8/20/12

Verification Training – Mandatory

Good Morning,

You are receiving this email as you are new this year to the Verification process or because, as part of the 2011-2012 submission of Verification data and/or the CRE, your district was identified as being required to complete a Verification training for the 2012-2013 school year. Information on this training is now available. There will be two options:

* Online Training (consisting an Articulate PowerPoint presentation and completion test)
* In-person training

The in-person training will be held on **Tuesday 18 September**

Details:

Light breakfast at 8am

8:30 am – 12:00 noon

Blue Spruce Room

Adams 12 Conference Center

1500 East 128th Avenue in Thornton

If you would like to attend the in-person training, please RSVP to otey\_j@cde.state.co.us no later than **Tuesday 11 September**.

Regarding the online training

The online training will be made available **by Friday 7 September**. An email will be sent out at that time. The training, with a passing score of at least 80%, must be completed by **Wednesday 26 September**.

* If you are not the person in your district who will be completing the online training, please email me the name, email, & phone number of the person who will be doing the training. We need this information no later than 3pm **Wednesday 29 August**.
* If you have one additional person in your district who will be completing the online training, please email me the name, email, & phone number of this person. We also need this information no later than 3pm **Wednesday 29 August**. Each district may have up to two people completing the online training.

Once we have assembled a file of the individuals who will be completing the training, we will be able to send everyone his/her individual access link to the test. These will be sent by Friday 7  September.

Also, keep an eye out for the annual Verification packet; it will be emailed to everyone on 15 September.

Please let me know if you have any questions.

Thank you,

Jennifer Otey

Consultant

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