8/20/12

Verification Training - Optional

Good Morning,

As part of the 2011-2012 data submission of the Verification process, since you had no submission errors, your district was identified as having the option 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 of 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](mailto: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.

Again, this training is not required for your district, though it is highly recommended. Please note: Every district will receive a log-in email, even if you choose not to take the training; if you do not want to take it (though you are encouraged to do so), you can just disregard the training emails.

Please let me know if you have any questions.

Thank you,

Jennifer Otey

Consultant

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