



**Virginia Quality Birth to Five– Ready Region Southwest**

**EO**

**PO Box 2034 Abingdon, Virginia 24212**

**CLASS® Observer Agreement**

**July 1, 2024- June 30, 2025**

**Please choose one or more of the following choices to describe your role as a RRSW observer:**

- **\_\_\_ Local Internal: Observer is employed or serves at an observation site and will complete local observations as part of their organization’s ongoing work. Eligible local internal observers will receive a renewal code or reimbursement for testing costs, and an annual renewal stipend (based on availability of funding) for remaining reliable and staying active in the local observer pool (completing at least 2 observations per year). Beginning in FY25, observers must choose to opt out of the incentive program, so as not to receive a \$150 check after re-certifying.**
- **\_\_\_ Local Contracted: Observer is contracted by EO to complete individual local observations at sites where they are not employed. An eligible contracted observer will receive a \$250 stipend after appropriate documentation is provided.**
- **\_\_\_ Ready Region SW Staff also known as “anchor” local observers, namely, observers employed by EO and funded through the Ready Region Initiative to complete local observations.**

**As a CLASS® reliable local observer for Ready Region Southwest, I acknowledge the following and sign my initials to indicate my understanding of each of the responsibilities and obligations assigned to me:**

1. **\_\_\_ I will conduct a minimum of 2 observations per year, starting my own organization, if I am an internal observer with an organization or site. If no internal classrooms are available for an observation using the age-specific CLASS tool(s), I will conduct two assigned observations outside of my program, for which I will receive the contracted observer stipend after completing the required payment submission process.**
2. **\_\_\_ I understand the details of scheduling, contacting, conducting, sharing feedback, entering scores, and receiving payment are outlined in the RRSW Observer Orientation webinar and if I have any questions about that process, I will address them before I begin scheduling observations.**

3. \_\_\_ I understand that while I am reliable, I am eligible to conduct additional observations outside of my program, partnering with Ready Region Southwest, receiving an incentive of \$250 per classroom observation from EO (restrictions apply);
4. \_\_\_ I will fill out the enclosed W-9 to be used in the event that I wish to be reimbursed for recertification, testing fees, or complete contracted (paid) classroom observations for EO;
5. \_\_\_ I will view in its entirety the Fall '25 and Spring '25 Observer Orientation Recording/Webinar for FY25, follow the Ready Region Southwest local CLASS observation protocol, and review the before completing any observations;
6. \_\_\_ I will be in communication with EO on a regular basis throughout the entire observation and payment process;
7. \_\_\_ I will provide brief written feedback immediately after the observation using the leave-behind rack card provided, complete the standard feedback form for all classrooms I observe, and send to Ready Region Southwest within a maximum of 10 business days, emailing the coordinator, teacher(s) and their supervisor;
8. \_\_\_ Along with written feedback, I will schedule a time for myself or a designee (site director or RRSW coordinator) to meet with each teacher or teaching team to go over written feedback verbally within 10 business days of the observation, or by the end of the observation period, whichever is first;
9. \_\_\_ I will enter completed observation scores into the LINK B5 database within 10 business days of the observation;
10. \_\_\_ I will use and preserve for two years the standard scoring booklet provided for detailed observation notes to be used as evidence for all dimension scores, or send my entire scoring booklet (digital or hard copy) to Ready Region Southwest for documentation;
11. \_\_\_ I will provide a current reliability certificate(s) to Ready Region every 6 months in response to the Active Observer Inventory, and register on the
12. \_\_\_ I will be asked to complete a calibration within my certification year for quality assurance purposes. Calibrating gives active observers the opportunity to practice coding, refine knowledge, and refocus the CLASS lens. Calibrations scoring 80% or higher are considered reliable. A score of 79% or less may result in a required recalibration within 30 days with a score of 80% or higher to maintain eligibility for completing Ready Region Southwest observations. Observers scoring less than 80%, or scoring out of alignment with external scores, may also be selected to double-code with an anchor observer, be asked to pause their contracted observations, and/or require additional support or training to ensure reliability;

13. \_\_\_ I will ask about local health and safety site requirements, background check, type of identification required, or other restrictions when scheduling with the site and comply with all during my visit;
14. \_\_\_ I have completed the VDOE-approved appropriate to my role within the last 2 years;
15. \_\_\_ If observing in settings including family day homes, dual-language learners, and/or settings serving children with disabilities, I will complete the necessary additional Observer Supports trainings through Teachstone and share my certificate with Ready Region Southwest before the scheduled observation date;
16. \_\_\_ EO may provide future reimbursement based on funding availability for the cost of my annual Observer Recertification for as long as I am willing to serve as a certified local observer for Ready Region Southwest and complete the minimum observations per year;
17. \_\_\_ Non-compliance with regional and state observer guidelines, including the completion of all required activities, may result in completed observations not being counted, being ineligible for stipends, reimbursement for recertification, and/or consideration for future contracted observations.
18. \_\_\_ I attest I am not currently Ready Region Southwest or any of the counties within Region 1 as an external observer for Teachstone during the FY25 VQB5 cycle.

Beginning in Year 1, active local observers have been receiving a \$150 incentive per age level to keep their certifications up to date. For the Year 2 cycle, this process has been streamlined so that you will only notify us of your renewal using the the incentives will automatically be sent to you unless you check the OPT OUT box below.

Once we receive your renewed certifications through for either the fall or spring observation cycle, you'll automatically qualify for a \$150 incentive. Your payment will be sent to the address provided on your W-9 form. You'll also receive an email notification from once your payment has been mailed. The timing of your incentive payment will correspond with the successful completion of your recertification test and will be processed during the respective observation cycle in which you pass the renewal test.

#### **OPT OUT**

Please note that if you are a first-time observer, you will not be eligible for this incentive until your certification is renewed one year after you first became a certified observer.

**As a CLASS® reliable observer for Ready Region Southwest, I attest that I have read and understood the guidelines of this local VQB5 CLASS observer agreement.**

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

I am an active \_\_\_ Infant \_\_\_ Toddler \_\_\_ PreK observer (check all that apply)

**Email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Shipping Address:**

\_\_\_\_\_

**Site/Program:**

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_