

**Consortium-based Literacy Specialist Endorsement Program  
Letter of Assurance**

As a representative of \_\_\_\_\_, I assure  
(district or educational service agency)  
that \_\_\_\_\_ has the support to complete the  
(candidate)  
requirements of the Consortium-based Literacy Specialist Endorsement Program.

Specifically, I assure the candidate will be able to complete the internship requirements, which include: provide a minimum of eight one-hour monthly field-based professional development sessions over a twenty four-week period; provide time during the school day for the candidate to participate weekly in four hours of coaching activity with individual teachers. Based on International Reading Association (IRA) guidelines, coaching activity includes, but is not limited to, co-planning, observing, post observation debriefing, demonstrating strategies/lessons with follow up, and other activities to assist individual teachers in improving literacy instruction. The candidate will coach a minimum of two and a maximum of ten teachers bi-weekly.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School/Agency: \_\_\_\_\_

District(s) and County: \_\_\_\_\_