Appendix 2.3B.7

Building Capacity as a Qualified Trainer

1. Identify yourself to your District office as a Qualified Trainer.

2. Inform your District office that individuals will be calling to determine names of Qualified Trainers and that you would like your name made available (Funding will be provided to support additional training toward capacity building in your local areas, how much funding varies by district. Districts may provide other funds to support this training).

3. Work with your schools or districts to determine what resources and supports are needed, including:
   a. Adequate locations to provide training
   b. Support for printing materials
   c. Any other supports that may/will be provided for the meeting
   d. How many Qualified Assessors the district will need

4. Create a flyer or determine some other method of advertising your Qualification and your intent/availability to provide trainings. In the flyer, identify:
   a. dates
   b. times
   c. length of training and the level of training

It is advisable to separate training so that those individuals who are familiar with the assessments receive a separate/shorter training than those receiving training for the first time. **If you are training novices**, you will need to provide training on the ORExt *and* the Oregon Observational Rating Assessment (ORora):
   a. Format
   b. Administration
   c. Scoring
   d. Data entry
   e. Interpretation of responses
   f. Overall process
   g. Locations of websites (Training, Secure Tests/Data Entry, Curriculum & Instruction, Resource)

If you are training individuals who were QAs last year you will need to train on the ORExt and ORora: :
   a. Changes, Scoring prerequisites, Data entry, Providing support during the Extended Assessments, Website
      OR
   b. Direct them to re-qualify independently online through the Extended Assessment training site.

Your contact for general questions related to your district's needs is your district or ESD Special Education Director unless otherwise indicated.