacher Application Packet

## Phase I

(Reading Specialist Certification)

Or

## Phase II

(Teaching Certification, plus three years experience)

### **Table of Contents:**

1. MRT Information Brochure
2. MRT Questions & Answers
3. MRT Application
  - Forms of Recommendation
  - MRT Self Evaluation
  - MRT Statement of Time Commitment
  - Statement of Teaching Philosophy

When returning the application packet, please include:

- ✓ All listed items,
- ✓ A copy of your teaching certificate.

Contact: Michelle Hilton, MRT Coordinator  
(806) 281-5842 or [mhilton@esc17.net](mailto:mhilton@esc17.net)

## **Master Reading Teacher Awareness Questions and Answers**

**Q: Who can apply?**

A: Any teacher can apply who has three years of teaching experience. Phase I is for Reading Specialists; Phase II for those who have few or no reading courses and a minimum of three years teaching experience.

**Q: When do I need to complete the application?**

A: As soon as possible. All paperwork must be completed and by August 31, 2009.

**Q: How do I know if I go into Phase I or Phase II?**

A: If you have a Reading Specialist endorsement/certification from an accredited college, Phase I is for you. If not, you must complete all requirements to address the Six Standards established by SBEC.

**Q: How much does the training cost?**

A: The training cost is \$800, **plus** the certification and TExMaT fees that are paid to SBEC. The fee is used for materials, consultant and other expenses incurred by Esc 17. Each person pays their own testing and certification fees, and purchases their own textbooks.

**Q: Who pays for my training?**

A: The applicant is ultimately responsible for payment.

**Q: Will anyone who applies be accepted?**

A: Letters of recommendation and the application process must be completed as requested. Appropriate credentials will be checked. Our goal is for every person who applies to successfully complete training.

**Q: What do I have to complete to be certified?**

A: All required coursework must be satisfactorily completed. Every applicant must do an Action Plan and Field-based Project plus the reading, summaries, case studies, etc. No recommendation for certification will be made until requirements are satisfactorily met. Phase II applicants must pass the SBEC exam to receive certification.

- Q: Is there a stipend paid to those holding MRT Certification?**  
A: At this time, the state is not accepting new applicants for the stipend.
- Q: Do those who are already Reading Specialists have to take the MRT TExMaT exam?**  
A: No. Applicants in Phase I will not have to take the exam. They can be certified as soon as they complete the MRT coursework. The certification is \$75 and is sent with an Application for Certification when requirements have been met.
- Q: Who will supervise my training?**  
A: Michelle Hilton is the Coordinator of the Master Reading Teacher Program. ESC 17 has a Board of Advisors, and specialists who could be asked to visit your classroom or discuss your work on MRT with you.
- Q: Who do I pay?**  
A: Payment will be made to the ESC 17. Payment covers costs for training and most materials delineated under the ESC 17 MRT proposal.
- Q: What happens if I miss a workshop or training?**  
A: All requirements for MRT training must be met. Missed sessions are the responsibility of the participant who should find other sessions, around the state if necessary, to attend. Costs incurred would be the responsibility of the participant.
- Q: Is there a MRT Placement Exam?**  
A: Yes. A MRT Placement Exam session is scheduled for the first meeting date. The MRT Placement Exam will take 3-4 hours. The MRT Placement Exam will let you and the MRT Coordinator know areas of strength and weaknesses. Results will be discussed with you.



# Education Service Center, Region 17

Master Reading Teacher Preparation and Certification Program

## Application Form – Phase I or Phase II

Check the certification level which you expect to work with upon satisfactory completion:

- Primary, K-3
- Elementary, 4-6
- Middle School, 7-8
- Secondary, 9-12

**NAME** \_\_\_\_\_  
(Last, First, Middle)

**ADDRESS** \_\_\_\_\_  
(Number, Street, Apartment Number)  
\_\_\_\_\_  
(City, State, Zip)

Social Security Number  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
\_\_\_\_\_

**HOME PHONE** \_\_\_\_\_  
**PRESENT EMPLOYMENT** \_\_\_\_\_  
**CAMPUS** \_\_\_\_\_

Driver's License Number  
\_\_\_\_\_  
State \_\_\_\_\_ Exp. Date \_\_\_\_\_

**DISTRICT** \_\_\_\_\_

**PRINCIPAL** \_\_\_\_\_

**YEARS EMPLOYED**  
**FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

Area Code/Telephone No.  
Day \_\_\_\_\_  
Evening \_\_\_\_\_  
EMAIL \_\_\_\_\_  
\_\_\_\_\_

**SCHOOL ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**PHONE** \_\_\_\_\_

**Planning Period** \_\_\_\_\_

Are you a certified teacher? \_\_\_\_\_ No \_\_\_\_\_ Yes In what state are you certified? \_\_\_\_\_

What is your area of certification? \_\_\_\_\_

When was your certificate issued? \_\_\_\_\_

Have you passed the ExCET or TExES? \_\_\_\_\_ No \_\_\_\_\_ Yes

How long have you taught in the Texas public schools? \_\_\_\_\_

Where? \_\_\_\_\_ When? \_\_\_\_\_

Are you a citizen of the USA? \_\_\_\_\_ No \_\_\_\_\_ Yes Have you ever been convicted of a felony? \_\_\_\_\_

Other than English, what language do you speak/write?  
Language \_\_\_\_\_ Speak \_\_\_\_\_ Write \_\_\_\_\_

Three professional references are required with this application: one from your principal and two from other persons, preferably one from a professional and one from a parent. Please have persons send recommendations to Michelle Hilton, ESC 17 no later than August 31, 2009.

**WORK EXPERIENCE** In the space below, please list all positions you have held within the last four years. You may include any volunteer positions you feel may be relevant to this application. Please put an "\*" beside any employment or volunteer position where you had an opportunity to work with children. If more space is needed, please attach another sheet of paper.

School District/Firm Name	Your position	Address City/State/Zip	Area Code/ Telephone	Immediate Supervisor	Full or Part Time	Dates Employed

Bachelor's Degree conferred \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ by \_\_\_\_\_  
Month Day Year University

Located in \_\_\_\_\_ Major \_\_\_\_\_  
City/State

Master's Degree conferred \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ by \_\_\_\_\_  
Month Day Year University

Additional Degrees	College/University	Date Conferred	City/State

**INFORMATION INCLUDED WITH APPLICATION:** Please check the appropriate boxes below to indicate which items you are attaching to your application.

- Copy of all teaching certificates
- Copy of valid Texas Teacher's Certificate (3 years teaching experience required)

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge. I also understand that employment based upon information contained in this application that later proves to be false or incomplete shall result in sufficient cause for immediate dismissal from the Education Service Center, Region 17 Master Reading Teacher Preparation and Certification Program. I understand that completion of the application does not guarantee acceptance into the MRTPCP. I hereby authorize and allow ESC 17 to release MRTPCP application information and records to local school districts and supervisors as appropriate.

**NOTE: The contents of this application are not intended to create any contractual or other legal rights and are designed solely as a guide for applicants to the Master Reading Teacher Preparation and Certification Program.**

\_\_\_\_\_ Date

\_\_\_\_\_ Legal Signature of Applicant

APPLICATION DEADLINE: August 31, 2009

Tell why you want the MRT certification. -

---

---

---

---

---

---

Tell how you would expect to use the MRT information and skills on your campus.

---

---

---

---

---

---

Describe your philosophy of teaching reading or how reading influences specific content.

---

---

---

---

---

---

What recent professional article, journal, or other information has influenced your teaching? Tell briefly about that article (or other) and the influence.

---

---

---

---

---

---

What elements do you feel are necessary for an ideal program to teach reading?

---

---

---

---

---

---

Tell how you expect to find time to complete the required MRT assignments.

---

---

---

---

---

---

As a classroom teacher, what are your personal goals and aspirations?

---

---

---

---

---

---

Who should be billed for the MRTPCP fee?

---

---

---

---

**Equal Opportunity Policy**

The ESC 17 complies fully with nondiscrimination provisions of Federal and State laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, assignment, training, promotion, retention, or any personnel action, or can be denied any benefits, on the grounds of race, religion, color, national origin, sex, handicapping condition, or age (except where age, sex or nonhandicapping requirement constitute a bona fide occupational qualification necessary to proper and efficient administration).

Employment decisions will be made on the basis of each applicant's job qualifications, experience and abilities.

**Professional  
Recommendation  
For:**

**Master Reading Teacher Preparation  
and Certification Program  
ESC 17  
1111 West Loop 289  
Lubbock, Texas 79416  
Office (806) 281-5842  
Fax (806) 799-7953**

Name \_\_\_\_\_

Date \_\_\_\_\_

The above applicant has selected you as a source of reference. We would appreciate your comments as to the applicant's qualifications.

NOTE: When this reference is received in the Master Reading Teacher Preparation and Certification Program ESC 17 office, it is held strictly confidential and not revealed to the above named applicant.

Check appropriate column	Superior	Above Average	Average	Fair	Poor	Do Not Know	Comments
Ability to present ideas							
Work Habits							
Professional attitude							
Rapport with peers							
Resourcefulness							
Reliability							
Cooperation							
Professional appearance							
Enthusiasm							
Other:							

Comments: Make any additional comments you feel would be helpful to the committee reviewing this application.

Signature \_\_\_\_\_

Position \_\_\_\_\_

Type or Print Name \_\_\_\_\_

Firm \_\_\_\_\_

Please return this recommendation to:  
  
Michelle Hilton, Reading Specialist  
Master Reading Teacher Preparation and Certification Program  
ESC 17  
1111 West Loop 289  
Lubbock, Texas 79416

Telephone \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**DUE ON OR BEFORE AUGUST 31, 2009**



**Applicant Self-Evaluation Of MRT Standards**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DIRECTIONS:** In each area, please put an X on the scale to assess your knowledge.  
Use the following guidelines:  
5 = comfortable to mentor and teach others, able to test with comfort  
4 = mostly comfortable with refresher by discussion or reading  
3 = somewhat insecure but aware of the newest professional literature on topic  
2 = very insecure – limited awareness  
1 = no awareness, need study

**Standard I – Knowledge of Interrelated Components of Reading**

TEKS for Reading/Language Arts	5.....	1
Areas assessed by TPRI	5.....	1
Phonological Continuum	5.....	1
Relationship of oral language to reading process	5.....	1
Strategies to teach letter knowledge	5.....	1
Stages of spelling	5.....	1
12 Components of reading instruction	5.....	1
The part fluency plays in reading	5.....	1
Alphabetic Principle	5.....	1
Process of learning to read	5.....	1

**Standard II – Appropriate Assessment**

Informal Reading Inventory	5.....	1
Phonics Screener	5.....	1
Read Naturally Fluency Assessment	5.....	1
Gates McGinitie	5.....	1
TOPA, CTOPP, KBIT	5.....	1
Slosson	5.....	1
DARRTS, and other assessments and processes	5.....	1
RAN (Rapid Automatized Naming Test)	5.....	1
Using results to guide instruction	5.....	1

**Standard III – Reading Instruction**

Lesson Design	5.....	1
Components of balanced reading	5.....	1
Grouping strategies	5.....	1
Recursive nature of reading, assessment, planning	5.....	1
Nature of active learning	5.....	1
Active reading strategies that work	5.....	1
Research-based lesson components	5.....	1

**Standard IV – ESL/Bilingual Instruction**

Tejas LEE 5.....1  
Difference in discourse patterns 5.....1  
Stages of English fluency development 5.....1  
Strategies that foster literacy 5.....1  
ESL/Bilingual process of placement 5.....1

**Standard V – Reading Difficulties, Dyslexia, etc.**

Characteristics and definition of dyslexia 5.....1  
Related reading difficulties (dysgraphia, dysphasia, etc.) 5.....1  
Research about best practices 5.....1  
State and federal laws 5.....1  
Procedures for assessment 5.....1  
Constructing a Dyslexia Plan 5.....1

**Standard VI – Consulting, Collaborating, Mentoring & Coaching**

Procedures to facilitate adult learning 5.....1  
Change process 5.....1  
Models (5) of professional development 5.....1  
Planning a staff development session 5.....1  
Coaching and mentoring processes 5.....1  
MRT ethics 5.....1



**Statement of MRT Time Commitment  
Think Sheet**

**Please think about the following questions and make some “guess-timate” of time for information and planning purposes. MRT study/training, depending level of prior knowledge, may be time demanding. We don’t want the work and study involved to be a surprise after completing the application process.**

**Has your campus supervisor arranged or discussed the additional time requirements for MRT training and collaboration with you?**

---

---

---

**Has your campus supervisor discussed MRT duties or assistance you may provide after certification?**

---

---

---

**Do you have the discipline and commitment to carry through with MRTPCP requirements and assignments?** \_\_\_\_\_

---

---

**Personal Comments** \_\_\_\_\_

---

---

---

**How much time do you estimate you are willing to or expect to devote to reading, studying, e-mail discussions, a project(s) or case study(ies) to successfully complete training and testing?**

\_\_\_\_\_ minutes/day;      \_\_\_\_\_ minutes/week      \_\_\_\_\_ hours/month



