



CREATIVITY IN EVERY CLASSROOM
Empowering L.A. County schools to prepare
all students for the workforce of tomorrow

Programs for Educators

Guidelines and Instructions

Los Angeles County's online resource for
identifying and securing the best in
arts education professional development services.
<http://educators.lacountyartsforall.org>

Programs listed within Programs for Educators are selected by peer panel review.

Applications must include:

- Online application describing provider and program(s)
- Photograph for posting online
- Supplemental materials including:
 - a) Two Letters of Recommendation
 - b) Curriculum Sample
 - c) Program Evaluation
 - d) Video Sample

Deadlines:

- The online portion of the application must be submitted electronically by Wednesday, **October 3, 2012, 5:00 p.m.**
- All supplemental materials must be postmarked by Wednesday, **October 3, 2012.**
- **Late or incomplete applications will not be accepted.**

Programs for Educators

Guidelines and Instructions - 2012

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WHAT IS PROGRAMS FOR EDUCATORS?

Programs for Educators

Arts for All's online resource, Programs for Educators, provides centralized access to quality, local and national, peer reviewed arts education professional development programs. This site features professional development opportunities to serve the needs of the diverse community of educators, inclusive of generalist teachers, arts specialists, teaching artists and school and arts administrators, who bring high quality arts instruction to students during the traditional school day in LA County's 81 school districts. Assistant superintendents are able to find individuals and organizations that serve their professional development goals for increasing student achievement and improving instructional quality. Classroom teachers are able to find professional learning communities to join. Teaching artists are able to find mentor programs that will deepen their capacity to serve the needs of students.

The site features:

- Search criteria to help individuals, schools and districts find programming to match their needs
- In-depth description of how the programs will support teachers in bringing arts and creativity to their classrooms

To have arts education professional development programs listed in this online directory, program providers must submit an electronic application form, all required supplemental materials and be approved by a peer panel comprised of educators, arts organizations and artists.

Applicants are encouraged to explore the online directory at <http://educators.lacountyartsforall.org> before completing their application.

Arts for All

Under the umbrella of the Los Angeles County Arts Commission, Arts for All is a dynamic countywide collaboration working to put creativity in every classroom through the restoration of all arts disciplines into the core curriculum for each of the County's 1.6 million public K-12 students. Now in its 10th year, *Arts for All* works to empower school districts to prepare all students for the workforce of tomorrow. Currently, there are 49 school districts reaching 560,465 students, which have joined Arts for All with a commitment to arts education. Through its online resources, *Arts for All* supports school districts and their community partners in building classroom partnerships and accessing best practices. Visit www.lacountyartsforall.org to learn more.

Los Angeles County Arts Commission

The Los Angeles County Arts Commission, Laura Zucker, Executive Director, provides leadership in cultural services of all disciplines for the largest county in the United States, encompassing 88 municipalities. In addition to providing leadership and staffing to support *Arts for All*, the Arts Commission administers a grants program that funds more than 300 nonprofit arts organizations annually; oversees the County's Civic Art Program for capital projects; programs the John Anson Ford Theatres; funds the largest arts internship program in the country in conjunction with the Getty Foundation; and supports the Los Angeles County Cultural Calendar on ExperienceLA.com. The Commission also produces free community programs, including the L.A. Holiday Celebration and a year-round music program that funds more than 70 free concerts each year in public sites. The 2012-13 President of the Arts Commission is Mattie



McFadden-Lawson. Please visit www.lacountyarts.org for more information about these and other programs.

WHAT ARE THE BENEFITS OF PARTICIPATING?

Organizations and individuals who apply for listing in Programs for Educators benefit in multiple ways. All applicants receive detailed panel feedback that includes recommendations for deepening the program design and impact. Programs approved for listing are included on the site and in marketing efforts led by *Arts for All*. To promote their affiliation with *Arts for All*, approved providers will be supplied with a logo that states "Official Partner of *Arts for All*" for inclusion on their own Web sites and materials. Additionally, school districts participating in *Arts for All's* Teacher Professional Development Grant Program receive funding to have access to the professional development providers included on Programs for Educators.

ARE WE ELIGIBLE TO APPLY?

Organizations and individuals are eligible to apply if they:

- Have previous experience providing professional development programming for a K-12 public school-based setting.
- Have programming that supports generalist teachers, arts specialists, teaching artists or school administrators working within the traditional school day.
- Work with schools or school districts that make an investment in their professional development. This investment might be in the form of a fee for services or the related costs of teacher release time, bussing, or administrator planning time.
- Have content knowledge and demonstrable skills in an artistic discipline, including dance, literary arts, media arts (i.e. moving image, interactive design, multimedia), music, storytelling, theater, visual arts, or any combination of these disciplines (multidisciplinary).
- Have programming that aligns with the Content Standards for California Public Schools, which include the Visual and Performing Arts Standards.
- Have demonstrated capacity to provide services to educators within Los Angeles County.
- Comply with all applicable federal, state, and local laws and ordinances, including but not limited to those which bar discrimination on the basis of race, color, national origin, sex, age, or disability.
- Comply with Fair Labor Standards and pay professional educators, artists, and supporting personnel at least the minimum level of compensation paid to people employed in similar activities.

Please note that organizations and individuals meeting these minimum eligibility standards and/or approved for other directories or rosters are not automatically qualified for approval for Programs for Educators. Approval of programs is contingent upon a peer panel review comprised of educators, arts organizations and artists.



WHAT IS THE PANEL'S REVIEW CRITERIA?

The application and the required supplemental materials will be assessed for evidence that the professional development meets the following criteria.

- 1) Demonstrated Experience and Qualifications
 - a) Provided by skilled instructors with experience delivering high quality professional development in the arts to educators within a public school context
- 2) Program Design
 - a) Engages participants in:
 - i. rich artistic learning experiences that build content knowledge and skills
 - ii. reflection and assessment
 - b) Uses appropriate strategies and a customized approach to meet school district and participant needs
 - c) Supports school districts' arts education plans and school districts' overall priorities for increasing student achievement and improving instructional quality
 - d) Reflects latest research and best practices in teaching and learning
 - e) Incorporates evaluation to enable continued program improvements
- 3) Transfer of Knowledge
 - a) Provides participants with knowledge, understanding, instructional skills and tools that prepares them to:
 - i. improve student achievement in and through the arts
 - ii. deliver sequential curriculum that meets the California State Visual and Performing Arts Standards

These criteria for quality professional development were developed from local, state and national resources, including:

- Arts for All's [*Designing a Learning Community: a Handbook for K-12 Professional Development Planners*](#)
- California County Superintendents Educational Services Association's [*A Guidebook for High Quality Professional Development in Arts Education*](#)
- The Goals 2000: Educate America Act's [*Mission & Principles of Professional Development*](#),
- Learning Forward's [*Standards for Staff Development*](#).



WHAT SUPPORT IS AVAILABLE FOR COMPLETING THE APPLICATION?

Arts for All will offer a series of technical assistance to support applicants in submitting strong applications that align to the above stated review criteria.

Workshops

All applicants are encouraged to attend the application assistance workshop.

Thursday, September 13, 1:00-4:00pm

Los Angeles County Arts Commission

1055 Wilshire Blvd., Suite 800

RSVP at: <http://artsforall-workshop.eventbrite.com>

Explore connections between best practices in professional learning for educators, the directory review criteria and your own work. Learn how to apply for the Programs for Educators. Walk through the guidelines, application process and review criteria.

Office Hours

Arts Commission staff will be available on September 21 for 30-minute face-to-face meetings to address applicant questions. Sign up for available time slots at:

<http://artsforall-officehours.eventbrite.com>.

Draft Review

During the open application period of August 22 - October 3, applicants can request to have their application draft reviewed by Arts Commission staff. Consider preparing your application early in the application period to take advantage of this pre-submission review. Review of drafts will require a four day turnaround.

Questions

Please contact Megan Kirkpatrick, Senior Manager, *Arts for All*, at:

Los Angeles County Arts Commission

1055 Wilshire Blvd., Suite 800

Los Angeles, CA 90017

mkirkpatrick@arts.lacounty.gov

213-202-5858



HOW DO WE PREPARE THE ONLINE PORTION OF THE APPLICATION?

OVERVIEW

The online portion of this application creates your own program profile Web page(s) within the directory, Programs for Educators. As you enter information into the online application screens, you are actually building your program profile Web page(s). Once the application is submitted and approved for listing, the information in the application will become publicly viewable in the online directory at <http://educators.lacountyartsforall.org>.

Each program profile will include:

- a photo
- contact information
- a quick reference of the search criteria to help site visitors learn how your program aligns with their needs
- links to student programs you may have listed online in the directory, [Programs for Students](#)
- narrative description of the professional development program organized on three tabs:
 - a. “Overview”– provider background and highlighted program objectives
 - b. “Program Design” – a narrative description of the program
 - c. “Focus Areas” – descriptions of how the content of the program aligns with the searchable list of focus areas.

To review what the program listings will look like on the *Arts for All* Web site, go to: <http://educators.lacountyartsforall.org> and click “search site.”

In addition to the information collected to build your publicly viewable program profile Web pages, information is collected for the purpose of informing the selection process of the peer panel. Throughout the application and these guidelines, it is noted which of the application questions will form your Web page(s) and which are solely for peer panel review.

To begin, you will be required to create a user name and password. Only after you have registered with the site will you be able to access the online application screens.

The online application is divided into two key areas to collect information on 1) the professional development provider and 2) the program(s) offered. The “Provider” section is comprised of three application data entry screens. The “Programs” section is comprised of the “Programs Menu” screen and one application data entry screen. Each data entry screen includes a “Help” screen, a “Save” button, and a “Save & Continue” button that will advance you to the next screen. You will complete the “Provider” section once and can then submit one or many professional development programs in the “Programs” section. There is not a limit to programs that a provider can include in their application. The “Programs Menu” enables you to navigate through your multiple programs and provides access to the “Directions for Final Review and Submission.”

The application questions and programming definitions are outlined below in the Online Application Process – Step by Step section. It is recommended that you review the online application and then complete the responses to the application questions in a word processing document and paste your responses into the Web-based application. This will insure work won't be lost if there is a technical difficulty.



ONLINE APPLICATION - STEP BY STEP INSTRUCTIONS

Log On

To access the Programs for Educators application, go to: <http://pd.laartsed.org/Home/About>. Click the link “Enter the Application Process.” You will be directed to the “Log On” screen. When you log on for the first time, you will need to register as a user of the Programs for Educators Web site. Follow the prompt to “Register” for a user name and password. Complete the requested information on the “Create a New Account” screen and click the “Register” link. These credentials will give you access to your application throughout the open application period.

To return to your application as a registered user, go to <http://pd.laartsed.org/Home/About>, click the link “Enter the Application Process”, and then enter your username and password. Click the “Log On” button.

If you lose your password, use the “Reset Password” link on the “Log On” screen.

New users click “Register” and returning users click “Log On” to proceed to the screen “Applicant Contact Information.”

Provider section – Applicant Contact Information

Application Entry Screen 1 of 4

(for panel review process only)

On this screen, provide the specific contact information that the *Arts for All* staff can use to communicate with you.

Provide the Supervisorial District in which you are located. (Don’t know? Go to <http://lacounty.gov/>. In the upper right corner you will find the Services Locator. Enter your business address. Click “Find Services.” Refer to the “District Information Summary” box beneath the map.) If you are located outside of Los Angeles County, leave this field blank.

Answer the legal disclaimer questions.

The information on this application entry screen will not appear on the Web site.

Click “Save and Continue” to proceed to the screen “Program Contact Information.”

Provider section – Program Contact Information

Application Entry Screen 2 of 4

(for Web site)

On this screen, provide the contact information that you want shared on your publicly-viewable program profile Web page(s) upon panel approval.

Click “Save and Continue” to proceed to the screen “Provider Background and Experience.”



Provider section – Provider Background and Experience**Application Entry Screen 3 of 4**

On this screen, provide information on your experience and qualifications as a provider of professional development.

There are five questions on this screen.

Provider Background

(for Web site)

1. Provide a brief overview of you or your organization's background. Your response will appear on your program profile Web page(s) in the "Overview" tab. (750 characters max)

Previous Experience Delivering Professional Development

(for panel review process only)

2. Demonstrate your experience providing professional development programs. You can enter up to eight (8) examples of professional development provided in the last five (5) years. In the corresponding fields, provide the School Year, name of Program Offered, School District/location, and Target Population served. If the professional development happened for a school, provide the name of the school district. If the program was for individual teachers from various schools, please indicate so in the location field.

For Example:

School Year:	2010	School District:	Pomona Unified
Target Population:	Elementary Teaching Staff	Program Offered:	Curriculum Connections

Staff Experience

(for panel review process only)

3. Provide the name, title and short biography of the lead administrators AND the key instructional leaders of your professional development programming. There are no restrictions on the number of individuals listed. Describe clearly each person's qualifications as a professional development provider and what role they will play in the delivery of the professional development.

For Example:

Name:	Jane Smith	Title:	Arts Education Consultant
Biography:	Jane Smith has 15 years experience delivering professional development in Arts Education. She has crafted curricula for teachers and teaching artists that address the VAPA Standards and incorporate the work of Understanding by Design. She will serve as lead designer and deliverer of the Curriculum Connections program.		



School District Alignment and Investment

(for panel review process only)

Arts for All promotes systemic change to ensure all students have access to a quality arts education. Currently, 49 of the 81 districts in the County are a part of *Arts for All* and have or are in the process of developing school board adopted arts education plans. Each year, the number of school districts with arts education plans grows.

4.1 Describe your experience in providing programming that supports school districts' arts education plans and school districts' overall priorities for increasing student achievement and improving instructional quality. (800 characters max)

4.2 Respond to the question "Do participating school districts or schools invest in the delivery of the program?" by using the yes/no buttons. *If you do not provide any programs directly to schools or districts, leave the answer for 4.2 blank.*

4.3 Provide a brief description of the financial investment schools make in your professional development program. This investment might be in the form of a fee for services or the related costs of teacher release time, bussing, or administrator planning time. (250 characters max.)

Listings in Programs for Students *(formerly called the Program Directory of LAArtsed.org)*
(for Web site)

5. Do you currently have listings in Programs for Students? Web links to your Programs for Students Web pages will be included on your Programs for Educators Web page(s). You can list up to ten links to Programs for Students. Enter the program title and then paste the complete web address in the fields.

For Example:

<i>Program Title:</i>	Artists in Classrooms	<i>URL:</i>	http://www.laartsed.org/program.aspx?pid=384
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Click 'Save and Continue' to proceed to the screen "Programs Menu."



Programs Menu

From the “Programs Menu” screen, applicants can add new programs, select programs to edit and delete programs. This screen also includes a link to “Directions for Review and Submission.”

You can submit multiple programs in your application. For example, if your organization offers a summer institute and a fall workshop series, you will submit an application with two programs. Click “Add Program”, enter in your responses to all questions for your first program, save and return to the “Programs Menu”. You will then again click “Add Program” to open a new application entry screen and answer all of the questions again as they apply to your second program. There is not a limit on how many programs can be included. You can go back and edit any of your programs until the time that you submit the application.

Click “Add Program” to go to the “Programs” screen to start entering information on a new program. The fields on this screen will be blank until you begin to add your program.

Click “Edit” next to a previously entered program to go to the “Programs” screen that contains that program’s data. The fields on this screen will contain the information you had previously entered.

Programs section

Application Entry Screen 4 of 4

(all “Programs” responses are for Web site)

In this application entry screen you will provide responses to build the following elements of your publicly-viewable program profile Web page:

- program abstract for search results page
- narrative description of the program including:
 - highlighted program objectives for the “Overview”
 - narrative description of the “Program Design”
 - descriptions of how the content of the program aligns with searchable list of “Focus Areas”
- a quick reference of the search criteria to help site visitors learn how your program aligns with their needs
- a photo

All information entered into the “Programs” application entry screen will be publicly viewable on your program profile Web page once the program is approved. (Go to <http://educators.lacountyartsforall.org> and click “search site” to see what a model page looks like.)

Note: As Programs for Educators will serve primarily as a marketing tool for your programs, it is recommended that in your responses to the narrative questions on this screen you describe the possibilities within your program rather than the history of what you have accomplished. Throughout your responses, be concise so that your resulting program profile is Web-friendly.



There are 10 questions on the Programs screen.

Program Overview

1.1 Provide the name of the professional development program you have to offer. This will be the title heading of your program profile Web page.

1.2 Provide a short abstract of this professional development program. For instance, you might include the program structure, content focus, target audience, art forms addressed, number of sessions, cost, availability of continuing education points and length of instruction. This information will show up on the search results Web page and will provide the teaser information to attract site visitors to your program Web page. Be specific and concise. (350 characters max)

Program Objectives

The Program Objectives will appear in the “Overview” tab of your program profile page. It will serve as an easily accessible quick reference for site visitors to your program profile to see if your program matches their needs. Based on this information, visitors may chose to open the “Program Design” tab and “Focus Area” tab to learn more.

2. What are the specific objectives that participants can expect to achieve from participating in this professional development? Be concise. List three (3) primary objectives and briefly describe how they will be achieved. Enter the Title (200 characters max) and the Description (500 characters max) for each of the three objectives.

Program Design

Questions 3.1 - 3.5 comprise the “Program Design” tab of your program profile Web page. Your responses to these questions should provide site visitors with the story of your program - its structures, theory of action and value for teachers and their students. Be concise.

3.1 Aim - Briefly introduce the aim and context of your program. (800 characters max)

3.2 Structures - Outline the planning, instructional, and evaluation elements of this program. Include the strategies for customizing the program for participants, schools or districts. Include any follow-up supports that are offered. If applicable, include upcoming dates and fees. (1000 characters max)

3.3 Methodology - Explain how the program is informed by education or arts education research and best practices. (1000 characters max)

3.4 Participants' Experience - Describe what participants will experience in this professional development. How will they be engaged in artistic learning experiences? (1000 characters max)

3.5 Classroom Relevancy - Describe how this program connects to classroom practice and student achievement in the arts. How does it prepare participants to deliver sequential curriculum that meets the California State Visual and Performing Arts Standards? What planning, instructional and assessment tools will be provided to participants? (1000 characters max)



Searchable Criteria

Questions 4 – 9 comprise the searchable criteria of your program profile Web page. Site visitors will be able to filter their search of Programs for Educators using the five drop down menus on the Search page. The searchable criteria include:

- Target Population – Who will participate?
- Arts Discipline – What is the arts discipline?
- Focus Area – What is taught?
- Handbook Entry Point - How does it align to the Handbook?
- Approach – What is the delivery approach?

Go to <http://educators.lacountyartsforall.org/> to preview the search page of the Professional Development Directory.

Target Population (*Web site search criteria*)

From the pre-defined list, indicate the type of participants for whom you offer your program. Visitors to the site may be looking for programs for their own enrichment or for that of their staff. For instance, a principal could select “Secondary Teaching Staff” to find an opportunity for her English Department, while a third grade teacher would select “Individual Teacher” to find a Saturday morning workshop series that has open enrollment.

4. For whom do you offer professional development programs? Select “yes” for all that apply.

Elementary Teaching Staff	Individual Teacher	Arts Administrators
Secondary Teaching Staff	Teacher seeking Continuing Education Credits	Community Members
Education Administrators	Teaching Artists	Other

Continuing Education Credits (*for Web site*)

5. Indicate whether you offer salary points or college credits through an affiliation with a school district or university. This is a yes/no response. Be sure to also feature this aspect of your program in the narrative responses above.

Arts Discipline (*Web site search criteria*)

6. Indicate the arts discipline(s) that are specifically addressed in this professional development. Select “yes” for all that apply.

Dance	Multi-Discipline	Theatre
Literary Arts	Music	Visual Arts
Media	Storytelling	



Focus Area Details *(Web site search criteria)*

The “Focus Area” topic list is pre-defined to enable site visitors to search by and learn more about the content focus of the professional development.

7. What are the key focus areas in which your professional development specializes? You must provide justification with a description or examples from your work. (800 characters or less) Select “yes” and describe all that are the main focus of your work.

Action Research	Differentiated Instruction	Reading Programs
Advocacy	Effective Teaching Strategies	Parent and Community Involvement
Art-making	Inquiry-based Learning	Social and Emotional Learning
Arts as School Reform	Interdisciplinary Connections	Special Populations
Assessment and Evaluation	Leadership Development	Technology
Child Development	Lesson Planning and Unit Design	VAPA Standards
Classroom Management	Literacy	
Cooperative Learning	Multi-cultural Connections	

Handbook Entry Point *(Web site search criteria)*

In 2008, *Designing the Arts Learning Community: a Handbook for K-12 Professional Development Planners* was released by the Los Angeles County Arts Commission, San Francisco Arts Commission and Santa Clara County Office of Education. Synthesizing extensive research of arts education practice across the United States, this handbook is a guide to designing arts education professional learning communities for K-12 classroom teachers and provides a searchable database of 50 arts learning communities. You can access it online at <http://handbook.lacountyartsforall.org>.

8. Select “yes” for the entry point(s) that best align with your program. Leave blank if you are unsure.

Inquire	Program supports a learning community to focus on systemic inquiry through methods such as research relationships, action research, inquiry protocols, or reflection on authentic assessments.
Plan	Program brings a learning community together to develop goals, objectives, and timelines and to challenge communities to commit to a long-term process to create change.
Rally	Program builds collaborations in and out of schools through networks and technology to strengthen teacher’s capacities.
Deepen	Program serves the unique needs of the participating educators to increase their knowledge and skills



Connect	Program is focused on translating research and theory into classroom practice in authentic meaningful ways.
Transform	Program employs the arts as integral strategy for education reform for the whole school community.
Sustain	Program supports a strong learning community in reflecting, evolving, and expanding.

Approach (*Web site search criteria*)

9. Select one (1) of the following professional development delivery approaches. Definitions have been provided. Select “yes” for the one that best matches your program.

Workshop Series	One or more sessions with a group of educators.
Coaching/Mentoring	One-on-one relationship to provide structured support for an educator’s development.
Partnership	The programming is offered over a sustained period of time.
Institute	Sequential days of intensive professional development. Often takes place during the summer.
Network	Service organization that offers written resources, conferences, committee work, discussion forums or collegial relationships and collaboration.
Professional Learning Community	Facilitation of a group of educators working collaboratively in ongoing processes of knowledge-sharing, dialogue, inquiry, risk-taking and constructive feedback to address the needs of the field, individual learning and learning community capacity. This is the professional development approach recommended in <i>Designing the Arts Learning Community: a Handbook for K-12 Professional Development Planners</i> .
Teacher/Teaching Artist Collaboration	A teaching artist collaborates with a teacher in the planning, implementing, and assessing of classroom lessons for the purpose of modeling and practicing the delivery of high quality professional development.
Virtual Learning Environment	Educational interactions occur primarily online.
Higher Education Coursework	Lectures or seminars offered by institutes of higher education. (<i>Not to be used to indicate the availability of continuing education credits</i>)



Program Image Upload

10. You are required to upload a photo with each program. It is advised that you select a photo that highlights the instruction and learning in your professional development program. Uploading your logo is acceptable.

Use the “upload” button to access your computer files. The “clear” button allows you to replace a previously selected photo. The photo needs to be in the jpeg format and no more than 4 megabytes in size. The photo should be orientated as landscape.

The Los Angeles County Arts Commission reserves the right to alter the image in order to fit properly in the Web page.

The Los Angeles County Arts Commission, through Programs for Educators, provides a platform for the distribution of applicant photographs. By submitting the photograph(s), the applicant certifies they have permission from the photographer and the people in the enclosed photograph(s) to use the photograph(s) for the purposes of publicizing the professional development program on the Arts Commission’s Web site www.lacountyartsforall.org, marketing materials (including brochures, postcards, the Internet) and through distribution to press outlets. By submitting, applicant holds harmless the Los Angeles County Arts Commission from any litigation or other claims arising from the use of these photographs.

The applicant remains the sole copyright owner of the submitted material. Do not submit original, single copies as images will not be returned.

Click “Save and Continue” to progress to the Programs Menu.

Once at the Programs Menu, either “Add Programs”, “Edit” existing programs or select “Directions for Review and Submission” at the bottom of the Programs Menu.



Directions for Review and Submission

Access this screen from the link at the bottom of the Programs Menu. This screen provides a link to a printable version of the full application, a link to return to editing the application, and the final submission link.

Review Application - Access a printable version of your full application. Use this printable version for your own review. You will need to include the print out of your final version as part of the supplemental materials.

Make Changes - This link takes you back to Application Entry Screen 1 of 4 of the application.

Submit Final Application - Upon completion and review of the online application and prior to the application deadline, you must hit this submit button. Pending the receipt of supplemental materials, your organization will then be considered for review by the peer panel.

Once an application is submitted, the applicant still will be able to login and access the "Provider" screens and the "Program Menu," until the application deadline. From the "Program Menu," applicants will be able to add new programs and access the Review Application print-out feature but will not be able to edit submitted programs.

After the application deadline, you will no longer have access to any of the application entry screens. You will still be able to log in and access the printable version of your full application.

REMEMBER your application is not considered complete until supplemental materials are received by the Arts Commission.

The print out that you submit by mail will be used by the peer panel to review your application. Be sure to submit the final version that reflects all of the programs and edits that exist in your online application upon final submission and application closing.

The Help link on this application screen offers a reminder of the Supplemental Materials deadline and requirements.



HOW DO WE PREPARE THE SUPPLEMENTAL MATERIALS?

The supplemental materials listed below are required parts of this application. They are to be prepared in hard copy and submit by mail.

All supplemental materials should have the name of the provider listed in the upper right hand corner. It is acceptable to hand write the name.

1. Supplemental Materials Cover Page

Download the Supplemental Materials Cover Page and Program Checklist from:

<http://pd.laartsed.org/uploads/checklist.pdf>

Complete the cover page by hand or by computer as you prepare your final submission packet. As requested, include contact information and a list of the programs included in your application.

2. Application (one (1) copy, paper-clipped)

Submit a printout of your final application from the online “Review Application” screen. *Please, do not print the application double sided.*

3. Two Letters of Recommendation (one (1) copy, paper-clipped)

Two letters of recommendation are required. Letters should demonstrate the impact of your programs on the individual participants and the school communities. Letters must be written by participants or school administrators who have received professional development from you in the past four years (2009, 2010, 2011 or 2012.) They must be signed. School letterhead is preferred.

For each Program in the application, submit one set of Supplemental Materials 4, 4.a, 4.b, 4.c.

4. Program Checklist

Download the Supplemental Materials Cover Page and Program Checklist from:

<http://pd.laartsed.org/uploads/checklist.pdf>

Complete a Program Checklist of each Program included in your application. Complete the checklist(s) by hand or by computer as you prepare your final application package. Include the following supplemental materials for each Program.

a. Curriculum Sample (one (1) copy per Program submitted, paper-clipped)

Curriculum samples should be reflective of the full scope of your professional development program. Curriculum samples include but are not limited to lesson plans, curriculum maps, or units of study. Regardless of the format, the sample must address the professional development goals, learning outcomes and process, and assessment.

b. Program Evaluation Sample (one (1) copy per Program submitted, paper-clipped)

Program evaluation samples should reflect how the provider tracks and analyzes progress in achieving the program objectives. The samples should support the description of the program evaluation listed in Programs section question 3.b. Evaluation



samples include, but are not limited to, evaluation plans, written evaluation reports or data collection tools such as rubrics or survey questions.

c. Video Sample (DVD)

Video documentation is crucial for evaluating the quality of the applicant and/or program. One video sample should be included with the application. Samples should be recent, of high quality, and as relevant to the submitted professional development program(s) as possible. The video sample can be up to 5 minutes in length.

The sample should demonstrate both learning and teaching. (Panelists prefer to review substantive teaching excerpts rather than short edited clips with heavy narration.) To support panelists in reviewing the video sample, please submit brief supporting documentation that provides context for the teaching and learning captured in the video. Supporting documentation includes but is not limited to the corresponding lesson plan or a short description of the professional development goals, experience and participants.

Label the DVD clearly with the name of the applicant and the corresponding Program Name(s).

On the Program Checklist, include the title as it appears on the video sample. In the field, Directions for Viewing, include the track(s) /chapter(s) to be reviewed by the panel, in order of preference. On the checklist, write the title of your video supporting documentation.

Preview the artistic documentation before submitting to ensure that there are no technical problems that might interfere with the panel's review of the work. Panelists generally spend no more than three to five minutes on the video documentation for each application. Please be aware that the entire sample (not just the selected segment) is considered a part of the application package and may be reviewed.



HOW DO WE SUBMIT OUR FINAL APPLICATION PACKAGE?

Deadlines

The final application package is to be sent by mail and include hard copies of the online application and the required supplemental materials.

- The online application must be completed and submitted at <http://pd.laartsed.org/application/> by **5:00 p.m., Wednesday, October 3, 2012**
- The final application package, inclusive of all materials listed below must be postmarked by **Wednesday, October 3, 2012**
- LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Materials to Include

The final application package should include the following components, in the following specified order.

- 1) Supplemental Materials Cover Page
- 2) Application (one (1) copy, paper-clipped and single sided)
- 3) Two Letters of Recommendation (one (1) copy, paper-clipped)
- 4) Programs Checklist (one (1) set of the checklist and following materials per Program)
 - a) Curriculum Sample (one (1) copy, paper-clipped)
 - b) Program Evaluation Sample (one (1) copy, paper-clipped)
 - c) Video Sample (DVD)

Descriptions of these required materials are outlined in the above section, "How Do We Prepare the Supplemental Materials."

Rubber-band the materials together. All materials, where appropriate, must be on standard white 8.5 by 11" paper, suitable for photocopying. DO NOT SUBMIT any materials that are

- stapled
- bound
- taped
- pasted-up
- odd sized in plastic sleeves
- double sided

Please note that application supplemental materials will NOT be returned.

Submission Address

All supplemental materials must be sent to:

Los Angeles County Arts Commission
c/o Programs for Educators
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017



WHAT HAPPENS AFTER WE SUBMIT THE APPLICATION?

Application Processing

If an application form is incomplete, late, and/or all required supplementary materials have not been submitted by the postmarked deadline, the application will not be accepted and will not be sent to the panel for review.

As a public agency, all information submitted to the Arts Commission in conjunction with a grant application becomes public record at the time the application is submitted.

Review and Notification

Arts Commission staff reviews applications for eligibility. Eligible applications will be reviewed based on the stated review criteria and scored by a peer panel made up of educators, arts education administrators, artists and others with knowledge and professional qualifications in arts education.

Notifications will be made by November 2012 after the peer panel application review.

Approval means your programs will be listed on <http://educators.lacountyartsforall.org>. *Programs for Educators is for marketing purposes and listing does not guarantee bookings.*

Panel Feedback

Applicants are encouraged to contact the Arts Commission in December 2012 to receive the panel comments and recommendations.

Duration

Programs approved for Programs for Educators are listed for three years. Annually, approved programs will be asked to update their listing to ensure the information is current. After three years of listing, all programs will need to submit new letters of recommendations and evaluation samples. If upon review by the Arts Commission staff, the program does not appear to meet current eligibility criteria, the program will be required to submit an updated application for review by peer panel.

A shift in the scope of an approved program requires the submission of a new application for review by the peer panel.

New applications will be accepted annually during the open enrollment period.

Acknowledgment

All arts organizations and artists with approved programs are required to acknowledge and link to <http://lacountyartsforall.org> through the inclusion of the *Arts for All* logo and/or credit text on all appropriate educational programming materials, including education Web pages. Further details will be provided upon approval of applications.

Disclaimer

All arts organizations and artists providing services on Arts for All's Programs for Educators are responsible for satisfying applicable laws or policies related to providing educational services, which may include, but are not necessarily limited to, obtaining live scan or other criminal background clearances and documenting health status and the absence of communicable disease.

Programs for Educators 2012 Guidelines_Rev. 8.16.12

