**On-the-Job Training**

**Overview**

**Professional Standards for Teachers**

The [Professional Standards for Teachers](https://www.doe.mass.edu/edprep/resources/guidelines-advisories/teachers-guide/) (PSTs) define the evidence-based, culturally and linguistically sustaining knowledge and skills that candidates must demonstrate in order to complete a Massachusetts-based educator preparation program. The PSTs are aligned with the [Standards of Effective Practice](https://www.doe.mass.edu/edeffectiveness/standards/default.html), which define effective teaching in Massachusetts and serve as the foundation for the Massachusetts Educator Evaluation Framework.

The PSTs are divided into four key domains:

I: Curriculum Planning and Instruction

II: Teaching All Students

III: Family and Community Engagement

IV: Professional Culture

The PSTs inform the content of EPP’s coursework, guide supervision and feedback in field-based experiences, and are explicitly evaluated through the [Candidate Assessment of Performance (CAP)](https://www.doe.mass.edu/edprep/cap/).

PSTs should also be used to guide the development of the RTAP program of study, including both related technical instruction and on-the-job training. Apprentices must be deemed “Proficient” in each of the four PST domains in order to successfully complete the RTAP and be endorsed for licensure.

**On-the-Job Training Hours**

LEAs must ensure that all apprentices engage in a minimum of 2000 hours of on-the-job training. These training hours should be:

* Inclusive of pre-practicum (outlined in the [Guidelines for Prep-Practicum for Teachers](https://www.doe.mass.edu/lawsregs/603cmr47.html?section=05#:~:text=75-hour%20pre-practicum%20%28to%20include%20a%20minimum%20of%2015,part%20of%20the%20ABE%20Panel%20Review%20for%20Licensure.)) and practicum (outlined in the [Guidelines for Educator Preparation Program Approval](https://www.doe.mass.edu/edprep/resources/guidelines-advisories/program-approval/))
* Divided across the four PST domains as outlined in the [Work Process Schedule](https://www.doe.mass.edu/csi/diverse-workforce/teacher-apprenticeship/appendix-a.pdf) and summarized below
* Supported by highly trained and effective school-based journeyworkers
* Apprentices must utilize high-quality instructional materials.

Please reference the Work Process Schedule for further information about the PST domains, associated skillsets, and proficiency assessment rubric.

**On-the-Job Training Hours**

Review the required hours for each domain below, then check the box to indicate your LEA understands and can commit to the expectations.

Please note:

* **Required hours** for each domain reflect the minimum number of hours that an apprentice must spend learning, practicing, and demonstrating the skillsets outlined in the domain.
* **Recommended hours** associated with each skillset signal the anticipated amount of time needed to achieve proficiency. These recommended hours are estimates and suggestions.

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| **I: Curriculum, Planning, and Instruction** | **Required Hours: 732** |
| I-A: Curriculum and Planning * Subject Matter Knowledge
* Knowledge of Students
* Curriculum Literacy
 | Recommended hours: 293  |
| I-B: Assessment * Purposeful Assessment
* Accessible Assessment
 | Recommended hours: 146 |
| I-C: Analysis* Analysis and Conclusions
* Adjustments to Practice
* Sharing Progress with Students and Families
* Sharing Progress with Colleagues
 | Recommended hours: 293 |

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| **II: Teaching All Students** | **Required Hours: 684** |
| I-A: Instruction* High Expectations & Support
* Engaging Instruction
* Inclusive Instruction
 | Recommended hours: 342 |
| II-B: Learning Environment* Positive Relationships
* Safe Learning Environment
* Collaborative Learning Environment
* Student Ownership of Learning
* Critical Thinking
 | Recommended hours: 342 |

**III: Family and Community Engagement**

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| **Skillsets**  | **Required Hours: 195** |
| III-A: Communication* Communication with Families
 | Recommended hours: 49 |
| III-B: Engagement* Family Engagement
 | Recommended hours: 49 |
| III-C: Collaboration* Collaboration on Student Learning and Well-Being
 | Recommended hours: 97 |

**IV: Professional Culture**

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| **Skillsets**  | **Required Hours: 389** |
| IV-A: Reflective Practice and Professional Growth* Reflective Practice
* Goal-Setting
* Professional Learning and Growth\*
 | Recommended hours: 146 |
| IV-B: Shared Responsibility, Collaboration, and Decision-Making* Shared Responsibility\*
* Professional Collaboration
* Decision-Making\*
 | Recommended hours: 49 |
| IV-C: Professional Responsibilities* Judgment
* Professional Responsibilities
 | Recommended hours: 194 |

\* These skillsets are to be introduced but not practiced or demonstrated by apprentices and are not factored into required hours.

[ ]  Our LEA understands and can commit to providing on-the-job training for the required hours for each apprentice.

**On-the-Job Training Structure**

Describe how on-the-job training experiences will be structured and monitored to ensure that apprentices meet the required hours for each domain.

*Response should not exceed 500 words.*

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How long (e.g., number of years, months, or semesters) will it take apprentices to complete all required on-the-job training hours?

*Response should not exceed 200 words.*

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What high-quality curricular materials will apprentices use as a part of their on-the-job training?

*Response should not exceed 200 words.*

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