

First Year Superintendent Training Authorization Form

The Oklahoma State Department of Education (OSDE) is committed to ensuring that all school First-Year Superintendent receive high-quality, accurate, and relevant professional development that meets the requirements outlined in state law. While OSDE offers free approved training directly, First-Year Superintendents may also seek training opportunities from third-party providers for make-up sessions.

To maintain consistency, accountability, and compliance with statutory requirements, OSDE has established a standardized rubric-based review process for evaluating non-OSDE training submissions. This rubric ensures that all training, regardless of provider, are measured against the same criteria for content accuracy, alignment with required topics, presenter qualifications, delivery quality, accessibility, and verification of participation.

By utilizing this rubric, OSDE can:

- Guarantee that first year superintendents receive credit only for trainings that meet state standards.
- Provide transparency in the approval process for third-party providers.
- Protect first year superintendents from investing time or resources in trainings that do not fulfill statutory obligations.
- Maintain a consistent statewide standard of excellence in First-Year Superintendent training.

This process strengthens the integrity of professional development for school administrators while allowing flexibility for districts to utilize diverse, high-quality training opportunities.

Submission Instructions

- All third-party training submissions must be submitted at least 60 days prior to delivery.
- Submissions should be emailed to Jennifer.Hembree@sde.ok.gov with all required attachments included in a single PDF or Word file.
- All Submissions must include the OSDE Submission form and all supporting documentation.
 - **Training Agenda/Outline Requirement:**
Each submission must include a detailed agenda or lesson plan clearly demonstrating how the training meets the 1-hour credit requirement and covers the designated statutory topic.
 - **Presenter Bio/Resume Requirement:**
Providers must include presenter qualifications (bio or resume) showing expertise in the subject area.
 - **Sample Materials:**
Submissions must include at least one representative training material (e.g., slide deck, handout, or reference sheet) to demonstrate delivery quality and alignment with OSDE standards.
 - **Follow-Up Reporting:**
Providers agree that OSDE may request attendance rosters, evaluations, or additional materials following training delivery to verify compliance.

- **Provider Assurances:**
Providers must sign an assurance statement confirming accuracy of submitted information, compliance with Oklahoma law, and acknowledgment that OSDE may deny or revoke approval if standards are not met.
- Incomplete submissions will not be reviewed.

Required Standards

- **Content Alignment:**
Training must address the specific required topic area as outlined in [OAC 210:20-21-1](#).
- **Accurate & Current:**
Training must use up-to-date Oklahoma statutes, policies, and practices.
- **Proof of Completion:**
Training must provide certificate or attendance verification methodologies.
- **Qualified Presenter:**
Facilitator must have demonstrated expertise in the topic (e.g., CPA, attorney, compliance officer, OSDE-recognized trainer).

Scoring Rubric for First-Year Superintendent Trainings

Criteria	Description	Weight	Weighted Score
Topic Alignment & Depth	Clearly covers the designated 1-hour credit topic (Finance, Ethics, Open Meetings/Open Records).	25%	
Accuracy & Legal Compliance	Content is correct, up-to-date with Oklahoma law & OSDE policy.	20%	
Presenter Expertise	Qualifications and credibility of presenter(s).	15%	
Delivery & Engagement	Format supports learning (interactive, case studies, discussion, clarity of materials).	15%	
Proof of Participation	Clear tracking of attendance and certificates.	10%	
Accessibility	Available to all members (virtual option, ADA compliance, flexible schedule).	5%	
Documentation & Resources	Agenda, objectives, references, handouts, follow-up resources.	10%	
Total Score:			



First Year Superintendent Training Submission Form

Section 1 – Provider Information

Organization Name: _____
Contact Person: _____
Title/Role: _____
Email: _____
Phone: _____

Section 2 – Training Information

Training Title: _____

Training	Topic	Hour(s)
	Superintendent and Board of Education Relationships	
	Oklahoma Open Records & Open Meetings Act	
	Staff Relationships	
	Community Relationships	
	School Finance	
	Plant Management and School Facilities	
	Setting School District and Site Goals	
	Individuals with Disabilities Act (IDEA)	

Delivery Format (check all that apply):

- ☐ In-person
☐ Virtual/Online
☐ Hybrid

Date(s) Offered: _____

Section 3 – Training Content

- Attach agenda/outline with time allocations.
- Attach sample materials (slides, handouts, resources).
- Provide description of how training meets statutory requirements:

Section 4 – Presenter Qualifications

Name(s) of presenter(s): _____

Title/Expertise: _____

- Attach bio(s)/resume(s) for each presenter.

Section 5 – Proof of Completion

Method for verifying attendance (check all that apply):

- ☐ Sign-in sheets
☐ Digital tracking system
☐ Certificates issued
☐ Other (describe): _____



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Section 6 – Provider Assurances

By signing below, the provider certifies that the information submitted is accurate, training content is up-to-date with Oklahoma law, and OSDE requirements will be followed. OSDE reserves the right to deny or revoke approval if standards are not met.

Signature: _____

Name/Title: _____

Date: _____

FOR OKLAHOMA STATE DEPARTMENT OF EDUCATION USE ONLY	
Approved _____	Denied _____
Authorizing Signature _____	Date _____
Training approvals are valid for the entire fiscal year, which spans from July 1st through June 30th. Regardless of the date of approval, trainings must be reapproved annually, and applicants are required to submit a new application each fiscal year.	