

Thank you for your interest in becoming a Foundations of Math Instructor. Please complete the **FoM Letter of Intent** and submit it to your regional consultant if you plan to complete the process described in this document. Aspiring Foundations of Math instructors are responsible for documenting completion of Levels 1 and 2. Documentation examples include: CEUs, signatures, trainer e-mails, completed assignments, and assignment feedback.



**All tasks must be completed in sequence. Unless there are extenuating circumstances (e.g., illness, maternity leave), the complete process to become a Foundations Instructor should be within 2 years.**

## Foundations of Mathematics Instructor Process

### 1. Complete Level 1 (4 CEUs):

*Can be any version of the course: traditional, blended face to face or blended virtual*

- Attend and participate in all sessions (100% attendance)
- Complete all readings and Level 1 Learning Tasks
- Score at passing criteria on all Level 1 Learning Tasks

### 2. Complete Level 2 (**Must be a state level course**, 3 CEUs):

*Can be any version of the course: traditional, blended face to face or blended virtual*

- Complete and submit letter of Intent
- Attend and participate in all sessions (100% attendance)
- Successfully complete Level 2 Learning Task:
  - 15 Minute Video with self-reflection
- Score at passing criteria on Level 2 Learning Task

**NOTE: Level 1 and Level 2 Foundations of Math Instruction may not be presented by the same instructor. Level 2 Learning Tasks must be scored by a DPI consultant.**

### 3. Foundations of Math Instructor Assessment:

- Complete instructor assessment with DPI consultant *after* completion of Level 2 Foundations learning task. These are offered regionally based on need and by invitation only
- Pass assessment based on established cut-score
  - *Do not schedule a district level Foundations prior to receiving confirmation of passing the assessment*

### 4. Training of Instructors (TOI)- Day 1 (canvas course and virtual session):

- Complete TOI canvas course
- Attend Day 1 live virtual session
- Schedule Observations with DPI Math Consultant- Prior to scheduling observations, talk with a math consultant about best practices for completing this requirement and about proposed dates (please plan on notifying consultant at least six weeks prior to proposed dates)

## 5. Complete two DPI observations

- Must attend all sessions for the course again (5 day traditional) Work with math consultant to schedule DPI observations during the afternoon of day 1, days 2-5 in a traditional 5-day face to face course (***cannot be a blended or virtual version of the course***)
- Each observation will last between 2.5-3 hours, plan to present for that amount of time independently
- Potential instructors can only teach during the observations. **Potential instructors cannot teach any content outside of the observation time or video segment**

## 6. Complete video, self-observation, and reflection questions:

- Video while instructing for at least one hour of footage (*this must be done after formal DPI observations have been done and feedback has been received*)
- Review video and complete self-observation form and reflection questions
- Submit video and completed self-observation form/reflection to your regional consultant

## 7. Training of Instructors – Day 2 (*virtual*):

- Attend the Training of Instructors (TOI) Day 2 session
- Certification as Foundations of Mathematics Instructor Completed at the close of TOI – Day 2

Once the instructor process has been completed as described above, the instructor may offer either version of the course in their district:

1. Traditional Foundations of Mathematics Course or
2. Blended Face to Face Foundations of Math Course (***not the virtual version***)

**DPI Mathematics Consultant Contact Information:**

<https://www.ncsip.org/contact>