**INSTRUCTIONS**

1. Carefully read [6.80.5 NMAC](http://164.64.110.239/nmac/parts/title06/06.080.0005.htm) and the [Application Checklist & Rubric](http://ped.state.nm.us/ped/CharterSchoolsOpportunities.html).
2. Complete all sections of this application that pertain to the services the individual or entity are qualified to provide.
3. Complete the assurances.
4. Sign the application.

Attach required and additional documents as PDFs and email to: charter.schools@state.nm.us

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| Name of Applicant (Organization or Individual): Click here to enter text. | Name of Facilitator: Click here to enter text. |
| Primary Contact: Click here to enter text. | Email: Click here to enter text. |
| Title: Click here to enter text. | Phone Number: Click here to enter text. |
| Email: Click here to enter text. |  |
| Phone Number: Click here to enter text. |
| Mailing Address: Click here to enter text. |
| Website: Click here to enter text. |

**FEES**

6.80.5.11.E.2(f) NMAC: If the applicant intends on charging a fee for the governing body training, the fee is reasonable as compared to local and national providers of similar trainings.

Price Per Course: Click here to enter text.

Please provide a justification on how you determined the reasonability of the cost: Click here to enter text.

[ ] Supporting documentation attached.

Please name like this: Name of Organization\_Type of Document\_Fees *(Ex: Education Solutions\_Web Research\_Fees)*

**PROPOSED COURSE**

|  |
| --- |
| *Please use the checkboxes to indicate which area(s) you are requesting approval for in the proposed course. Please use one application per course; courses can receive approval for more than area of training.* |
| [ ] Public official/charter school governing body ethics and responsibilities [ ] Charter school fiscal requirements pursuant to the Public School Finance Act, NMSA 1978 § 22-8-1 et seq.[ ] Understanding and evaluating academic data, including state assessment data, school and teacher accountability systems data and interim and summative academic assessment data [ ] Open government and public school access requirements [ ] Understanding and overseeing the organizational performance of a charter school[ ] School specific onboarding |
| Name of Course:Click here to enter text. | Credit Hour(s) by Area: Public official/charter school governing body ethics and responsibilities  Charter school fiscal requirements pursuant to the Public School Finance Act, NMSA 1978 § 22-8-1 et seq. Understanding and evaluating academic data, including state assessment data, school and teacher accountability systems data and interim and summative academic assessment data  Open government and public school access requirements  Understanding and overseeing the organizational performance of a charter school School specific onboarding |
| Description of Content: Click here to enter text. |
| ***Check each box to indicate which PDF documents are attached to the submission email:***[ ] Training agenda including time specifications and standards addressed[ ] Presenter Slides (PDF)[ ] Handouts[ ]  Description of pedagogical approach and activities[ ] Skills and expertise of trainer (résumé)[ ]  Training evaluation tool[ ] Assessment tool (for virtual course) [ ]  Description of timeout technology (for virtual course) | Please name documents like this: *Name of Entity\_Type of Document\_Focus Area/Course* *(Ex: Education Solutions\_Training PPT\_Academic\_Data)**Please name* résumé like this: *Name of Entity\_Name of facilitator\_ Focus Area/Course**(Ex:Education Solutions\_Jane Doe\_Academic Data)* |
| [ ] Other information that demonstrates knowledge of facilitator: transcripts, references/employment references (not required) |

**ASSURANCES**

*The undersigned hereby certify under penalty of perjury:*

[ ] 6.80.5.11.E.2(b) NMAC: The designated facilitator proposed by the applicant has not been a governing body member, administrator, senior leader or business manager of a charter school that had its board of finance suspended or its charter revoked or non-renewed at the time of the activity that was the reason for the suspension, revocation, or non-renewal.

[ ] 6.80.5.11.E.2(c) NMAC: The designated facilitator proposed by the applicant has not been convicted of a crime of moral turpitude and has not had a professional license revoked and has not been subject to disciplinary action for ethical or fiscal misconduct.

[ ] 6.80.5.11.E.2(h) NMAC: If the training is provided virtually, the training will include methods to verify participant engagement throughout the training time period and end the course if participate engagement is not verified. Virtual training will include an assessment of information understanding and retention at the end of training. The assessment will be aligned to the training, shall not be passed with a score below eighty percent, and shall not allow multiple attempts by the participant.

[ ] 6.80.5.12.A(1) NMAC: If approved, the provider will collect records of attendance for all courses provided. Records are subject to verification by the department. Records of attendance and completion shall include: (1) training date; (2) the department assigned course code; (3) the name of each governing body member attendee and the charter school on whose governing body they serve; (4) sign in and sign out sheets for all attendees; (5) for virtual trainings the score on each assessment taken and the summary of participant engagement; and (6) copies of or a summary of the attendees’ end of training evaluations.

[ ] 6.80.5.13.A.(3) NMAC: If approved, the provider assures that it will not fail to keep appropriate and accurate governing body training records, and will not:

(a) falsify attendance records for any governing body member;

(b) fail to provide or collect responses to the end of training survey;

(c) fail to provide verification of completion or attendance; or

(d) fail to keep sign-in and sign-out logs.

[ ] 6.80.5.13.A.(4) NMAC: If approved, the provider assures that it will not provide a governing body training that is not approved while identifying the training as approved, and will not:

(a) use a facilitator other than the designated facilitator;

(b) use a curriculum other than the designated curriculum;

(c) charge a fee in excess of the reasonable fee identified in the application; or

(d) provide training for a time period that is substantially shorter than the time for which the training is approved.

[ ]  I have read the CHARTER SCHOOL GOVERNING BODY TRAINING REQUIREMENTS at 6.80.5 NMAC, and assure the New Mexico Public Education Department that the application and attached documents meet the requirements, are original documents, and the information provided is true to the best of my knowledge.

Name

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_