



First 5 California CARES Plus Program

August 2015

Dear CARES Plus MyTeachingPartner™ (MTP™) Participant:

Congratulations! You have been selected to participate in Component D of the CARES Plus Program MyTeachingPartner (MTP). Being an MTP participant is an exceptional professional development opportunity. It will benefit you as an early childhood educator as well as the children you teach. Your participation will support effective interactions between you and your students by enhancing their physical, social, and cognitive skills and outcomes.

Getting Started

You will work one-on-one with your assigned MTP coach every two weeks for approximately eight to ten months and engage in a variety of activities to support your professional growth. The program is designed to allow each participant to complete two MTP cycles per month. The research on this program shows that participants who complete more cycles have a better experience with MTP.

The first step is for you to provide your site Director/Owner with a **Director/Owner Notification of MyTeachingPartner Videotaping (N.MTP.2)** form, regarding your selection and participation. Please explain to him/her the requirement for you to complete two two-hour CLASS® observation videotapes; one in the fall and one in the spring. If a parent decides they do not want their child videotaped, you must develop a plan with your site Director/Owner for excluding that child from the videos. You also can discuss this with your MTP coach.

Your MTP coach will contact you directly by phone or e-mail to schedule a kick-off meeting to orient you to the program and process. The first MTP cycle will start during September 2015, and you will receive more specific instructions from your coach. Your coach will instruct you to videotape a continuous two-hour teaching segment for both the fall and spring CLASS observations. Detailed instructions including when to schedule the first videotape are included in this package. If you need assistance taping your two-hour observation video, please ask your coach for help.



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The MyTeachingPartner (MTP) Process

1. Post the **Parent Notification of MyTeachingPartner (MTP) Videotaping (N.MTP.3)** form five days prior to your first taping in a location where parents will readily see it. This form must be posted throughout the program year. Copies of these forms are available in English and Spanish at <https://www.childdevelopment.org/cs/cdtc/print/htdocs/caresplus/home.htm>.
2. Assure parents that videos are:
 - a. Stored securely
 - b. Shared only between you and your MTP coach
 - c. Destroyed after the program year
 - d. Reviewed by MTP coaches who have passed background checks and received extensive training using the Classroom Assessment and Scoring System® (CLASS®)Tool and MTP
3. Register for the Introduction to the CLASS Tool online two-hour course. This course will introduce you to the CLASS tool and the concepts and language terms that you will be using with your coach throughout the year.
4. Registration opens **August 1, 2015**. It is recommended that you complete this two-hour course by the end of September.
5. Create an MTP cycle calendar, scheduling your biweekly coaching sessions for the year.
6. **Complete the MTP kick-off meeting in September** with your coach.
7. Tape the fall two-hour CLASS observation video and submit it to the Child Development Training Consortium (CDTC) by **October 15, 2015**. (The spring CLASS observation video is due by **May 15, 2016**.)
8. Participants who do not follow through with items 1 through 7 may be dropped from MTP.

How a Biweekly Cycle Works

1. Every two weeks, videotape a 30-minute segment of classroom activities on the calendar dates you scheduled with your assigned MTP coach. Any missed cycle must be rescheduled and completed as soon as possible.
2. Mail the SD card with the 30-minute videotape to your assigned MTP coach. Pre-paid postage envelopes have been provided to you in this package for mailing the SD card to your coach. (Your MTP coach will inform you of the mailing address.)



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3. Your MTP coach will review the videotape and edit it into three short segments (approximately one minute each) to demonstrate one of the dimensions of the CLASS observation tool as described in the CLASS Dimensions Guide.
4. The video clips will be uploaded to a secure, password-protected MTP website. You will receive an e-mail to let you know the video clips are ready for review, with a link to the MTP website.
5. After reviewing the video clips, you will respond to the written prompts provided by your MTP coach. Your MTP coach is also available to assist you with your login.
6. Once you have responded, you and your MTP coach will participate in a 30-minute (approximately) conference call.
7. After this conference call, your MTP coach will e-mail you a summary of the conversation, along with the action plan for the next scheduled two-week cycle.

Technical Support

If you need assistance in registering for or using any of the online MTP programs or other CARES Plus-related online *courses* (*Introduction to the CLASS Tool and Looking at CLASSrooms*) please contact Teachstone® for technical support at techsupport@teachstone.org or 1-866-998-8352.

Program-Related Questions

If you have questions regarding the CARES Plus program, please contact your local CARES Plus Administrator. For more information regarding CLASS observations and/or MTP, please contact Maria Guzman, CLASS Coordinator, at the Child Development Training Consortium (CDTC) at (209) 548-5733 or visit the website at <https://www.childdevelopment.org/cs/cdte/print/htdocs/caresplus/home.htm>.



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Key Dates

NOTE: Please check with your local CARES Plus Administrator for local due dates and deadlines, which may be earlier than those listed here.

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| August and September, 2015 | Participant registration opens for online Introduction to the CLASS Tool on August 1, 2015. Camera kits are mailed and fall CLASS observation two-hour videotaping begins. Coaches contact MTP participants to schedule kick-off MTP meetings and begin MTP cycles. |
| October 15, 2015 | Last day to complete and postmark fall two-hour CLASS Observation video and return to CDTC. |
| January 31, 2016 | Last day to register for the online Introduction to the CLASS Tool (if not completed in previous year(s)). |
| February 28, 2016 | Last day to complete Introduction to the CLASS Tool for those who registered before January 31, 2016. |
| May 15, 2016 | Last day to complete and postmark spring two-hour CLASS Observation video and return to CDTC. |
| May 20, 2016 | The last MTP 30-minute video must be taped and sent to coach and postmarked by this date. |
| May 31, 2016 | Looking at CLASSrooms and <i>Kids and Smoke Don't Mix</i> online course websites are closed. No extensions will be granted. Camera kits are returned to CDTC (POSTMARKED no later than May 31, 2016). |

For additional MTP/CLASS resources: <http://ccfc.ca.gov/Help/caresplus.asp>