

Supporting CLASS® Observation Training Attendees

CLASS® training requires considerable mental energy, not only to learn the terminology and the purpose of the CLASS®, but also to apply the skills and practice coding. As a supervisor, you can create an environment for your staff member to get the most out of their training--your support makes a difference! Consider these steps and actions to support your staff member through their training.

Before the training:

- 1) Provide the staff member with resources about the CLASS® and if possible, time to review them during their scheduled work hours. Having a bit of understanding of the CLASS® tool pre-training goes a long way! We recommend these tools:
 - a. <https://info.teachstone.com/ebook-what-is-class>
 - b. <https://info.teachstone.com/effective-interactions-video>
- 2) Encourage the staff member to bring water, lunch, snacks and any other supplies they might need for an all-day training, such as highlighters, post-it notes and note taking paper.
- 3) Provide the staff member with the address and location of the training along with the accurate start time.
- 4) Decide in advance who is covering the responsibilities of the staff member while they are at the training. Ideally the staff member should not have to return to their duties after the training.

During the training:

- 1) Check-in and ask how the training is going. Encourage reflection and application by asking them how the CLASS® will be valuable in their work.
- 2) Encourage them to ask questions during the training and take advantage of the time to clarify any doubts they have. That's why the trainers are there!

After the training:

- 1) Provide time for the staff member to review the CLASS® materials and take a practice test or two (approximately 40 minutes/test). Encourage them to take some time to review the exemplar videos in their Teachstone account.



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Completing the CLASS® reliability test:

Trainees need to complete their CLASS® reliability within 8 weeks of the training. Here are some tips for completing the CLASS® reliability test:

1. Teachstone has found that testing within two weeks of attending the training promotes the highest level of success.
2. Teachstone does not recommend completing the reliability test in one sitting. If possible, set aside a few hours over the course of two or three days for them to complete their testing.
3. Make sure that the staff member has access to high speed internet, earbuds/headphones, and an uninterrupted space when they take their reliability test.

If the staff member doesn't pass the test on the first attempt, that's okay! They have three total tries. Make sure they reach out to their trainer and/or Teachstone reliability support to receive support and feedback before their second attempt.

Once the staff member passes the reliability test, acknowledge their accomplishment!

Next steps:

Teachstone requires that CLASS® reliability be renewed annually through a recertification process. It is a good idea to make an annual plan for how the staff member will use and maintain their CLASS® lens (i.e. Teachstone calibration, CEED's coding refresher course, dual coding) for the next year. Then make sure to budget for recertification costs 10-12 months from the date the staff member passes their CLASS® reliability. Teachstone will send the staff member an email reminding them to start the process to recertify approximately 10 months after passing. Allow time for the staff member to review exemplar videos in their Teachstone account, read their CLASS® manual, code practice video(s), and take the recertification test. Talk with the staff member about how best to allow time for preparing and completing their recertification. Have a plan if they do not pass on the first attempt and need additional time to retake the test.



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