



**STATE OF CONNECTICUT**  
*STATE DEPARTMENT OF EDUCATION*

**TO:** Adult Education Directors, Federally Funded Grantees, Cooperating Eligible Entities  
**FROM:** Adult Education Unit, Bureau of Health/Nutrition, Family Services and Adult Education  
**DATE:** September 16, 2016  
**SUBJECT:** Adult Education Operational Memorandum # 01-17

- Statewide Policy Forum, Friday, September 30, 2016
- Program Facilitators Meetings
- Connecticut Adult Reporting System (CARS) Training
- FY 2016-17 Adult Education Directory Information Form
- FY 2015-16 Adult Education Statement of Expenditure Report
- FY 2016-17 Adult Education State Grant Information
- Federal Program Improvement Project (PIP) Grants
- National External Diploma Program (NEDP)
- General Educational Development (GEDfi)
- Workforce Innovation and Opportunity Act (WIOA)
- Functional Writing Assessment
- Professional Development
- Adult Education Career Pathways Project
- Connecticut Adult Virtual High School (CTAVHS)

**Statewide Policy Forum, Friday, September 30, 2016** ([Note change of location](#))

The first policy forum for Fiscal Year 2016-17 will be held **on Friday, September 30, 2016**, from 9:00 a.m. to 12 noon at the Keeney Memorial Cultural Center, 200 Main St, Wethersfield, CT 06109.

Directors are encouraged to bring at least one Program Facilitator to the forum.

Please note that refreshments will not be provided.

**Program Facilitators Statewide Meeting**

The statewide meeting (for Program Facilitators only) will be held in the afternoon of September 30, 2016, from 1:15 to 3:15 p.m. at the same location. Any important or critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting. Also, Karen Joyal from Computer Associates will be there to discuss the renovation of the CARS Web site. Facilitators who will also attend the policy forum must note that lunch will not be provided and no afternoon refreshments will be provided.

- **Regional Facilitator Meetings for the Fall of FY 2016-17**

- |                    |                     |                            |
|--------------------|---------------------|----------------------------|
| o October 20, 2016 | 1:00-3:00 p.m.      | East Haven Adult Education |
| o October 21, 2016 | 9:30 a.m.-noon      | CREC-Coltsville            |
| o October 27, 2016 | 1:30 a.m.-3:30 p.m. | Waterbury Adult Education  |

### Connecticut Adult Reporting System (CARS)

The remaining CARS training schedule for FY 2015-16 is as follows.

- Experienced Users Training - Conference Call Sessions  
Wednesday, September 28, 2016      1:00 p.m.-3:00 p.m.      Register by September 26, 2016
- New Users Hands-on Training at the CSDE in Middletown  
Wednesday, September 21, 2016      9:00 a.m.-1:00 p.m.      Full-registration closed  
Wednesday, October 19, 2016      9:00 a.m. – 1:00 p.m.      Full-registration closed

To register for the Experienced Users Training, please e-mail [gina.hoag@ct.gov](mailto:gina.hoag@ct.gov), with the name and e-mail address of the participant **by the registration date above**. Critical information about data collection policies and practices are conveyed at these sessions. It is the expectation of the CSDE that at least one person from each adult education program participate in one of the Experienced Users training opportunities being offered.

### FY 2016-17 Adult Education Directory Information Form

The Adult Education Directory Information Form has now been designed in an electronic format and was e-mailed separately to adult education directors on August 23, 2016. These directory surveys were due no later than **Friday, September 16, 2016**. All **state and federal** grant providers are required to complete the Directory Information Form. If you have not completed it yet, please do so using the following link: [https://sdect.co1.qualtrics.com/SE/?SID=SV\\_2nxbIOV04kpDGcd](https://sdect.co1.qualtrics.com/SE/?SID=SV_2nxbIOV04kpDGcd)

If you have any questions please contact Marcy Reed at [marcy.reed@ct.gov](mailto:marcy.reed@ct.gov) or at 860-807-2130.

### FY 2015-16 Adult Education State Grant Statement of Expenditure Report

The FY 2015-16 Statement of Expenditure Report (ED-141) for the Adult Education State Grant was due to the Division of Finance and Internal Operations on **September 1, 2016**. The ED-141 is required for every school district that received adult education state funds whether as a provider, a cooperator or a cooperating eligible entity (CEE). The ED-141 is an electronic submission and is usually completed by someone in your district's business office. The ED-141 should reflect those line item expenditure amounts requested in the Adult Education State Grant Revision forms (ED-245 and ED-245A). Be sure that you have discussed the data required for submission with your business office and that the Adult Education ED-141 has been accurately submitted.

### **FY 2016-17 Adult Education State Grant**

The CSDE distributed an August payment to districts whose Adult Education State Grant award is at least \$1,500 for the year. The August payment represents two-thirds of the state grant award. The state grant entitlement is calculated based upon the estimated expenditures reported in the Adult Education Grant Application Form ED-244 and the Supplemental Grant Application Form ED-244A and factors in any cap on adult education state grant funds relative to the appropriation.

### **Federal Program Improvement Project (PIP) Grants**

The FY 2016 PIP End of Year Report was due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **September 16, 2016**. **A separate, single-sided report must be completed for each project funded.** Be sure to submit **two** stapled, typed copies (one with original signature) along with a copy of your program's FY 2016 Program Profile report from the Connecticut Adult Reporting System (CARS).

### **National External Diploma Program (NEDP)**

A revised 2016-17 NEDP Site Agreement was sent to adult education directors on September 13 with the invitation to the annual NEDP meeting for directors. The NEDP lead advisor/assessor should attend, as well. This meeting will be held on Wednesday, October 19 at 1:00 at SDE in Middletown. Please RSVP to Gina Hoag ([gina.hoag@ct.gov](mailto:gina.hoag@ct.gov)) by October 14.

The three day NEDP new advisor/assessor training will be held in late October/early November. More details will be announced at the Policy Forum. Also, other training sessions are being developed for use of the new College and Career Competency manual. Stay tuned for further details. If you have any questions regarding NEDP, please contact Susan Pierson at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov) or at 860-807-2121.

### **General Educational Development (GED<sub>fi</sub>)**

#### **GED Ready Promotion**

There will be a 50 percent off promotion for GED Vouchers from 9/26/16 to 10/31/16. The discounted vouchers must be purchased and used by 10/31/16. The \$3 Vouchers will be available through the Voucher Store for Adult Ed programs. Adult Ed programs can get promotional flyers and Social Media posts from GEDTS to advertise this opportunity.

**The code which is not to be made public or used before 9/26/16 is: GEDG**

**Tuesdays for Teachers** will continue for 2017/2018 - this is an excellent resource for teachers and the webinars are recorded for easy access.

#### **GED Path Source**

Candidates can access GED Path Source through the GEDTS Web site. Depending on the candidate's likes and dislikes, the program can match them to a career. The candidate can follow links to career videos and research the educational requirements, salary, etc.

## **Workforce Innovation and Opportunity Act (WIOA)**

The Workforce Innovation and Opportunity Act (WIOA), signed into law by the President on July 22, 2014, (P.L. 113-128), was a bipartisan, bicameral effort to revise and reauthorize the Workforce Investment Act of 1998 after more than a decade. The Office of Career, Technical and Adult Education held the Annual State Directors' Meeting at the end of August. At these sessions, the regulations regarding the new law were discussed and clarified.

CSDE will be issuing a new competition after the New Year for programs beginning July 1, 2017. Information on the new regulations and highlights will be presented at the Policy Forum on September 30. Input from adult education providers on the new competition will be requested at that time.

## **Professional Development**

### **College and Career Readiness (CCR) Standards**

In December 2014 the CSDE was awarded the formal technical assistance project for the *College and Career Readiness (CCR) Standards* for Adult Education by the Office of Career, Technical and Adult Education (OCTAE). The new GEDfi tests and the new NEDP assessment have been aligned with these standards. All of Connecticut's adult education programs will be required to adopt these standards and integrate them into curriculum and classroom instruction for ABE/GED and CDP. Many ELL teachers attended and are welcome. Training for all programs will continue to be delivered during this year. In addition, the 200 series for lead teachers will be offered after the first of the year. A calendar from ATDN will be forthcoming with the specifics. It is anticipated that by July 1, 2017, every adult education program will be fully implementing the CCR Standards.

The College and Career Readiness Standards for Adult Education can be found at <http://lincs.ed.gov/professional-development/resource-collections/profile-521>

In addition, OCTAE has announced the English Language Proficient standards for English Language Learners to be released in October. ATDN will be developing professional development using these standards this coming year.

### **Disability Contact Person Training**

All Adult Education Programs are required to have a Disability Contact Person. The annual required training will be held at the State Department of Education in Middletown on Friday October 21. There are two sessions on that date from which to choose. The morning session is from 9am-noon and the afternoon session is from 1pm to 3:30 pm. Registration is available at Protraxx

### **Teacher Evaluation**

Training will continue this fall on the introduction series for evaluation (Adopting Evaluation & Effective Feedback). Participants should take BOTH sessions to get a completion certificate and materials to introduce the evaluation plan to their staff. Additional training on communicating about evaluation to staff, using the rubric and coaching will be offered this year. Programs that choose to make significant changes/additions to the approved plan will need to submit their plans to the Talent Office

**Stipends:** Stipends are for completed CCRS training and the form needs to be submitted to EdAdvance with the list of staff trained in Mathematics and ELA. Once approved, payments will be issued to the Adult Ed Program Director submitting the application. If you need a form, please contact Susan Pierson at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov)

### **CSDE Vendors for Adult Education Training and Development**

Again this year, the CSDE has contracted with **two** Regional Education Service Centers (RESCs) in order to diversify the delivery of training crucial to adult education staff. Training will continue to be offered at no cost or minimal cost to local adult education staff since our federal adult education funds support this initiative. Staff from both the Capitol Region Education Council (CREC) and EdAdvance (formerly Education Connection) will be responsible to deliver training to our adult education staff. More information on registration will be included in a collaborative training and development calendar. SDE looks forward to working with the staff in this continued collaboration.

### **Adult Education Career Pathways Project**

The Career Pathways Taskforce has continued to meet and plan in order to assist programs in promoting Career Pathways in adult education. We are currently compiling a set of materials and activities which we plan to make available to all programs when they are complete and organized. Please respond to a survey that will be coming out in early October regarding your needs for implementing/expanding Career Pathways systems and components in your programs.

### **Connecticut Adult Virtual High School (CTAVHS)**

The CT AVHS program has a few new features available:

1. A new training course for Counselors and Online Learning Coordinators (OLC) is now available.
2. The system has been updated to allow for multiple mentors to be assigned to an individual student. Each mentor assigned will have the ability to view the student's online course progress in Blackboard as well as receive system notifications regarding progress reports and orientation assignments.
3. A new mentor communication tool has been added. This **Mentor's Notes** tool allows mentors assigned to specific students to attach notes to that student's profile so that all assigned mentors and OLCs for that student can view (OLCs are view only) and share information regarding student progress.

For more information, please contact Kevin Corcoran at [kcorcoran@ctdlc.org](mailto:kcorcoran@ctdlc.org)