

**External CIT Member
Application for Eligibility Process 2010-2011
Frequently Asked Questions**



Revised 4/10/2010

Q: I cannot access the application on your website. What should I do?

A: Our application is part of a secure website and some networks block access to secure sites. If you experience difficulty with the network you are using, contact your IT dept (if you are using a work place site) or access the system using a different network.

Q: I currently serve as an external member of a Campus Intervention Team (CIT). I completed the application process last year. Do I have to complete the entire application again?

A: Individuals currently serving as an external CIT member are required to provide updated information by completing a modified application. For instance, contact information on campuses being serving will be requested as part of this application. The TX Turnaround Center will then send a survey to district and campus personnel requesting feedback on the frequency and quality of services you rendered.

Q. I currently serve as an internal member of a CIT. Do I need to apply?

A: No.

Q: I am currently a CIT, TAP and CAM. Which application do I complete?

A: Since the application process is for a position as an external CIT member, please fill out the application for "Current External CITs."

Q: Last year I thought I completed the registration process; yet, my name does not appear on your registration list. Is this an oversight or do I need to complete the process again?

A: If your name does not appear on the registered list, then we never received a fully completed application. In order to have a complete application on file for you, please complete the process for "New Applicants."

Q. When completing the full application for new applicants, should I upload my resume to complete the application process?

A. Yes. If you have trouble uploading your resume document, try creating and then uploading a new, basic WORD document.

Q: I do not have a FAST Pass. Do I need one to complete or update my application?

A: No. You do not have to have a FAST Pass to update your application. However you will need to obtain a FAST Pass before you are approved by TEA to service on a campus.



Q: As part of the application process, should I have individuals submit letters of recommendation?

A: During the application process, if you currently provide technical assistance to under-performing campuses you will be asked to provide contact information on campuses you support. If you are not currently supporting a campus, you will be asked during the application process to provide the names and contact information on references. The Texas Turnaround Team will then make contact with these individuals.

Q: In addition to serving as an external CIT member, I am interested in serving as a monitor and /or conservator of an academically unacceptable campus. Will this process also suffice as an application to serve in those positions?

A: No. Individuals interested in serving as monitors, conservators, or management team members can submit a letter of interest and a copy of their vitae to the Division of Governance and General Inquiries at the TEA. Additional information about this is available at <http://www.tea.state.tx.us/gir/SchoolGovCons.html> or by calling (512) 475-3697.

Q: I am interested in but not currently approved to serve as a Campus Administrator Mentor (CAM) or a Technical Assistance Provider (TAP) for schools who missed AYP in the federal accountability system. Will this process also suffice as an application to serve as a CAM or TAP?

A: No. Individuals interested in serving as a TAP and/or CAM must apply via the School Improvement Resource Center (SIRC). However SIRC is not accepting applications for CAMs or TAPs for the 2010-2011 school year.

Q: In the skills section of the full application for new applicants, am I required to submit 5 skills? Do I need to type something in the other skill fields?

A: Yes. The full application process requires the submission of information pertaining to at least 5 skills. However a response is needed in each skill section so to complete the application process please put N/A in any field that does not apply to you.

Q: I am currently approved as a TAP/CAM. The application requests campus information that is not applicable to me and the system won't let me move on to the rest of the application. What do I do?

A: Please fill out all required questions. If the information is not applicable, please type N/A.

Q: Can I go back and make changes to my application?

A: If you are filling out the "New Applicant" application, you can go back and make changes during the initial process. Once you have submitted your application you cannot make changes. If you are filling out any other application, you cannot return to a screen once it is completed and submitted.

Q: How can I confirm that I successfully completed the online application process?

A: If you are a new applicant and successfully complete the full application you will receive an auto-reply email confirming that the process is complete. If you are missing anything when you submit your full application, the system will list the questions that still need to be answered at the top of the page.

For all applications except "New Applicant" the final question is "If selected, I agree to attend and participate in the required training for eligibility." Once you agree and submit your application, you will see a follow-up "Thank you" page. If you do not get to this message, your application has not been completed. Please confirm you have received this message prior to exiting the application.

If you have a question or concern about final submission of the required document please contact Samantha Munoz at 512-919-5164 or Samantha.munoz@esc13.txed.net

Q: Once I've successfully completed the application process is any follow-up needed by me and will I be contacted by the Texas Turnaround Center?

A: No immediate follow-up is needed once you have successfully completed an application. By July 1st you will be notified by the TX Turnaround Center if you are eligible to serve as an external CIT member for the 2010-2011 school year. If you are eligible, you are required to register and attend the professional development offered in July. Attendance at this training is required to remain eligible to serve as an external CIT member. Refer to the next to last page of this document for a flowchart of the entire process.

Q: Where will the summer professional development be offered?

A: The July 26-30 training will be held at the Westin Hotel at the Domain in Austin, Tx. A block of rooms has been reserved at the Westin Hotel for this event. However eligible participants are free to stay at a location of their choice. Participants incur the cost of travel and accommodations.

Q: I live out of state and have extensive experience as an external CIT. Is attendance at the July training mandatory, or are there alternatives for this training?

A: The professional development offered in July is mandatory. An online version will not be available.

Q: How many days of professional development in July am I required to attend?

A: The numbers of days you attend in July will be based upon the type (or level) of campus (es) you are interested in serving. The content of the training is still being developed but basically each level will likely be covered in one day. Therefore if you are interested in serving AU yr 1 campuses you will attend level 1 and 2 training - 2 days of training. A diagram displaying the different levels of training offered this summer is provided at the end of this document.

Q: Can I charge the time and expenses to attend the professional development to the district I support?

A: Participants may negotiate with the school(s) served the cost of their travel expenses. It would be up to a district to make that decision.

Q: Is there a registration fee for the training in July?

A: No

Q: Is a campus/district administrator able to independently select an external CIT member for 2010-2011 or is a campus limited to only those individuals selected as eligible to serve?

A: Beginning in the 2010-2011 school year, districts and campus must selected individuals who have successfully completed the eligibility process.

Q: How much time and travel is involved in serving as an external CIT member?

A: The amount of time and travel is based on the needs of the campus served. You are encouraged to consider this when indicating, as part of the application process, the geographical areas you are willing to work.

Q: How is an external CIT member paid?

A: Section 39.134 of the Texas Education Code specifies that the costs associated with providing a Campus Intervention Team are paid by the district. The amount of the fees paid and the payment schedule are negotiated by the potential external CIT member(s) and the district. For the 2009-2010 school year TEA recommended that external CITs be paid \$75 an hour and be reimbursed for the costs associated with travel.

New CITs: Application, Selection and PD Process



Current CITs and Approved CAMs and TAPs: Application, Selection and PD Process

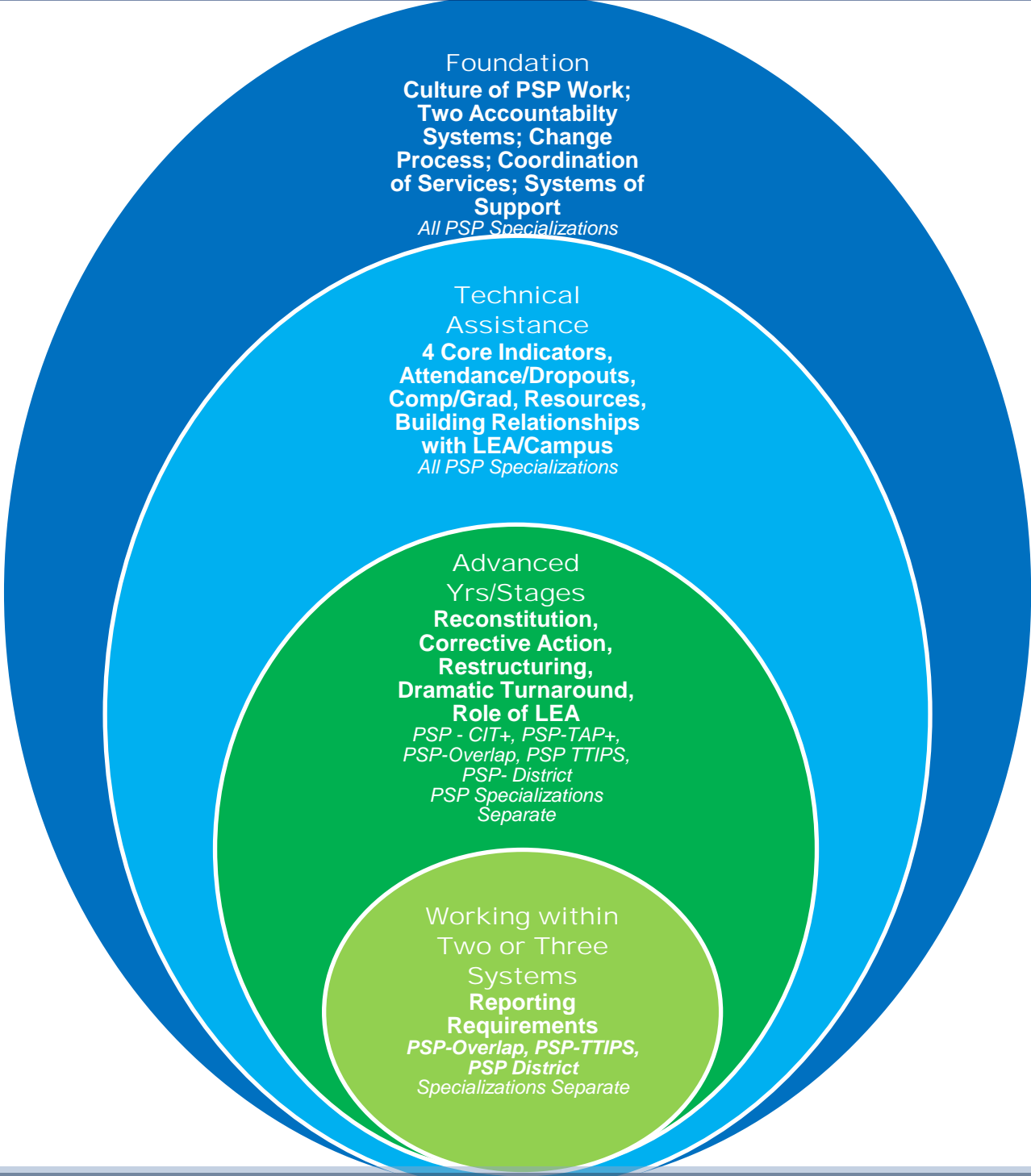




Professional Service Provider Training Framework



Foundation Training: Orientation to New PSPs



July 26 – 30, 2010
The Westin at The Domain - Austin, Texas