

Sites, Dates, and Registration Information CDE Adult Education and Family Literacy 2011 Regional Assessment Trainings

TRAINING POLICY, DATES, LOCATIONS, and SPECIAL NEEDS CONSIDERATIONS

Appropriate staff must be assigned to attend the annual regional assessment training provided by CDE/AEFL and the Colorado Adult Education Assessment Training Network. This includes: staff who either administer or score each of the assessments used by the program to measure educational gain, staff responsible for the oversight and administration of the program's assessment policy, and teachers and other staff involved in gathering, analyzing, compiling and reporting data for year-end statistical reports. After initial training and certification in the assessment(s) used at the program, CDE/AEFL requires at minimum that at least one trained test administrator for each of the assessments in use be recertified every two years. Programs must keep records of staff training and certification in each of the assessments they use. For additional training information for specific assessments, please refer to the CDE/AEFL Assessment Policy at

<http://www.cde.state.co.us/cdeadult/download/Policy/Assessment/ColoradoApprovedAssessmentPolicyFY10final2OVAE.pdf>

The table below shows the training dates, locations, 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, *Schedule and Session Descriptions* for the 2011 RATs.

Participants with disabilities should contact the local registrar listed in the chart below to request accommodations at least two weeks prior to the training date. Requests for training materials in alternative formats must be made prior to the training.

REGISTRATION

Registration for 2011 will be done online. The program director may register her/his teachers or may instruct teachers to register themselves. Be prepared with each teacher's email address and most convenient phone number prior to beginning the online registration. You may reserve slots for future teachers by registering the name "To be hired" and entering your (program director's) email address. Review the registration for accuracy before submitting it as you cannot go back and make changes using the online form. If you need to change a registration at a later time, you must email or call the registrar named below. Links to the registration forms are at the end of this document.

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.**

PARTICIPANT CONFIRMATION

- Please tell your participants why they are attending the assessment training.
- Please tell your participants which session(s) they are registered for. It is the participant's responsibility to attend the correct training. 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 to the training.
- Please give your participants a copy of the training schedule, the arrival time, ending time, and location. Explain that in order to be certified and to receive a certificate with CDE/AEFL Professional Development Hours they are to complete the entire training and should plan their schedule accordingly.

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 communicate with the contact person in the table below for lodging suggestions.

QUESTIONS:

For questions about registration, contact the registrar in the table below.

For questions about driving directions, lodging, and other local details, refer to the contact person named in the table below.

For questions about the training content, contact:

CASAs: Connie Davis, Northern Colorado PD Resource Center, 720-652-8155, ncpdc@stvrain.k12.co.us

CASAs Functional Writing Assessment: Ardith Loustalet, Northern Colorado PD Resource Center, ardith.fwa@gmail.com, 720-652-8155

BEST Plus: Jane Miller, CDE, miller_j@cde.state.co.us, 303-866-6611

TABE: Elizabeth Shupe, CDE, shupe_elizabeth@cde.state.co.us, 303-866-6607

Sites, Dates and Registration Information CDE/AEFL 2011 Regional Assessment Trainings

LOCATION	DATE / DAYS	HOST INSTITUTION/Training location	REGISTRATION
Southern Region Colorado Springs	August 11th – 12th (Thursday, Friday)	Adult & Family Education, D11 1702 .N. Murray Blvd. Colorado Springs, CO, 80915	Registration Deadline: Aug. 4th Registrar: Connie Davis Email: ncpdc@stvrain.k12.co.us Phone: 720-652-8155 For local details, contact: Melissa Burkhardt-Shields Email: burkhma@d11.org Phone: (719)328-3002
Link to Southern Colorado Region online registration: http://spreadsheets.google.com/viewform?formkey=dHRLZXc4MThWdHJZN0FIU2JDcWitNVE6MA			

LOCATION	DATE / DAYS	HOST INSTITUTION/Training location	REGISTRATION
Four Corners Southwest Region Montrose	Aug. 15th – 16th (Monday/Tuesday)	Holiday Inn Express 1391 South Townsend Ave. Montrose, CO, 81401	Registration Deadline: Aug. 8th Registrar: Connie Davis Email: ncpdc@stvrain.k12.co.us Phone: 720-652-8155 For local details, contact: Norma McBryde Email: nmcbryde@mcsd.k12.co.us Phone: 970-249-2028
Link to Four Corners Region online registration: http://spreadsheets.google.com/viewform?formkey=dGkwdWtCaWxJSUNnRIVLaHpuVUdkMkE6MA			

LOCATION	DATE / DAYS	HOST INSTITUTION/Training location	REGISTRATION
Mountain Region Glenwood Springs	Aug. 18th – 19th (Thursday/Friday)	Colorado Mountain College at CMC Glenwood Campus 1402 Blake Ave. (behind City Market) Glenwood Springs, CO 81601	Registration Deadline: Aug. 11th Registrar: Connie Davis Email: ncpdc@stvrain.k12.co.us Phone: 720-652-8155 For local details, contact: Junella Montoya Email: jmontoya@coloradomtn.edu Phone: 970-947-8350
Link to Mountain Region online registration: http://spreadsheets.google.com/viewform?formkey=dENYSmdMMjB3VWIUSnVKWUw1RnpPWxc6MA			

LOCATION	DATE / DAYS	HOST INSTITUTION/Training location	REGISTRATION
Denver-Metro Region Lakewood	Aug. 26th – 27th (Friday/Saturday)	Red Rocks Community College 11300 West 6 th Ave. Lakewood, CO 80228	Registration Deadline: Aug. 19th Registrar: Connie Davis Email: ncpdc@stvrain.k12.co.us Phone: 720-652-8155 For local details, contact: Ruth Wengrovius Email: Ruth.Wengrovius@rrcc.edu Phone: 303-914-6701
Link to Denver-Metro Region online registration: http://spreadsheets.google.com/viewform?formkey=dFk3Z29PNndTTTn1cUdzdWIGbG9DMGc6MQ			

LOCATION	DATE / DAYS	HOST INSTITUTION/Training location	REGISTRATION
Northern Region Longmont	Sept. 9th – 10th (Friday/Saturday)	St. Vrain Valley Adult Education 820 Main St. Longmont, CO 80501	Registration Deadline: Sept. 2nd Registrar: Connie Davis Email: ncpdc@stvrain.k12.co.us Phone: 720-652-8155 For local details, contact: Maria Hernandez Email: ncpdc@stvrain.k12.co.us Phone: 720-652-8155
Link to Northern Colorado Region online registration: http://spreadsheets.google.com/viewform?formkey=dHhKM0ptX0hsV2w1UGZPNnBWREliINEE6MA			