



# Teacher and Principal Performance Evaluation Qualifications

Use the below information and timelines to determine if an individual is qualified to conduct teacher or principal performance evaluations.

## Initial training:

Individuals must complete an initial training before conducting a performance evaluation. View the “evaluator qualifications” section of an individual’s Educator Licensure Information System (ELIS) account to determine if they have completed the required training.

- **Teacher evaluators** must meet **one** of the following requirements:
  - Have all five Growth Through Learning (GTL) modules in the Evaluator Qualification section of ELIS
  - Have completed Administrators’ Academy #2001 on or after Jan. 1, 2019
- **Principal evaluators** must meet **one** of the following requirements:
  - Have all five GTL modules listed in the Evaluator Qualifications section of ELIS
  - Have completed Administrators’ Academy #1865 between January 1, 2019 and December 31, 2020 **and**
    - Administrators’ Academy #3001 or Administrators’ Academy #3002 between January 1, 2019 and August 31, 2020 **or**
    - Administrators’ Academy #3000 between September 1, 2020 and December 31, 2020\*
  - Have completed Administrators’ Academy #2000 on or after Jan. 1, 2019

**\* Prior to** September 1, 2020, Administrators’ Academy #3000 only met retraining requirements for Teacher Evaluators. The content for Administrators’ Academy #3000 has been updated and only meets Principal Evaluator initial training requirements if taken between September 1, 2020 and December 31, 2020.

*Educators must have completed successfully the Application Component/Assessment of the respective Administrators’ Academy in order to become legally qualified, receive the appropriate evaluator qualification in ELIS, and receive full Administrators’ Academy credit. **Those that do not successfully complete the Application Component/Assessment will receive professional development hours only.***

## Retraining:

An individual is qualified to conduct performance evaluations through the end of their next license cycle after completing the initial training. The individual must complete retraining prior to June 30 of the last year of this license cycle to retain the evaluator qualification.

Retraining for **principal evaluators** is due by June 30 of the last year of the next renewal cycle after the evaluator completes the **GTL Module 5**.

*Example 1:* The principal evaluator’s renewal cycle is July 1, 2014, to June 30, 2019. The evaluator completed all five GTL modules in this cycle. The evaluator must complete retraining on or after July 1, 2019, and by June 30, 2024.

*Example 2:* The principal evaluator’s renewal cycle is July 1, 2013, to June 30, 2018. The evaluator completed GTL Modules 1-4 during this cycle and completed GTL Module 5 during the July 1, 2018, to June 30, 2023, cycle. The evaluator must take retraining on or after July 1, 2023, and by June 30, 2028.

Retraining for teacher evaluators is due by June 30 of the last year of the next renewal cycle after the evaluator completes the last GTL module. Teacher evaluators are required to complete all five modules but may take them in any order.

*Example 1:* The teacher evaluator’s renewal cycle is July 1, 2015, to June 30, 2020. The evaluator completed all five GTL modules during this cycle or completed Administrators’ Academy #2001 between Jan. 1, 2019 and June 30, 2020. The evaluator’s retraining is due by June 30, 2025.

*Example 2:* The teacher evaluator’s renewal cycle is July 1, 2015, to June 30, 2020. The evaluator completed Modules 1, 3, 4 and 5 in June of 2015 (in fiscal year 2015) and completed Module 2 on Aug. 1, 2015 (in FY 2016). The evaluator’s retraining is due by June 30, 2025.

Visit [www.isbe.net/Documents/Teacher\\_Evaluator\\_Renewal\\_Information.pdf](http://www.isbe.net/Documents/Teacher_Evaluator_Renewal_Information.pdf) for additional information. Specific courses that satisfy retraining are below. One course is needed from both the professional practice and student growth categories. [Course descriptions](#)

Teacher Evaluator		Principal Evaluator		Teacher/Principal Evaluator (both approvals)	
Professional Practice	Student Growth	Professional Practice	Student Growth	Professional Practice	Student Growth
<i>Choose one:</i> #1448 #1451 #1452 #1801	<i>Required:</i> #3000	<i>Required:</i> #1865	<i>Required:</i> #3000	<i>Choose one:</i> #1448 #1451 #1452 #1801 -AND- <i>Required:</i> #1865	<i>Required:</i> #3000

## Historical Information

### Initial Training:

**July 1, 2012, to Dec. 31, 2018:**

- **Teacher and principal evaluators** must have all five GTL modules listed in the designation section of ELIS.
  - Teacher evaluators **may or may not** have Administrators’ Academy #2001 in their account; it does not impact their qualified status.
  - Principal evaluators **may or may not** have Administrators’ Academy #2000 in their account; it does not impact their qualified status.

### Retraining:

**July 1, 2012, to June 30, 2016:**

- Retraining for **teacher evaluators** is due by June 30 of the last year of the next renewal cycle after completing **GTL Module 3**.