

## ***CDE Adult Education and Family Literacy 2009 Regional Assessment Trainings***

### **TRAINING POLICY, DATES, LOCATIONS and REGISTRATION**

AEFLA programs are required to attend annual assessment training provided by CDE/AEFL and the Colorado Adult Education Assessment Training Network.

The table below shows the training locations, dates, and registration information for the five regional AEFL assessment trainings. Please attempt to send your teachers to the training located in your region. Detailed descriptions of the training sessions are in a separate document. Some sessions have attendee limits (see the program session descriptions), so register your participants early. **Please register your participants before the deadline. If a session does not reach its minimum enrollment by the registration deadline, the session may be cancelled.**

**When you call or email, include the following information for each participant you register. (Email assures that we spell your participants' names correctly.)**

- Full name
- Adult education program name
- Which implementation training the teacher will attend on Day 1 (CASAS IT, CASAS BIT, CASAS Functional Writing Assessment, BEST Plus Administrator Training, BEST Plus Scoring Refresher Training, or TABE Implementation Training).
- If the participant will attend the workshop on Day 2.
- (Note: If you anticipate hiring new staff after the training registration deadline, you may reserve a slot "Name To Be Determined".)

### **PARTICIPANT CONFIRMATION**

- Please tell your participants why they are attending the assessment training.
- Please tell your participants which session(s) they are registered for. Tell your participants they may *not* switch sessions when they arrive at the training.
- Please confirm that your participants have marked their calendars and intend to come.
- Please give your participants a copy of the training schedule, the arrival time (9:00 am), ending time (4:00 pm or 4:30 pm as specified) and location. Explain that they are to complete the entire training and should plan accordingly.
- Give your participants the driving directions provided by the site host.

## **MEALS AND LODGING**

- Morning snacks and lunch are provided for all participants on Days 1 and 2.
- Programs are responsible for all travel and lodging expenses for their attendees.
- Please contact the registration person in the table below for lodging suggestions.

## **QUESTIONS:**

For questions about registration, driving directions, and lodging contact the registration person in the table below.

For questions about the training content, contact:

CASAS: Kathy Santopietro Weddel, or Connie Davis, Northern Colorado PD Resource Center, 303-702-7912,  
[ncpdc@stvrain.k12.co.us](mailto:ncpdc@stvrain.k12.co.us)

CASAS Functional Writing Assessment: Ardith Loustalet, St. Vrain Adult Education, [ardith.fwa@gmail.com](mailto:ardith.fwa@gmail.com), 303-678-5662 x 7934

BEST Plus: Jane Miller, CDE, [miller\\_j@cde.state.co.us](mailto:miller_j@cde.state.co.us), 303-866-6611

TABE: Elizabeth Shupe, CDE, [shupe\\_elizabeth@cde.state.co.us](mailto:shupe_elizabeth@cde.state.co.us), 303-866-6607

LOCATION	DATE / DAYS	HOST INSTITUTION	REGISTRATION
<b>S. Colorado Region</b>  Trinidad	<b>August 13<sup>th</sup> – 14<sup>th</sup></b>  (Thursday/Friday)	Southern Colorado PD Resource Center at Trinidad State Junior College 600 Prospect St. Trinidad, CO 81082	<b>Registration Deadline: Aug. 10<sup>th</sup></b> Susan Harris, Southern Colorado Literacy Resource Center <a href="mailto:susan.harris@trinidadstate.edu">susan.harris@trinidadstate.edu</a> Phone: 719-846-5471 Fax: 719-846-5472
<b>Metro-Denver Region</b>  Aurora	<b>August 20<sup>th</sup> – 21<sup>st</sup></b>  (Thursday/Friday)	The Learning Source at Aurora Language Center 9202 E. Severn Place, North Quad (Building 901) Denver, CO 80230	<b>Registration Deadline: Aug. 13<sup>th</sup></b> Elaine Hill CDE/AEFL (temp worker) <a href="mailto:AEFL-T1@cde.state.co.us">AEFL-T1@cde.state.co.us</a> <i>(note the dash in the e-address)</i> Phone: 303-866-6757 Fax: 303-866-6599
<b>Western Slope/ Southwest Region</b>  Gunnison	<b>Aug. 31<sup>st</sup> – Sept. 1<sup>st</sup></b>  (Monday/Tuesday)	Gunnison Literacy Action at Aspinall-Wilson Center Western State College 909 Escalante Dr. Gunnison, CO 81231	<b>Registration Deadline: Aug. 18<sup>th</sup></b> Elaine Hill CDE/AEFL (temp worker) <a href="mailto:AEFL-T1@cde.state.co.us">AEFL-T1@cde.state.co.us</a> <i>(note the dash in the e-address)</i> Phone: 303-866-6757 Fax: 303-866-6599
<b>N. Colorado Region</b>  Ft. Morgan	<b>Sept. 11<sup>th</sup> – 12<sup>th</sup></b>  (Friday/Saturday)	Morgan Community College ABLE at Morgan Community College 920 Barlow Ft. Morgan, CO 80701	<b>Registration Deadline: Sept. 4<sup>th</sup></b> Connie Davis, Northern Colorado PD Resource Center <a href="mailto:ncpdc@stvrain.k12.co.us">ncpdc@stvrain.k12.co.us</a> Phone: 303 -702-7912 Fax: 303-776-7426
<b>Mountain Region</b>  Glenwood Springs	<b>Sept. 25<sup>th</sup> – 26<sup>th</sup></b>  (Friday/Saturday)	Colorado Mountain College at CMC Glenwood Campus 1402 Blake Ave. (behind City Market) Glenwood Spgs, CO 81601	<b>Registration Deadline: Sept. 18<sup>th</sup></b> Krisan Crow <a href="mailto:kcrow@coloradomtn.edu">kcrow@coloradomtn.edu</a> 970-947-8312 Fax: 970-947-8307