

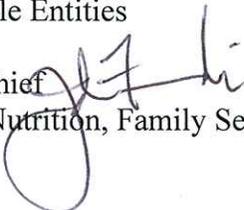


STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



TO: Adult Education Directors
Federally Funded Grantees
Cooperating Eligible Entities

FROM: John Frassinelli, Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 8, 2014

SUBJECT: Adult Education Operational Memorandum # 01-15

- Statewide Policy Forum, Friday, September 19, 2014
- FY 2014-15 Adult Education Directory Information Form
- FY 2014-15 Adult Education State Grant Information
- FY 2013-14 Adult Education Statement of Expenditure Report
- Workforce Innovations and Opportunity Act (WIOA)
- Federal Program Improvement Project (PIP) Grants
- National External Diploma Program (NEDP)
- NEDPC Conference
- General Educational Development (GED®)
- Writing Assessment Results
- Professional Development
- Adult Education and Transitions
- Adult Education Career Pathways Project
- Connecticut Adult Reporting System (CARS) Training
- Connecticut Adult Virtual High School (CTAVHS)

Statewide Policy Forum, Friday, September 19, 2014

The first policy forum for Fiscal Year 2014-15 will be held **on Friday, September 19, 2014**, from 9:00 a.m. to 12 noon at the Courtyard by Marriott, 4 Sebethe Drive, Cromwell, CT 06416. Directions are available at www.marriott.com/hotels/maps/directions/bdlhc. Directors are encouraged to bring at least one Program Facilitator to the forum. Refreshments will be provided.

Program Facilitators Statewide Meeting

The statewide meeting for Program Facilitators only will be held in the afternoon of September 19, 2014, from 1:30 to 4:00 p.m. at the same location. Any important or critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting. Facilitators who will also attend the policy forum must note that lunch will not be provided and no afternoon refreshments will be provided.

- **Regional Program Facilitator Meetings for FY 2014-15**

- October 16, 2014 1:00-3:00 p.m. East Haven Adult Education
- October 17, 2014 9:30 a.m.-12:00 p.m. CES
- October 30, 2014 4:00-6:00 p.m. Wallingford Adult Education
- October 31, 2014 9:30 a.m.-12:00 p.m. CREC
- March 12, 2015 1:00-3:00 p.m. East Haven Adult Education
- March 13, 2015 9:30 a.m.-12:00 p.m. CES
- March 19, 2015 4:00-6:00 p.m. Wallingford Adult Education
- March 20, 2015 9:30 a.m.-12:00 p.m. CREC

FY 2014-15 Adult Education Directory Information Form

The Adult Education Directory Information Form was emailed separately to adult education directors. Please complete this form thoroughly and **return it via e-mail** to Gina Hoag at gina.hoag@ct.gov no later than **Friday, October 3, 2014**. All **state and federal** grant providers are required to complete the Directory Information Form. If you have any questions please contact Valerie Marino at valerie.marino@ct.gov or at 860-807-2130.

FY 2013-14 Adult Education State Grant Statement of Expenditure Report

The FY 2013-14 Statement of Expenditure Report (ED-141) for the Adult Education State Grant was due to the Division of Finance and Internal Operations on **September 2, 2014**. 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 submitted.

FY 2014-15 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 2014 PIP End of Year Report is due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **September 12, 2014**. **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 2014 Program Profile report from the Connecticut Adult Reporting System (CARS).

New Legislation-Workforce Innovation and Opportunity Act

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. Stay tuned for more information as it becomes available.

National External Diploma Program (NEDP)

As of July 1, 2013, all new NEDP clients were enrolled in the web-based NEDP. Any adult learner who has not completed the paper/pencil version of the program will have to enroll in the web-based NEDP. An appeals process is in place for those learners who may have extenuating circumstances. Please refer to the CASAS notice of April 22, 2014, regarding the process. All paper-based assessments must be destroyed as well as all CASAS mathematics 15M and 16M tests. Inventory of all of these products must be sent to Susan Pierson via e-mail. A table on which to record the inventory was e-mailed on June 12, 2014. A revised NEDP Site Agreement will be sent to adult education directors before the annual NEDP meeting. The annual NEDP meeting for adult education directors will be held at the Middletown Office of the CSDE on October 8, 2014, at 1:00 p.m. Directors and their lead assessors should attend this meeting for all of the latest updates.

National External Diploma Program Council (NEDPC) Conference

The biennial NEDPC Conference will be held in Hartford at the Radisson Hotel on October 27 and 28, 2014. Registration information can be found at www.nedpc.net. Pat Rickard, president of CASAS will be present. This conference offers the opportunity to network with NEDP practitioners from other states and with staff from CASAS. All NEDP staff members are strongly encouraged to attend this conference.

GED® Updates

Connecticut now has seventeen computer based testing sites that are fully operational with three more poised to begin delivery shortly.

- Bristol Adult Education
- Capital Region Education Council (CREC)
- Career Resources (Bridgeport)
- EASTCONN (Windham/Willimantic and Danielson)
- East Haven Adult Education
- Education Connection (Foothills)
- Enfield Adult Education (Alcorn and Enrico Fermi)
- Hartford Adult Education
- Manchester Adult Education
- New Haven Adult Education
- New Haven Job Corps
- New London Adult Education
- Norwich Adult Education
- Vernon Adult Education (Rockville Learning Center)
- WERACE (Danbury Adult Education)

All adult education programs should be apprising GED test takers of the following information.

- Test takers must reschedule or cancel testing appointments within 24 hours.
- Effective September 20, 2014, all no show test takers will be required to wait 60 days before scheduling the missed test.
- Test takers are required to provide proof of identity and Connecticut residency in order to register. Test taker must bring to the testing center one valid form of identification (ID). **The ID must be government issued and non-expired. It must also include the student's name, address, date of birth, signature and photograph.** The GED Testing Service® accepts the following primary forms of ID: passport, driver's license, learner's permit and/or a national/state/country identification card.
- Individuals who have been released from a correctional facility, but did not complete their GED® test and wish to continue testing in order to earn their credential, must contact the GED Testing Service® within 30 days of their release date. They must have completed and passed at least one test and are required to e-mail GED Testing Service® at GEDTSPProgramSupport@GEDtestingservice.com and provide:
 - Their full name
 - Facility that they were released from
 - State where that facility is located
 - Date they were released from that facility
 - What tests they need to take (if they know)
 - Their contact information e-mail or telephone (must provide at least one)Their eligibility will be determined and they will be contacted by the GED Testing Service® for next steps.
- The GED Testing Service® launched an updated MyGED® dashboard at GED.com. The new dashboard provides test takers with information they need and steps they must take to stay on track to earn their diploma based on their practice test results and GED test performance.

For questions or concerns, contact Sabrina Mancini at sabrina.mancini@ct.gov.

GED Testing Service® wants to hear from your graduates! Encourage them to share their GED® experience and their story at www.gedtestingservice.com/testers/shareyourstory. It could be featured in a future e-mail. They can help inspire other GED® hopefuls and the people who support them.

Writing Assessment Results

As always, all programs must declare to CSDE how they will be scoring their writing samples for 2014-2015. Please report to Susan Pierson no later than **September 12, 2014**, whether you are scoring your samples at your program or using the ATDN Scoring Service for formal reporting purposes. The Functional Writing Assessment requires a Local Test Security and Administration Agreement signed by anyone in your program who will administer the test. This form can be found at www.crec.org/cetes/writing.php. If you have any questions regarding writing assessment, please contact Susan Pierson at susan.pierson@ct.gov.

Professional Development

In April 2013 the Office of Career, Technical and Adult Education (OCTAE) released the *College and Career Readiness (CCR) Standards* for Adult Education. The new GED® tests and the new NEDP assessment have been aligned with these standards. Professional development regarding standards-based education will once again be a major initiative this program year. An overview of the CCR standards and sessions on integrating them into the curriculum were presented in August at the ATDN Summer Institute. During this program year, we expect that more teachers will attend additional ATDN workshops and sessions on integrating the CCR standards into the classroom. The College and Career Readiness Standards for Adult Education can be found at <https://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf>.

Adult Education and Transitions

Adult Education programs have been meeting with their respective community colleges to design plans to serve adult learners who are seeking enrollment at Connecticut's twelve community colleges but who need additional services to transition into college level courses. Working with one or more local Adult Education providers, community colleges will offer math and English instruction combined with supportive services that will assist students in moving towards the next level of coursework (Intensive or Embedded) in a reasonable timeframe. Legislative mandate requires that full implementation occur no later than the fall 2015.

Adult Education Career Pathways Project Comes To Connecticut

Because of Connecticut's expressed interest in career pathways in adult education, technical assistance is being made available through the *Moving Pathways Forward Project*. The project is sponsored by the U.S. Department of Education, Office of Career, Technical and Adult Education (OCTAE). The OCTAE-sponsored project team will offer virtual mentoring support to examine Connecticut's current activities in career pathways implementation and identify priority components of career pathways systems for further development. General technical assistance will be available beginning this fall.

Through these technical assistance services, our state will have access to resources and guidance to assist us in assessing our needs for career pathways system development or expansion, identifying project goals and activities and determining planning steps that will strengthen and expand key career pathways systems components.

Connecticut Adult Reporting System (CARS)

The final CARS training for experienced users will take place on Wednesday, September 17, 2014, from 1:00 p.m. to 3:00 p.m. via conference call. Any experienced CARS user who did not register for the August training dates must register for the September training date by Friday, September 12, 2014. Training for new users to CARS will take place on Wednesday, September 10, 2014, 9:00 a.m. to 1:00 p.m. and will be held at the Middletown Office of the CSDE. Participants for this training must register by Friday, September 5, 2014, only one person per provider please. To register, please e-mail Gina Hoag at gina.hoag@ct.gov with the participant name and e-mail address by the registration deadline.

Connecticut Adult Virtual High School (CTAVHS)

Adult Education programs that use the CTAVHS are reminded that beginning September 15, 2014, (Term 1)) the Algebra and Geometry adult virtual high school courses have been upgraded to align with Common Core - College and Career Readiness Standards. These new courses will look significantly different from the old courses therefore, program mentors are strongly encouraged to review the courses prior to student enrollment. Additionally, a new student orientation course "*Student Success*" has been added to the orientation offerings. Even though orientation courses are optional for students, programs should advise students, especially those new to CTAVHS to take the orientation course.

The CTAVHS program is moving to a new version of Blackboard for the start of Term 1. The latest version has a slightly different look and feel, but operates almost identically to the version that has been used for the past few years. Programs with teachers who provide instruction via the CTAVHS are asked to remind those teachers to sign up for training on new version of Blackboard.