



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



TO: Adult Education Directors
Federally Funded Grantees
Cooperating Eligible Entities

FROM: The Adult Education Unit
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 8, 2017

SUBJECT: Adult Education Operational Memorandum #01-18

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- Connecticut Adult Reporting System (CARS) Training
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- Connecticut Adult Virtual High School (CTAVHS)

Statewide Policy Forum, Friday, September 22, 2017

The first policy forum for Fiscal Year 2017-18 will be held **on Friday, September 22, 2017**, from 9:00 a.m. to 12 noon at the **Energize CT Center**, <http://www.energizect.com>, 122 Universal Drive N, North Haven, CT 06473 in the Target Shopping Center near Panera Bread.

Directors may bring one Program Facilitator to the forum. **Space is limited so no more than two from each program are permitted to attend.** REMINDER: Refreshments will NOT be provided.

All handouts **will be e-mailed** to directors prior to the policy forum meeting date. Please be sure to bring a copy with you. **No copies of handouts will be distributed at the policy forum.**

Program Facilitators Statewide Meeting

The statewide meeting (for Program Facilitators only) will be held in the afternoon of September 22, 2017, from 1:00 to 3:30 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 2017-18

- October 19, 2017 1:00-3:00 p.m. East Haven Adult Education
- October 20, 2017 9:30 a.m.-noon CREC, 55 Van Dyke Ave, Hartford
- October 26, 2016 1:30 a.m.-3:30 p.m. Waterbury Adult Education

Connecticut Adult Reporting System (CARS)

The Connecticut Adult Reporting System (CARS) redesign hands-on training sessions will be held during September 2017 for experienced users.

The CARS redesign will be implemented between Friday, October 6, 2017 and Tuesday, October 10, 2017 during which time the system will be unavailable. After October 10, 2017, access to CARS will be restored for a provider, only after at least one staff person attends a training session.

Please note that CARS new user training sessions have been scheduled for FY 2017-2018:

- **Monday, September 18, 2017**, 9:00 am-1:00 pm at ATDN (CREC) in Hartford
- **Wednesday, October 11, 2017**, 9:00 am-1:00 pm at ATDN (EdAdvance) in Litchfield

To register for the New Users Training, please e-mail eileen.williams@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.

FY 2017-18 Adult Education Directory Information Form

The Adult Education Directory Information Form has now been designed in an electronic format. Please note that this form is requesting additional information that will be used internally. Directory surveys are due no later than Friday, September 22, 2017. All state and federal grant providers are required to complete the Directory Information Form which can be found at the following link:

https://sdect.col.qualtrics.com/jfe/form/SV_6eXesQOrk703GPb

If you have any questions please contact Marcy Reed: Marcy.Reed@ct.gov or 860-807-2130.

FY 2016-17 Adult Education State Grant Statement of Expenditure Report

The FY 2016-17 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, 2017. The ED-141 is required for every school district that received adult education state funds whether as a provider, cooperator or cooperating eligible entity (CEE). The ED-141 is an electronic submission and is completed by each 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). If you have questions regarding the ED-141, please check with your business office. These expenditure reports are used to calculate the Prior Year Adjustment (PYA) that is added to or deducted from the May payment.

FY 2017-18 Adult Education State Grant

Due to the State Adult Education Grant's statutory nature, the CSDE distributed an August payment to districts whose Adult Education State Grant award is at least \$1,500. 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. The cap is calculated on the funding of the adult education state grant funds relative to the submitted budgets. The FY18 cap is approximately 8.61% at this time.

Federal Program Improvement Project (PIP) Grants

The FY 2017 PIP End of Year Report is due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **September 15, 2017**. **A separate, single-sided report must be completed for each project funded.** Be sure to submit **one** stapled, typed copy (one with original signature) along with a copy of your **program's** FY 2017 Program Profile report from the Connecticut Adult Reporting System (CARS).

Federal Program Enhancement Project (PEP) Grants

Communication was sent from Susan Pierson, Program Manager, in August. The new PEP grant awards will be released during September. All Integrated English Language/Civics Education (IELCE) grants had to be reduced to \$43,000 each to accommodate all requests. When grants are fully processed, CSDE will notify all recipients.

National External Diploma Program (NEDP)

A revised 2017-18 NEDP Site Agreement was sent to adult education directors on September 5th 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 Monday, October 30th at 1:00 at Energize CT in North Haven. Please RSVP to Susan Pierson (susan.pierson@ct.gov) by October 25th.

The NEDP Center has been moved from CREC to EdAdvance in Litchfield. Astrid Robitaille's new email address is robitaille@edadvance.org. Email addresses have not changed for Laurie Tishler and Amy Shea.

The three day NEDP New Advisor/Assessor Training will be held on three Fridays, December 1st, 8th and 15th at Wallingford Adult Education. Snow date is January 5th. There is a \$200 fee for this training. More details will be announced at the Policy Forum. Additional NEDP training sessions are being developed for the rest of the year. Stay tuned for further details. If you have any questions regarding NEDP, please contact Susan Pierson at susan.pierson@ct.gov or 860-807-2121.

General Educational Development (GED®)

GED Live™

After hearing strong demand for distance learning options nationally from adult educators, GED Testing Service and Kaplan partnered to introduce GED Live™, an interactive, live streaming platform designed to help students who can't attend classes get their GED® credential. The product is available for purchase and can be used in a blended classroom model. All subjects are available the week of September 25 and independent students may purchase September 18. There is a webinar on September 25 at 7:00pm to see lesson samples and get more information regarding this new product.

<https://www.gedtestingservice.com/educators/gedlive>

GED Prep Connect™

GED Testing Service has expanded the capability and features of GEDPrep Connect™ through GED Manager™. GEDPrep Connect™ helps GED® candidates find adult education classes in their local area, by routing them to the Adult Education Locator when they create their account on GED.com. Furthermore, lists of GED® candidates who express interest in a program will be shared with adult educators.

Adult Education Programs all have access to data about active students and students interested in your program and are now able to connect more easily with testers and manage their progression through the GED® program. GEDPrep Connect™ is able to identify additional information such as candidate testing results, GED Ready scores, if potential candidates would like to be contacted, etc. This is a great resource to guide instruction for teachers and as a recruitment tool for administrators.

GED Registrar

The GED Registrar training will be held on December 5 at the CT Association of Schools (CAS-CIAC), 30 Realty Drive, Cheshire, CT 06410. There will be a morning and afternoon session. It is the expectation of the CSDE that at least one person from each adult education program participate in one of the GED Registrar Training sessions being offered.

Go to www.edadvance.org/atdn to register for one of the sessions.

Workforce Innovation and Opportunity Act (WIOA)

Now that the Unified State Plan has been approved, WIOA is beginning full implementation as we move forward with Data Sharing, One Stop Certification policies and Infrastructure Funding Agreements. There will be more to come as the year progresses. Stay tuned.

Professional Development

CSDE Vendors for Adult Education Professional Development

The CSDE continues to contract 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 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.

College and Career Readiness (CCR) Standards

The GED® tests and the NEDP assessment have been aligned with the College and Career Readiness Standards. All of Connecticut's adult education programs are required to adopt these standards and integrate them into curriculum and classroom instruction this school year, 2017-18. Training for all programs will continue to be delivered during this year. The 100 series of training sessions will be offered on a limited basis to accommodate any new teachers. The 200 series for lead teachers focuses on resource alignment and lesson development. Each program needs to send one or two lead teachers to the 200 series training.

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

English Language Proficiency Standards

Although OCTAE has announced and posted the English Language Proficiency Standards (ELPS) for Adult Education, the training modules have not been released. Module 1 is now expected in November, 2017. We will notify everyone when they are posted on LINCS. The ELPS can be found at <https://lincs.ed.gov/publications/pdf/elp-standards-adult-ed.pdf>

In the meantime, an overview of the ELPS is scheduled in the fall and other trainings can be found at <http://www.crec.org/community/atdn.php>

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 CT Association of Schools (CAS-CIAC), 30 Realty Drive, Cheshire, CT 06410 on Monday, September 25th. There are two sessions on that date from which to choose. The morning session is from 9:00 am-noon and the afternoon session is from 1:00 pm to 3:30 pm.

Go to www.edadvance.org/atdn to register for one of the sessions.

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 are reminded that the choice is to utilize the district's CSDE-approved evaluation plan (based on SEED) or the [Adult Education Evaluation Plan](#) published on the EdAdvance website. The Adult Education Evaluation Plan was developed and published by the Connecticut State Department of Education Talent Office in 2014 and is adapted to meet the unique needs of Adult Education programs. Altered or hybrid plans must be approved by the CSDE Talent Office.

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 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. This year, the plan is to hold regional meetings designed to bring awareness of the resources available locally – stay tuned for details and dates.

The Taskforce has compiled a set of materials, activities and links which are hosted on a Google Site. The site can be viewed at <https://sites.google.com/danbury.k12.ct.us/career-pathways-toolkit/>. We will continue to add lesson plans, activities, videos and other resources, and welcome suggestions and submissions – contact Marcy Reed: Marcy.Reed@ct.gov or 860-807-2130.

Connecticut Adult Virtual High School (CTAVHS)

The CT AVHS program has curricula updates:

1. Two new courses have been added to the catalog: **Introduction to Communications** and **Introduction to Manufacturing**.
2. Several courses have been updated including **Contemporary Issues** and **Chemistry**
3. A new version of the **GED Preparatory** course is available.
4. Additional course titles have been added to the Flexible Enrollment format.

For more information, please contact Kevin Corcoran at kcocoran@ctdlc.org