

FOR SCHOOL & DISTRICT BUSINESS OFFICES

Procurement Packet

*Everything your business office needs to process
a Time To Teach® training purchase.*

- 1 — How to purchase (credit card or purchase order)
- 2 — Federal funding eligibility (Title II-A)
- 3 — Sole-source justification language
- 4 — Vendor information & W-9 request

1. How to Purchase

Option A — Credit card: Register online at timetoteachpd.com. Payment is processed securely via Stripe; a receipt is emailed automatically. Afterpay/Klarna available.

Option B — Purchase order: Select "Purchase Order" at online checkout. We invoice your business office directly on net-30 terms. Most POs are confirmed within 48 hours. Invoices reference your PO number and itemize seats, dates, and location.

Group pricing is applied automatically: 4–7 seats save 10%, 8–14 save 15%, 15+ save 20%. No code or negotiation needed.

2. Federal Funding Eligibility

Time To Teach® Train-the-Trainer Institutes are professional development in evidence-based classroom management and instructional practice. Purchases of this kind are typically eligible under:

- Title II, Part A (Supporting Effective Instruction) — PD for teachers and leaders
- Title I, Part A — where behavior/PD supports schoolwide program goals
- State and local professional development allocations

Final eligibility determinations rest with your district. We gladly provide any supporting documentation your federal programs office requests — agendas, learning objectives, certification details, and evidence base.

3. Sole-Source Justification (template language)

If your procurement process requires sole-source documentation, the following language may be adapted:

"Time To Teach® is the sole provider of the Time To Teach® five-component classroom management Train-the-Trainer certification, delivered by the Center for Teacher Effectiveness. The certification licenses district personnel to train staff internally for a two-year term at no additional per-teacher cost — a model and license not available from any other vendor. Comparable multi-year internal training rights are not offered by alternative providers; therefore competitive solicitation would not produce an equivalent product."

4. Vendor Information

Legal name: Center for Teacher Effectiveness / Time To Teach®

Phone: (800) 641-2068

Email: info@timetoteachpd.com

Web: timetoteachpd.com · timetoteach.org

W-9, banking/remittance details, insurance certificates, and vendor-registration forms are provided on request — email info@timetoteachpd.com and we will return completed documents within one business day.