



Jan. 12, 2010

Dear Program Administrator:

I am writing to invite your agency to participate in an exciting new professional development opportunity. Over the past five years, CALPRO has trained more than 125 facilitators for site-based study circles on topics such as learner persistence, reading instruction, and authentic materials.

Now, for the first time, CALPRO will offer the Study Circle Facilitation Training entirely *online*, requiring no travel expenses or registration fees. The training will provide resources on the two most popular study circle topics—**learner persistence** and **reading instruction** for ABE and ESL learners. It's up to your agency to decide which topic you want to discuss and explore together.

The California Department of Education and CALPRO are collaborating to promote study circles across the state. Study circles provide a forum for ABE, ESL, and GED practitioners to read, discuss, reflect, and then apply research findings to enhance their teaching skills.

**Eligibility.** Agencies that are California Department of Education grantees receiving Workforce Investment Act (WIA) Title II funding or state apportionment for adult education are eligible to participate in the facilitator training.

**Expenses.** CALPRO will provide all training materials. Because this training is offered entirely online and is supported by toll-free teleconference, there are no associated travel expenses.

**Registration.** If you would like your agency to participate in this effort, please complete the attached form. Registrations must be received by the CALPRO office no later than **Friday, Feb. 5, 2010**. Registration is limited to 20 participants and is on a first-received, first-registered basis. Should you have questions about the study circle facilitator training, please contact CALPRO Research Analyst Amy Park ([apark@air.org](mailto:apark@air.org) or 800-427-1422, option 3).

Sincerely,

Mariann Fedele  
CALPRO Director

c: Debra Jones  
CALPRO Staff  
CALPRO PAB Members



**EVENT:** Study Circle Facilitator Training

**LOCATION:** Online

**DATES:\*\*\***

Session 1 (Joint session)	Tues., Mar. 2, 2010, 4 – 6 pm PT
Session 2a (Learner Persistence only)	Mon., Mar. 15, 2010, 4– 6 pm PT
Session 2b (Reading Instruction only)	Tues., Mar. 16, 2010, 4 – 6 pm PT
Session 3 (Joint session)	Tues., Mar. 30, 2010, 4 – 6 pm PT

**DURATION:** Six (6) hours of training, formatted as 3 two-hour workshops.

**SYSTEM REQUIREMENTS:** A computer with high-speed Internet access (not wireless) and a separate telephone line

**PRINCIPAL’S/DIRECTOR’S COMMITMENT**

1. Identify one staff member to attend the facilitator training.
2. Support the facilitator attending the training. If appropriate, provide release time or other incentives.

**STUDY CIRCLE FACILITATOR’S COMMITMENT**

1. Attend the Study Circle Facilitator Training.
2. If possible, support CALPRO in documenting changes as a result of this training.

For additional information on CALPRO study circles, visit <http://www.calpro-online.org/adminPages/studyCircles.asp>.

**\*\*\* Note:**

CALPRO reserves the right to cancel or postpone this training, due to insufficient registration. All applicants will be notified by CALPRO by e-mail of any changes in training dates.



**Study Circle Facilitator Training**  
Registration Form

Please complete and submit this form to Amy Park no later than **Feb. 5, 2010**.

Name of Principal/Director completing form: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: CA Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_ Yes, I accept the invitation for my agency/school to participate in the Study Circle Facilitator Training.

Signature of Principal/Director: \_\_\_\_\_ Date: \_\_\_\_\_

My agency is interested in conducting a study circle on the following topic: (Check one)

\_\_\_\_\_ Learner persistence                      \_\_\_\_\_ Reading instruction:  
For ABE learners \_\_\_\_\_  
For ESL learners \_\_\_\_\_

Name of staff\* attending training:  
\_\_\_\_\_

Title: \_\_\_\_\_ Subject(s) Taught: \_\_\_\_\_ ABE \_\_\_\_\_ ESL \_\_\_\_\_ GED

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: CA Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Continued on next page*



*Registration Form (continued)*

\_\_\_\_\_ Yes, I accept the invitation to participate in the Study Circle Facilitator Training.

Signature of Teacher \_\_\_\_\_ Date: \_\_\_\_\_

\* CALPRO will include the person's name and contact information on a participant directory distributed at the facilitator training.

Registrations are due to the CALPRO office no later than **Friday, Feb. 5, 2010**. The form must be signed by *both* the principal/director and participating staff member. There are three options to submit this form.

*Option 1 – by Fax*

Fax to 916-286-8840

*Option 2 – by US Mail*

Mail to:

Amy Park

CALPRO

American Institutes for Research

2151 River Plaza Drive, Suite 320

Sacramento, CA 95833

*Option 3 – by E-mail*

Scan this form and e-mail it to [apark@air.org](mailto:apark@air.org).

CALPRO will e-mail a confirmation message and send a pre-meeting packet to the staff person at the address listed on the registration form. If you do not receive a confirmation two weeks prior to the training, please contact Amy Park at [apark@air.org](mailto:apark@air.org) or 800-427-1422, option 3.