Check List

***Notes that will be helpful from Sharon Norman to the Teacher.***

***There is repetition on purpose to better assist you to understand the Process.***

Be sure to work with Sharon Norman, Healthcare Science Education Industry Certification (HSE IC) Coordinator, HTH & HTHU, from the beginning of setting up for the documentation process, Self-Study Team Review, and the On-Site / Final Team Evaluation. Your date for the On-Site / Final Team Evaluation must be approved through Sharon Norman to set up the evaluation. Be sure to review the one-day agenda. If in a same county as other teachers, you may have a morning or afternoon agenda. The same format is used at each On-Site / Final Team Evaluation statewide. You will review it and add your school information, names and rooms, and local healthcare professionals for team assignments.

Be sure to take advantage this year of the HomeTown Health University (HTHU) opportunities for you and your students. Work with **Meghan Williams.** Meghan.williams@hometownhealthonline.com

Go to <https://hthu.net/gateacher20> to review forms needed. If your Courses are not listed, ask Sharon to send the evaluation check-off form to you.

1. Be sure to keep your Administrators and other school staff “in the know”, so they can help you with different documents needed and details. Be sure they know the date secured, the agenda, and their duties for participation (Welcome presentation and Interview).
2. Be sure to complete any monthly “homework” as listed by Sharon, place on your web site (via Google Classroom, then on to your website, such as wix.com, weebly or other website program). Please report monthly to Sharon when you have added your supporting documents and updated your website.
3. The teacher(s) will Select and Secure a well-rounded **local team of 6 (plus) health care professionals that represent the Pathways/Courses that you teach** **for the On-Site / Final Evaluation Team**, depending on the number of areas to be reviewed (see *Agenda* and the *HSE IC Application* for On-Site / Final Evaluation for division of duties). Healthcare Professionals are ***your*** Industry representatives, so according to your courses, these healthcare professionals will be specific to review that area.

Duties of On-Site Evaluation Team:

***Program Operational Standards (POS)*** (one or two local healthcare professional for the POS area):

***If at the school/on-site.***

1. 1 person for the Sections I, II, V, & VI
2. and 1 person for Sections III & IV (your Facilities and the Equipment & Supplies).

This 1 person will use your Equipment & Supplies list (print off and place on a clip board) to identify and check off that you have the equipment & supplies needed for your classroom and courses. (Two (2) people if more than one classroom and lab. 1 reviewer per classroom & lab)

IF ONLINE REVIEW, THEN CHOOSE ONE PERSON TO REVIEW POS I-VI. They will review your Equipment & Supplies list and view your pictures or video provided.

***If in the school for reviews for POS III & IV: Assign a knowledgeable student*** to the assigned local healthcare provider you invited to the On-Site Evaluation team, so the teacher(s) can assist with the team members reviewing the POS and Course work. A knowledgeable student(s) will help the Facilities and Equipment & Supplies team member(s) identify exactly where items are located, to make it easier and faster to complete this task. All evaluation must be completed at the time assigned on the Agenda.

***Showcase each Course you teach. Each teacher will provide documents / evidence of teaching their Courses. Set up Course Sections on website:*** Each teacher will provide documents covering each Course Standard/Georgia Standards of Excellence (GSE) and each Element (substandard) chosen. Each Teacher will Showcase **3 Standards per Course they teach (**Standards and its Elements as written). Ensure that each Element is covered as written. Some teachers may need to write/develop new activities and evaluations/assessments to meet the Standards and its Elements (as written).

\*Plan your chosen 3 Standards per Course you teach to be those taught before the “Self-Study/Evaluation Team” reviews with you – in **February** before the On-Site / Final Evaluation Team (your selected local healthcare professionals, Sandra Martin and Sharon Norman) reviews your materials on the date set with Sharon Norman. If not On-Site evaluation, the reviews may begin before the Date set, but must be completed by the Final Evaluation date set.

Documents required include

1. ***Lesson Plans (can be in any format – use your school’s Lesson Plan format, but be sure the Standard and all the Elements are listed. You may copy and paste as listed.)***
2. ***Student activities (showing each element taught as written). We encourage pictures of students “in action”, but they do not provide documentation of being taught and learning. You may need to create students activities that align with each Element as written. (Some rubrics or skills check off have a column for practicing and evaluation. That same completed form can be used for student activities and evaluation. Be sure to label it with the Standard and the Element(s) covered.)***
3. ***Student evaluations/assessments (showing each element evaluated as written). We encourage pictures of students “in action”, but they are not the evaluation. Pictures do not provide documentation of being learned as the Element is written. You may need to create students evaluations that align with each Element as written. (Some rubrics or skills check off have a column for practicing and evaluation. That same completed form can be used for student activities and evaluation. Be sure to label it.)***

Must be actual student work and evaluations. You may cover the student’s name, but should have the date (may use current and past year materials since some Courses and Standards may have been taught last year, or this school year). Scan and upload to website. (Again, pictures are encouraged, but that is not a document showing an evaluation.)

**Local Healthcare Professional Evaluators: Secure and assign one person per 1 -2 courses.**

**Evaluation Interviews:**

**Select One (1) person for the** **Student Interviews** (See Agenda - **you** choose nine (**9)** students; divide for 3 students per level/interview (See the Agenda) – 1st (Introduction), 2nd (Essentials), and 3rd courses of Pathway(s). Secure that the students can be interviewed at the time scheduled (exactly as listed on the agenda). These are friendly interviews. **We will provide the questions for the interviewer.** *Talk through with Sharon Norman for clarification, as needed.*

**IF Online / Virtual Interviews, choose only five (5) students to be called for individual student interviews via phone. Or, your interviewer may use an online program to talk with the students.**

**Select One (1) person for the** **Counselor(s) Interview.** These are friendly interviews. **We will provide the questions for the interviewer.** (If On-Site, After interviewing the Counselor(s), this person will join the Student Interviews.)

**IF not in the school, then the Counselor will be asked to complete a questionnaire and return by a designated date**.

**Administrator Interview** (with Principal, if available, and CTAE Director/Supervisor) will be interviewed by the CTAE-GADOE Program Specialist or Sharon Norman. These are friendly interviews. **We will provide the questions for the interviewer.**

**IF not in the school, then the Administrator(s) will be asked to complete a questionnaire and returned by a designated date**.

**The Evaluation Team list (name, agency, etc.) will be sent with the HSE IC Final Evaluation Application via email to Sharon in February, after the Self Study/Evaluation Team reviews your materials and before the Evaluation date set.**

*Talk with Sharon about team and division of duties of the local team members (either POS review, or Courses review, or Student or Counselor Interviews). You will assign the person who will work well in an area (POS, Course reviews or Interviews). Provide this information (on the Application and your Agenda that you have personalized) to Sharon via email in February before the Evaluation.*

This Evaluation Application is completed and signed after the Self Study Team has reviewed your materials.

***The HSE IC Application e-signatures are agreeing and confirming that your self- evaluation team and administrator agree that you are ready for your formal Final Evaluation by your local healthcare professionals and leadership team (Sharon Norman, Sandra Martin, HTH/HTHU team).*** Keep the Evaluation Application in a Word Document and send to Sharon Norman via email for review.

***This Final Evaluation Team will either come into the school or work online with the teacher and evaluators to review the supporting documents for the Standards for HSE Industry Certification.***

1. Set Agenda using the generic example (am or afternoon as set by you and Sharon Norman). Fill in all your information.

Delete the directions in red on the generic agenda. Keep times the same to insure that the timing of the evaluation flows correctly. Keep the Agenda in a Word Document. ***Send to Sharon Norman before sharing with Team.*** Work with Sharon to finalize and send to her via email for review in a Word document.

***Share the final version of the Agenda with the school administrators, counselors, and the selected local healthcare professionals team (email/letter).***

***If the Evaluation Team cannot enter the school due to any pandemic, the teacher(s) and Sharon Norman will plan the day using the Agenda. Sharon & the teacher(s) will prepare the evaluators ahead on the online reviews of the supporting documents. The Administrators and Counselors will have provided the completed questionnaires***

***Working with Sharon Norman, the Teacher(s) will decide if any materials or questionnaires need to be provided and completed ahead of the Final Evaluation date.***

The day before the agreed upon date for your HSE IC Evaluation, Sharon Norman and the teacher(s) will review your Agenda for any changes, concerns, etc. We will review your local healthcare professionals’ team list, make any changes needed, then you can print the Agenda for on-site evaluation or resend the Agenda via email to the team and administrators, if it will be conducted via virtual mode. If On-Site Final Evaluation, we will set out materials for the On-Site Evaluation team. If online, we will again review the plan for assisting the team in reviewing the materials. You probably will want to review the week or two before with each local healthcare professional. If online, you will want to send the check-off forms for POS to that assigned person and only the specific check-off forms for the Courses to that assigned evaluator.

We will review where you have set up for Student Interviews - a private, separate room with a long table and 3 chairs for the students and on the other side, chairs for the Interviewer and other team members who may join the interview when they have completed their assignments.

**IF ONLINE, we will review the process and plan.** We will have talked about the plan and process the weeks or weeks before to ensure all runs smoothly. I will work with each school/teacher(s) individually to ensure all is set up and runs smoothly. These plans begin in the Fall and are polished and put in place before the Evaluation date.

If in the school, we will discuss where the Administrator Interview will be held and who will be present. And we will discuss where the Counselor Interview will be held and who will be present.

**On your Evaluation day:** You will provide the final Agenda, your Healthcare Science brochure and any other documents you want to share for your *Welcome* and power point presentation. You will begin the Evaluation on time, whether in the school or online.

1. Make sure your local team knows the importance of their being there for you until 12:00pm (Morning evaluation) or 3:15pm (for the afternoon evaluation) on that On-Site / Final Evaluation day. Refer to the Agenda with them for their duties. **At that date, You are ready for this On-Site / Final Evaluation, so it is a Showcasing and Being Proud of what you and your students have accomplished.**

***Double check with the local Team members weeks ahead, the week before, and then the day before to make sure they remember to attend (8:00am-12:00pm for Morning evaluation or 12:00pm – 3:15pm for Afternoon evaluation).***

Each Local Team member will provide the important Oral report based on their written review for the FINAL report to you and your administrators at 11:00am (morning evaluation) or 2:40pm (afternoon evaluation). A copy of the written report will be provided to the teacher / school.

Please ask someone at your school to be prepared to print final copies for us at the time on your agenda (10:30am or 2:15pm). Sharon and you will collect the reports from each team member. Sharon will place them in order, then give the original for copying to you, the teacher or designated person to make collated copies for us. Sharon Norman receives the original full report. Copies of the full report are given to the teacher for the school report, and to the CTAE Program Specialist, Georgia Department of Education (Ga DOE).

**If the Final Evaluation is completed online**, the teacher, with Sharon Norman guiding and providing a Final Summary, will gather the set of completed evaluation forms, place in order, scan in a document, and then provide a copy for the Evaluation Team and the Administrators.

**Please be sure your Administrators, Counselors, appropriate school staff (front office receptionist) and students have a copy of the Agenda, understand their parts and times on the agenda, and that the Administrators know that we need them present (sitting in) at the Welcome and Final Review Report (oral and written review by the Team), if an On-Site Evaluation or a Virtual Evaluation. The announcement of being “certified or not certified at this time” will occur at the end of the report, based on the findings by the HSE IC On-Site / Final Evaluation Team.**

**School Awareness and Support:** ***If On-Site/ Final Evaluation,*** Please let the school’s front desk/office have a copy of the Agenda and understand that you have guests that day. ***If there are special parking areas, please let us know where to park. Please let Security know that you will have special guests that day.*** ***Teachers will have their HOSA leadership team serve as hostesses to meet the team at the front office and walk us to the meeting room (Conference room, Media Center or your HSE classroom/lab).***

**Final Report for the HSE IC On-Site / Final Evaluation by the Local Healthcare Professionals and Leadership Team**: 11:00am - 11:30am (morning evaluation) or 2:30pm – 3:00pm (afternoon evaluation)

**Hospitality: *If On-Site/ Final Evaluation,*** **These Healthcare Professionals have given you their time to be a part of this Team for you and your school. When the morning group comes in between 8:00am-8:15am, please welcome them with refreshment, such as coffee, juice, water, muffins. Ask your team their preference for refreshment during the reviews, such as water, coffee or soft drinks.**

**Lunch for team members and administrators:**

**For morning evaluation, You may want to have lunch delivered at 11:00am**, to be eaten after the Final Report. This evaluation seems to be a quicker process each year because you are prepared.

**For afternoon evaluation, please schedule lunch for 12:00pm, with your Welcome beginning at 12:15 or 12:20pm. (If we have several schools in the county, the CTAE Program Specialist and Sharon will leave after the morning Final Report and before the am group has lunch to join the afternoon group for lunch at that school.)**

***Before you send your* HSE IC Application with signatures in February, you will need to have a small team called a “Self-Evaluation / Self-Study Team” to review the POS Sections and Course documents to see if you have everything in place**. The “self-study” team list will be placed on the “first page(s)” of the Final Evaluation Application. Please ask One of those reviewers to *sign* as a Team Leader saying that you are ready for the On-Site / Final Evaluation. *This team can be in-house teachers or administrators.* **Your Administrator must also sign the Application before emailing it to me.**

This Self Evaluation Team can be four (4) people, such as fellow school teachers, administrators, etc. It is a double-check “help group” for you and me to know that you are not missing any documents. You will provide them the same “check-off forms” for POS and your Course Standards chosen for evaluation / showcasing. These check-off forms are the same ones as you have been using, (as you set up and double checked yourself), and as your will provide to your On-Site/Final Evaluation Team. *Type your information (date, school and teacher for Courses) on the check off forms, before providing for the “Self-Study Review”.* The Self-Study team will help you know that you are ready for the On-Site Final Evaluation Visit.

You will complete the forms again for the On-Site /Final Evaluation Team (date, school and teacher).

1. **Application should be completed and emailed to Sharon Norman at least by February after your Self-Study team reviews your materials online for you.  *After the February Self Study team reviews and signs the application and your Administrators signs the Application (e-signatures are approved).***

***Please email the Final Evaluation Application in a Word document to Sharon Norman at*** **sharon.norman101@outlook.com**

1. ***If On-Site for Evaluation: Keep a hard copy of Final Evaluation Application for you and Sharon to add with your Agenda to the completed evaluation forms for your written report set. If in school – On-Site Evaluation, at the designated time on your Agenda, after the forms have been completed by the On-Site / Final Evaluation Team Members, You will make two (2) copies of the Completed Report. One set for the teacher(s)/school and one copy for the CTAE - GA DOE Program Specialist and the original is given to Sharon Norman, HomeTown Health and HomeTown Health University (HTH/HTHU). Please have folders available to place these files and a big paper clip to prevent them from falling out.***
2. **If online reviews are conducted, not in the school, for the HSE IC Evaluation, then the teacher will scan the full, gathered report to share. The Summary Report, completed by Sharon Norman, is included in the Final Report.**
3. Secure Substitute Teacher(s) for entire day of the HSE IC Final Evaluation on-site or virtual. You will need to be available to answer questions, guide team member to review equipment & supplies list, etc.
4. Sharon Norman will meet with the teacher(s) the day before (or agreed upon date) if On-Site Evaluation, but you do not need a substitute teacher for that day. During this time, we will review your classroom and the agenda with you. You will show the room to be used for the team for reviews on computers or tablets, or notebooks. And the room for the Student Interviews. You will need table with three chairs on one side for the 3 students at a time, and 3 chairs (or more) on other side of the table for the interviewer and other team members who can come in during interview after they complete their reviews.

The Counselor’s office can be used for the Counselor Interview. And the Principal’s office or other area can be used for the interview of the Principal & CTAE Director/Supervisor.

**If HSE IC Evaluation is online, Sharon Norman will be working with you to coordinate the virtual evaluation. You will need to secure your school’s technology people to ensure a smooth online review. You will have provided the team an Agenda and the forms needed for the HSE IC Evaluation. The plan will be to gather the team (school & Local healthcare professionals and HomeTown Health team) to review as if On-Site. The teacher(s) will have provided the agenda and the check off forms to the team members as assigned before that date.**

1. ***Develop Welcome PRESENTATION to begin at for 8:15am (Morning Evaluation schedule) or 12:15pm (Afternoon Evaluation schedule).***

Include for your ***Welcome Power Point presentation: a School Overview presentation by an administrator and your Healthcare Science program presentation. You may include students if you want them to briefly discuss projects, community service or HOSA activities.***

**a.)** brief overview of goals, mission, programs, etc. at high school (administrator presentation). **b.)** brief overview of Healthcare Science program, teacher(s) and students – Provide a professional looking Power Point with information and pictures. Some teachers do the presentations in their classroom and show the Team around the room at this time.

**c.)** Some teachers have students provide a brief overview (5 minutes) of a big project that teams are working on during a course.

 ***Keep to the time as listed on your Agenda.***

1. ***Plan on Final report with teacher(s) and administrators present to be held by the***

***HSE IC Evaluation Team at 11:00am (morning evaluation) or 2:30pm-3:00pm (afternoon evaluation).***

1. ***If On-Site Evaluation - As polite host/hostess to the team:***

Arrange for light refreshments for breakfast (am schedule) (fruit, muffins, juice, coffee, water, soft drinks) and light lunch for team members, hosted by the school

Morning HSE IC Evaluations: Please have lunch ready at 11:00am so the Team can eat right after the Final Report.

Or, for afternoon On-Site Evaluations, begin Lunch at 12:00noon so the Team eats before the evaluation begins.

Please have bottled water available for team.

**We are thrilled and appreciate that these healthcare professionals shared their time with you for this evaluation, so providing hospitality and keeping to the time period as listed on the Agenda will save time on their busy schedule.**

1. **If On-Site Evaluation:** **Travel Arrangements:**

Being aware that you know your city better than we do and know which hotels are in safe areas and are clean, ***Please*** send via email hotel ***recommendations to me and the CTAE Program Specialist.*** We will then share information with other leadership team members if they can attend also.

Leadership Team members: Sharon Norman, **Sandra Martin**, our CTAE-GA DOE Program Specialist, and Carole Ray, Georgia HSTE Foundation (GAHSTEF) Director, and Lisa Carhuff, Meghan Williams, Jennie Price, or other team member with HomeTown Health/ HomeTown Health University (HTHU).

**IF there is an On-Site Final Evaluation, Please send the Leadership Team, the hotel name, the address, and phone number, and any key landmarks or street name if Google maps does not have for the hotel or your school street name in its data (Hotels sometimes have their hotel name**

**as the street name, but to find it one has to know the highway it is adjacent to (such as Hwy 411). I will share your recommendations and helpful directions to the school (school name, address, best phone numbers) with other leadership team members who might attend, including**

Sandra Martin, Sandra.martin@doe.k12.ga.us , and Carole Ray: caroleray08@gmail.com , Lisa Carhuff: lisa.carhuff@hometoenonline.com and Meghan Williams: meghan.williams@hometownhealthonline.com

***Sharon will let you know which person on the leadership team will be in attendance at your On-Site / Final Evaluation to add to your Agenda.***

***The Required September workshop will be a virtual workshop to be held on September 9 & 10, 2020. Go to that agenda on the*** <https://hthu.net/gateacher20> ***for the workshop overview. All info listed. Supporting documents for information and use this school year are found on this site, <https://hthu.net/gateacher20>***

***CTAERN - 2020-2021 Preparing for Healthcare Science Education Industry Certification***

***The required Internship and the mid-year workshop is titled at*** [***www.ctaern.org***](http://www.ctaern.org) ***as “2020-2021 Achieving Healthcare Industry Certification”. I will provide the names of the 2020-2021 HSE teachers who will be attending and presenting at the January 29th workshop***

***.***

***The Mid-Year Workshop will be held virtually on Friday, January 29, 2021.***

***You (school team if more than one teacher) will provide a presentation by showing the group your “Welcome” Power Point Presentation, and your Web site with all your documentation. But, you only have 10-15 minutes, so this is a brief presentation. Practice with your timing.***

***\*\* You can refer us all to your website with all materials including your Agenda and your Welcome Presentation for your HSE IC team before the January 29 workshop.***

***The HSTEA Winter Conference will be held virtually on Saturday, January 30, 2021. Go to*** [***www.hstea.org***](http://www.hstea.org)

***Be sure to share your plans and Agenda with administrators and your local healthcare professionals secured by you for your HSE IC Evaluation, and with your Advisory Committee, after Sharon has reviewed and approved your HSE IC Final Evaluation Agenda and plans.***

***Please use the version of the Agenda for HSE IC Final Evaluation 2021 on the*** [***https://hthu.net/gateacher20***](https://hthu.net/gateacher20) ***website with all documents for your HSE IC knowledge and use.***

***If you need guidance, email or text me. I can call you. Please be sure to tell me your name, school, best phone number and when to call. SHARE your questions, etc. I will contact you at your designated time provided to me.***

**Again, be sure to work closely with Sharon Norman.**

**Please Ask questions for clarification, so this is not harder.**

***We are here to support you toward your successful achievement of this HSE IC Program Industry Certification (IC) Process*.**