

## Tennessee Educator Acceleration Model (TEAM)

### Frequently Asked Questions: Evaluator Training

**1. How do I stay updated on evaluation processes, practices, and updates?**

The Human Capital Update is a monthly newsletter for district and school level evaluators and other interested educators. Please [subscribe](#) to stay up-to-date on evaluation guidance, timelines, policy, and processes.

**2. Why is TEAM training required?**

In order to conduct observations, educators must be fully certified. Conducting observations without full certification is a grievable offense. Certification entails participating in an official state-sponsored TEAM training and then passing the subsequent online certification test. Registration information can be found on the [TEAM website](#). For questions about training or certification, please reach out to [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov).

**3. In which evaluator training session should I enroll?**

**Teacher evaluator** trainings are designed to prepare you for the certification test that once passed, will allow you to evaluate teachers and other school service personnel. A list of school service personnel may be accessed [here](#).

**Administrator evaluator** training is designed to prepare you for the certification test that once passed, will allow you to evaluate administrators.

Visit the TEAM website [here](#) to register for available trainings.

**4. What are the requirements of the certification test?**

- The teacher evaluator certification test has two required parts. Part one is a lesson analysis. After viewing a video of a full lesson, assign a rating to each of the 12 indicators of the TEAM instruction domain. Success criteria includes:
  - No more than  $\pm 1$  point away from the benchmark rating for at least 8 indicators
  - Average observation score is within  $\pm 0.9$  points away from the benchmark average observation score.

Part two is a general knowledge multiple-choice test that includes eight questions on a variety of TEAM- related topics.

- The administrator evaluator certification test is a twenty- question multiple- choice test that includes a variety of topics related to TEAM.

**5. What if I do not pass the test?**

Each test allows for two automatic attempts. If the two attempts are not successful, please contact [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov) for a next steps.

**6. What is the validity period of my evaluator certification?**

Certification is valid through the end of the current school year regardless of the certification date.

**7. Do evaluators have to certify every year?**

Yes. According to state board rule [0520-02-01](#):

“Anyone conducting an evaluation and/or observation shall complete a certification process determined by the Department of Education. To become certified, a potential evaluator must:

- (a) Participate in an official state-sponsored evaluation training or the training model for an approved alternative evaluation plan; and
- (b) Pass the subsequent certification test designed by the Department pursuant to required passing scores in Evaluation Policy [5.201](#).”

The certification test must be passed before conducting any observations. Conducting observation without passing the certification test is a grievable offense and will invalidate observations.

**8. How do I recertify if I am already a certified observer?**

Evaluators that are certified in the immediately preceding school year are eligible to recertify online. Eligibility, invitations to recertify, and enrollment in the platform are generated from a TNCompass populated report of certified observers. Invitations are sent to eligible evaluators when the recertification window opens in the summer.

**9. I have questions that have not been answered here. Who can I contact?**

Evaluation questions	<a href="mailto:TEAM.Questions@tn.gov">TEAM.Questions@tn.gov</a>	<a href="https://team-tn.org/non-tested-grades-subjects/portfolio-resources-2/">https://team-tn.org/non-tested-grades-subjects/portfolio-resources-2/</a>
Portfolio technical support	<a href="mailto:Support@porfolium.com">Support@porfolium.com</a>	<a href="https://porfolium.com/">https://porfolium.com/</a>
Portfolio content support	<a href="mailto:Portfolio.Questions@tn.gov">Portfolio.Questions@tn.gov</a>	<a href="https://team-tn.org/non-tested-grades-subjects/portfolio-resources-2/">https://team-tn.org/non-tested-grades-subjects/portfolio-resources-2/</a>
TNCompass technical support	<a href="mailto:Support@tncompass.org">Support@tncompass.org</a>	<a href="https://tncompass.org/">https://tncompass.org/</a>
Licensure, PDPs, and experience	<a href="mailto:Educator.Licensure@tn.gov">Educator.Licensure@tn.gov</a>	<a href="https://www.tn.gov/education/licensing.html">https://www.tn.gov/education/licensing.html</a>
TVAAS technical support		<a href="https://tvaas.sas.com/contact.html">https://tvaas.sas.com/contact.html</a>
Claiming questions	<a href="mailto:Claiming.Questions@tn.gov">Claiming.Questions@tn.gov</a>	<a href="https://team-tn.org/data/claiming-guidance/">https://team-tn.org/data/claiming-guidance/</a>
Assessments	<a href="mailto:tned.assessment@tn.gov">tned.assessment@tn.gov</a>	<a href="https://www.tn.gov/education/assessment.html">https://www.tn.gov/education/assessment.html</a>