Location: 14707 E. 2nd. Avenue, Suite 180
Aurora, Colorado 80011
303-365-5817
Dates: Jan. 25-27, 2017
Time: 8:30 a.m.-5:00 p.m.

<mark>Please read this agenda in its entirety and complete the items before attending the training:</mark>

1. **Complete Module 1 Levels 1 & 2. The material can be accessed at:**
   https://www.cde.state.co.us/migrant/idandrecruitment
2. **Complete all three Family Education Rights and Privacy Act (FERPA) training videos. The next page has the instructions for completing the FERPA training.**
3. **Review the U.S. Department of Education/Office of Migrant Education Website:**
   https://www2.ed.gov/about/offices/list/oese/ome/index.html
4. **Review the Colorado Department of Education website:** http://www.cde.state.co.us/migrant
5. **Review the Colorado Office of Migrant Education website:**
   http://www.cde.state.co.us/migrant/idandrecruitment
6. **Read Chapter II: Child Eligibility pages 9- 47 of the Non Regulatory Guidance 2010:**
   http://www.cde.state.co.us/sites/default/files/documents/cde_english/download/resources-links/mepguidance2010.pdf
7. **Read The Instructions for completing the Certificate of Eligibility (COE):**
   http://www.cde.state.co.us/sites/default/files/documents/cde_english/download/migrant/nationalcoeinstructions.pdf
8. **Review the Colorado Department of Labor and Employment**:
   https://www.colorado.gov/pacific/cdle/migrantfarmworkers
9. <mark>**Please Bring a Laptop**</mark>

<mark>**To access the FERPA Training click on the link provided below:**</mark>
1. https://training.wecomply.com/wc2/doelogin.aspx?id=10821
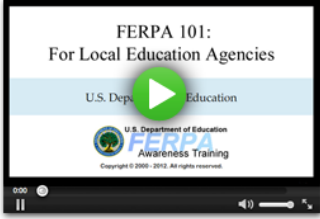2. You should see a sign up page where you will register as a new user.

3. Once you have created your user name and password you will enter the training site. You must complete the three following training videos before attending the training.

4. If you have any issues or questions please call Maria Perez de Leon at: 303-866-6754/720-799-4008 or email: perez-deleon_m@cde.state.co.us
5. After you complete each video, please download a copy of the certificates and email all three to: Brenda Meyer meyer_b@cde.state.co.us

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Day 1

8:30 a.m.	Welcome/Introductions

8:35 a.m.   **Agenda Overview**
- Training Requirements

8:45 a.m.   Review **Module 1**-Background and Overview of the **Migrant Education Program (MEP)** This module must be completed before this training.
- Level 1-Introduction to the MEP
- Level 2-The Identification and Recruitment Process

9:15 a.m.   Review **Family Educational Rights Privacy Act (FERPA)** these videos must completed before this training. Instructions on how to access and complete the training are located on the last page of this agenda.

10:15 a.m.   **Module 2-The MEP Recruiter**
- Level 1-Basic Recruiter Duties and Responsibilities
- Level 2-Managing Recruiter Responsibilities

- Level 3-Ethics

12:00 p.m.	**Lunch on your own**
1:15 p.m.	**Module 3–Facilitating Collaboration among Families, Schools, and Other Organizations**

- Level 1-Coordinating Other Services
- Level 2-Meeting Preparation

2:00 p.m.	**Module 4-Identifying Migrant Families**

- Level 1-Locating Migrant Families and Youth
- Level 2-Developing a Recruitment Network
- United State Department of Labor H2A Visa Workers
- Colorado Department of Agricultural Market Maker
- Strategies-Opportunities-Services for Out-of-School Youth (SOSOSY)
- Identification & Recruitment Rapid Response Consortium (IRRC)

4:45 p.m.	Review/Q&A
5:00 p.m.	Wrap-up

Day 2

8:30 a.m.	**Welcome/Review**
8:45 a.m.	**Module 6- Basic Child Eligibility Factors**

- Level 1- Basic Child Eligibility Factors
- Level 2-Determining Eligibility in Difficult Cases

10:45 a.m.	**Module 7- Conducting an Interview**

- Level 1- Understanding Effective Communication
- Level 2- Personal Safety and Emergency Preparedness
- Level 3- The Interview Process/Script
- The SEA Questionnaire for Re-interviewing

12:00	**Lunch on your own**
1:15 p.m.	Continue Module 7
2:00 p.m.	**Community Outreach Recruitment (COR)**

- The Purpose of COR
- Planning a COR

- Implementing COR

2:45 p.m. **Module 8-The COE Process**
- Level 1- Instructions for Completing a COE
- Level 2- Reviewing and Processing the COE
- Level 3- Quality Control
- Sampling COEs and conducting face to face interviews/phone audits

5:00 p.m. **Wrap-up**

DAY-3

8:30 a.m. **Welcome/Review**

8:45 a.m. **Child Eligibility Scenarios**
- Participants will review multiple scenarios and make eligibility determinations

11:00 a.m. **Lunch on your own**

12:15 p.m. **Apply what I have learned**
- Completing the COE

2:15 p.m. **Module 5-Developing Action Plans (Review & Follow-up)**
- Level 1-Individual ID&R Action Plan
- Level 2-Evaluating an Individual ID&R Action Plan
- Emergency and Safety Plan

3:15 p.m. **Review/Q&A**

4:15 p.m. Assessment

5:00 p.m. **Wrap-up**