



## Interim checklist for trainer certification under the Laubach Enhanced Training System (LETS)

This package is being submitted under:

- the pre-LETS guidelines
- the LETS guidelines

If it is being submitted under the new LETS guidelines, please ensure that the following requirements have been met:

- The lead trainer workshop schedule submitted demonstrates that apprentice trainers have participated in a minimum of 60 minutes of practice time. At least 40 minutes of the 60 must be "each one teach one" (EOTO) practice. **This is the only "time" requirement other than total workshop length in the LETS guidelines and therefore must be clearly indicated in the submitted schedule.** Assume any practice where a pair is role-playing teaching something to a student is EOTO.
- **The workshop is at least 10 hours in length (total).** If any of the 10 hours is covered in a pre-session or a pre-reading requirement, please submit the details and the amount of time this covers.
- The mandatory components **are clearly indicated** in the schedule. The mandatory content areas under the LETS guidelines are:

| ✓ | LETS Mandatory Content Areas  | ✓ | LETS Mandatory Content Areas  |
|---|---|---|---|
|   | Laubach Organization  |   | Reading and Comprehension   |
|   | Local Perspective   |   | Writing   |
|   | Orientation to Tutoring   |   | Language Experience   |
|   | Role of the Tutor   |   | EOTO practice   |
|   | Laubach teaching principles   |   | Focus on at least one Series: <ul style="list-style-type: none"> <li>• <i>Laubach Way to Reading,</i></li> <li>• <i>Challenger,</i></li> <li>• <i>Voyager</i></li> <li>• <i>Etc.</i></li> </ul> |
|   | Sensitivity to the student  |   | Goal Setting  |
|   | Causes and Effects of Literacy Issues<br>- Impact on Society and the individual |   | Lesson Planning   |
|   | Characteristics and principles of teaching<br>the adult/youth student           |   | Ongoing Student Assessment  |
|   | Learning styles   |   |   |

- New handouts used for any of the presentations are submitted.
- A list of resources, other than the traditional Laubach resources, is submitted.
- A letter of recommendation from the supervising trainer accompanies the submitted package.
- The supervising trainer is requested to submit the package to Lana Faessler, Executive Director, LLO, at the address listed on the masthead above.