



MEMORANDUM

To: Adult Education Administrators

From: Mariann Fedele, CALPRO Director

CC: Debra G. Jones, Gloria Guzman-Walker, CALPRO PAB Members, CALPRO Staff

Date: April 14, 2009

Re: Learning to Achieve: A Research Based Training On Learning To Serve Adults with Learning Disabilities

INTRODUCTION

CALPRO is pleased to partner with the National Institute for Literacy to offer California adult educators the opportunity to participate in an intensive professional development offering; *Learning to Achieve: A Research Based Training On Learning To Serve Adults with Learning Disabilities*. *Learning to Achieve* is a five-day training program designed to help adult education and vocational training practitioners understand learning disabilities (LD) in adults and learn how to actively support adults with LD in educational and workplace settings. The training will also prepare participants to share what they have learned with interested colleagues who did not attend the training. CALPRO will be accepting applications from up to 25 practitioners who are nominated by an agency or program administrator to attend this training. All applicants should be able to serve as an instructional lead in their agency or program on the *Learning to Achieve* materials.

WHERE, and WHEN?

The training will be held on July 27–July 31, 2009, at the Holiday Inn Capitol Plaza, 300 J Street, Sacramento, CA 95814. The training is scheduled to run 8:30-4:30 each day.

WHICH AGENCIES ARE ELIGIBLE TO PARTICIPATE?

The CDE Adult Education Office encourages adult education programs to promote site-based professional development opportunities for staff. We therefore are inviting **you**, as a program administrator, to nominate appropriate staff members to attend this training event scheduled for July 27th-31st. Staff members are eligible if your agency received WIA Title II or adult education state apportionment funding from the CDE Adult Education Office during 2008-2009.

WHO SHOULD ATTEND?

The staff member(s) you nominate should be individual(s) that can serve as instructional leaders in your program and can facilitate presentation of the *Learning to Achieve* materials to your adult education staff. Please ensure that the person(s) you nominate will be able to attend all five days of the training.

WHAT'S IN IT FOR MY AGENCY?

If your agency sends staff to attend, you will have trained facilitator(s) on your staff who can conduct training and serve as in-house specialist(s) for your staff on the content of the training.

WHAT IS THE COST?

NIFL will cover the travel costs for all nominees accepted to attend the training. Costs covered include travel, hotel room for the entire period of the training, and the cost of meals. The only cost to your agency is the time for your nominee(s) to attend the training days.

HOW DO I NOMINATE STAFF TO ATTEND THE TRAINING?

Complete and submit the nomination form(s). Be sure that it is received in the CALPRO office **no later than Friday, May 29 2009**.

HOW WILL NOMINEES BE SELECTED TO ATTEND THE TRAINING?

CALPRO/NIFL can support up to 25 persons for each workshop. We will select attendees from as many regions of the state and from as many agencies as possible to ensure that there are trained facilitators located throughout the state. CALPRO will give priority to participating agencies in the California Department of Education ABE Initiative.

WHEN WILL NOMINEES BE NOTIFIED OF THEIR ACCEPTANCE?

You and your nominees will receive confirmation notices by June 5th in which we provide additional information about the Institute, including meeting logistics.

WHAT ARE EXPECTATIONS OF PARTICIPANTS?

Participants are expected to **attend all sessions**.

Please Note: Persons who arrive late or leave early will not be certified as having completed the training.

WHAT IS THE SCHEDULE OF TRAINING SESSIONS?

The schedule of sessions appears on the following pages.

QUESTIONS?

Call CALPRO toll-free at 1-800-427-1422, or call one of us directly:
Ellen Oka, CALPRO Executive Assistant, at 916-286-8817
Amy Park, CALPRO Research Analyst, at 916-286-8846
Mariann Fedele, CALPRO Director, at 916-286-8824

Please complete and return the attached nomination form
no later than May 29, 2009, to CALPRO.
You can e-mail it to Ellen Oka at eoka@air.org or fax it to 916-286-8840.

NOMINATION FORM FOR CALPRO/NIFL

Please return this form **no later than May 29, 2009**, to CALPRO.
E-mail it to Ellen Oka, eoka@air.org, or fax it to 916-286-8840.

Name of Person submitting nominations _____

Title _____

Agency _____

Agency Address _____

City _____ Zip _____

Telephone (____) _____ Fax _____

E-mail Address _____

Nominee Information

Name _____

Position/Title _____

Agency _____

Agency Address _____

City _____ Zip _____

Preferred mailing address, if different from above _____

City _____ Zip _____

Daytime Telephone Number (____) _____ Fax _____

E-mail Address _____

Alternative E-mail (Optional) _____

Accommodations

Yes, I would like a hotel guest room for: ____ July 26 ____ July 27 ____ July 28
____ July 29 ____ July 30

No, I do not need hotel accommodations.

CALPRO will confirm receiving your agency's nomination form(s). By June 5th, CALPRO will notify the administrator submitting the nomination which nominees have been accepted to attend the training. CALPRO will send a confirmation to the nominee with additional information about the training. Nominees should not make travel arrangements until CALPRO confirms their registration.