



AEFLA NETWORK MEETING September 2013



CALIFORNIA DEPARTMENT OF EDUCATION
Tom Torlakson, State Superintendent of Public Instruction



TOM TORLAKSON
State Superintendent
of Public Instruction

Meeting Contents

- CDE Update
- Accountability
- EL Civics
- Networking
- Professional Development, Training Details, and Conferences

CASAS is a vendor of the CDE Adult Education Office



CDE Update

CALIFORNIA DEPARTMENT OF EDUCATION
Tom Torlakson, State Superintendent of Public Instruction



TOM TORLAKSON
State Superintendent
of Public Instruction

2014 GED Test Resources Available

www.gedtestingservice.com/educators/home

- Professional development resources
 - Assessment Guide for Educators
 - Publisher product information/availability
 - Item samplers
 - Webinar archive (seven currently available!)
 - Teacher's Guide
 - Instructional videos
 - Resources in Spanish



TOM TORLAKSON
State Superintendent
of Public Instruction

PD Update

- Full PD services are scheduled to resume by late October.
- High priority PD resources currently available at www.calpro-online.org:
 - Competency-Based Self-Assessments and PD Plans
 - Integrated Education and Training (IET)
 - Common Core State Standards
 - Basic Literacy Academic Skills



TOM TORLAKSON
State Superintendent
of Public Instruction

2014-15 Application

- 2014-15 AEFLA competitive Request for Application (RFA) will be released in the fall of 2013.



TOM TORLAKSON
State Superintendent
of Public Instruction

Assessment Policy

- Each agency must update its local assessment policies annually and retain a copy on site.
- Assessment Policy Template is available at <http://www.cde.ca.gov/sp/ae/ir/>



TOM TORLAKSON
State Superintendent
of Public Instruction

Supplement, Not Supplant

- AEFLA grants are supplemental.
- State and local funds used for AEFLA activities must not be replaced with federal funds.
- Reduction in non-federal funding used translates to a proportionate decrease in federal grant funds.



TOM TORLAKSON
State Superintendent
of Public Instruction

Program Income/Fees

They should be:

- Necessary and reasonable
- Not used for matching or maintenance of effort (MOE)
- Expended to support programs for which the fees are collected



TOM TORLAKSON
State Superintendent
of Public Instruction

2013-14 Expenditure Claim Reports (ECR)

2013-14 ECR requirements:

- Submit ECRs quarterly
- Report non-federal Maintenance of Effort quarterly
- Report program income/fees and expenditures within those programs quarterly
- Login at OTAN, <http://adulted.otan.us/>



TOM TORLAKSON
State Superintendent
of Public Instruction

Update contact Information

- Login at OTAN, <http://adulted.otan.us/>
- Select from the blue bar at the top “Agency Contacts”
- Go into each link to check and update your agency’s contact information
- For technical support, call OTAN at (800) 894-3113



TOM TORLAKSON
State Superintendent
of Public Instruction

Update A-22

Course Approval

- Login at OTAN, <http://adulted.otan.us/>
- Select from the blue bar at the top “Course Approval”
- Go the bottom of the page and use “Select Courses” button
- For technical support, call OTAN at (800) 894-3113
- For program support, call Cliff Moss at (916) 327-6378
- Your A-22 may be revised at any time during the year



Accountability



TOM TORLAKSON
State Superintendent
of Public Instruction

Submission Deadlines

- **Sept 30, 2013**
 - Grant Award Notification
 - Grant Budget
- **October 31, 2013**
 - Fourth Quarter Core Performance Follow-up Survey (2012-13 grant year)
 - First Quarter Data
 - First Quarter Data Integrity Report
 - At least one EL Civics COAAP submitted
 - Quarter 1 Expenditure Claim Report (**new requirement**)

Note: Agencies can check if deliverables have been received by going to <http://adulted.otan.us/>>WIA Title II > Deliverables Summary



TOM TORLAKSON
State Superintendent
of Public Instruction

TOPSpro Enterprise

- **THANK YOU** for all your hard work in making the TE transition successful!
- All agencies are now submitting data on TE.



TOM TORLAKSON
State Superintendent
of Public Instruction

TE Help Documentation

Agencies can download TE “help” documents one at a time or as a zip file which includes all 50+ documents.

[Home](#) > [Product Overviews](#) > [Software](#) > [TOPSpro Enterprise](#) > [Help Documentation](#)

Access them at: <http://www.casas.org/product-overviews/software/topspro-enterprise/help-documentation>



TOM TORLAKSON
State Superintendent
of Public Instruction

Options for Meeting Training Requirements

- CASAS Implementation and California Accountability trainings must be completed by **January 31st, 2014**.
- Agency staff that has previously completed the CASAS Implementation Training (Basic & Beyond) – may take the following courses to meet the current requirement:
 - California Assessment Policy
 - Intro to eTests Online
 - eTests Jump Start
 - Using Test Results to Inform Instruction (Users Handbooks)
- Trainings which satisfy the WIA II requirements are now designated on the training registration Web page.



TOM TORLAKSON
State Superintendent
of Public Instruction

F2F Training*

(Meets CDE Requirement)

- September 10-11 Fresno Adult School
- September 12-13 Huntington Beach Adult School
- September 24-25 Sacramento COE
- September 26-27 Berkeley Adult School
- October 9-10 Mt. San Antonio College
 - CASAS Implementation for New Users, (4 hours)
8:30 a.m. to 12:30 p.m. on Day 1
 - California Accountability for New Users, (2.5 hours)
1:30 p.m. to 4:00 p.m. on Day 1
 - TE Basics
8:30 a.m. to 3:30 p.m. on Day 2
- For more details about regional training and to register, go to www.CAAdultEdTraining.org
*also available online



TOM TORLAKSON
State Superintendent
of Public Instruction

Online Ordering of CASAS Materials

Online ordering at the CASAS website:

- From the home page:
 - Click **Order** at the very top of the home page on the right side above the search bar
 - Or, look under **What's New** and click **CASAS Online Ordering**
- To access the traditional order form and the CASAS Catalog from the home page:
 - Click **Order** at the very top of the home page on the right side above the search bar. (This also takes the user to online ordering.)



TOM TORLAKSON
State Superintendent
of Public Instruction

Proxying CASAS Tests

May I use CASAS post-tests administered in 2012-13 as pretests for 2013-14?

- CASAS standardized post-tests administered between May 12 and June 30, 2013, may be rolled over into the 2013-14 program year to be used as the pre-test. The proxy must be completed by September 30, 2013.
- Please consult the Help Menu for Proxy Wizard in your TE software for more information.



EL Civics

CALIFORNIA DEPARTMENT OF EDUCATION
Tom Torlakson, State Superintendent of Public Instruction



TOM TORLAKSON
State Superintendent
of Public Instruction

EL Civics COAAPS

- All 2013-14 COAAPS are posted.
- At least one must be selected by Oct. 31, 2013.
- See Revisions to COAAPS for 2013-14 (www2.casas.org/elc) for a list of pre-approved COAAPS and any revisions to the 2012-13 versions.
- Note: Do not use ESL/Citizenship as a class designation.



TOM TORLAKSON
State Superintendent
of Public Instruction

EL Civics Technology Plan

- Required for EL Civics – Civic Participation
- Due on January 31, 2014, submitted online
- Requires a planning team
- Start early with the instructor self-assessment requirement
- Find it at www.otan.us/adulted
- Contact Tech Support - 1-800-894-3113, ELCivTechPlan@otan.us



TOM TORLAKSON
State Superintendent
of Public Instruction

EL Civics Technology Plan

- Content Support: Live orientation webinars for Technology Planning Team Leaders (will be recorded and posted on the EL Civics Tech Plan page at <http://adulted.otan.us/>)
- For New Tech Team Leaders:
9/18/2013, 11:30-1:30
- For Returning Tech Team Leaders:
9/25/2013, 11:30-1:30
- Register at <http://www.caadultedtraining.org/>
- Branka Marceta
916-228-2587 or 800-894-3113 or
bmarceta@otan.us



TOM TORLAKSON
State Superintendent
of Public Instruction

CASAS

Citizenship Interview Test

First Time Certification

- Online certification training for CIT is available year round.
- Free to California AEFLA agencies
- The online module for CIT Certification training can be ordered on the CASAS ordering page.
- After certification, CIT test administrators must recertify annually between January and June if they plan to give the CASAS Interview Test in the next year. (see next slide)



TOM TORLAKSON
State Superintendent
of Public Instruction

First time CIT Certification cont.

- First time CIT test administrators who complete training and are certified before Jan. 1st, will need to recertify between January 1st and June 30th to be certified to administer the CIT in the next program year.
- First time CIT test administrators who complete training between Jan 1 and June 30th will be certified from the time they receive their certificate until June 30th of the next program year.



TOM TORLAKSON
State Superintendent
of Public Instruction

CIT Recertification, Changes for 2013-14

- Online recertification will be available the first week of January and will be closed June 30th.
- Recertification will be good through June 30th of the following year.
- E-mail with instructions and link to the interviews will be sent to all CIT administrators the first week of January.
- If a CIT administrator does not receive the recertification e-mail by January 10th, please contact Michelle Chu, mchu@casas.org
- Keep your current and correct e-mail up to date with CASAS by contacting mchu@casas.org.



Networking



TOM TORLAKSON
State Superintendent
of Public Instruction

Networking: Open Forum

- **Who would like to share practices/curriculum?**
 - Today?
 - This year?
- **What topics would you like to talk about?**
 - Today?
 - This year?
 - Possible Topics:
 - Developing WIA Regional Collaborative Relationships
 - Integrating the Common Core Standards
 - Getting ready for the new GED
 - The top 10 myths and misconceptions
 - Other?



TOM TORLAKSON
State Superintendent
of Public Instruction

Networking: Points of Departure

- *What are your ideas/plans to improve Transition Programs at your agency?*
 - *With whom at your agency will you share your ideas/plans?*
1. Read the list of Suggestions for Improvement of Transition Programs from CA Consortium Focus Group Discussions
 2. Brainstorm, share and discuss ideas/plans on the topics and ask questions
 3. Discuss/select/share a few ideas/plans that may work at your agency



Meeting Reflection



TOM TORLAKSON
State Superintendent
of Public Instruction

Reflection

- What will you do with the information from this meeting?
- What are you going to share with...
 - Administrators?
 - Teachers?
 - TOPSpro Enterprise staff?
 - Others?



Professional Development and Training Details



TOM TORLAKSON
State Superintendent
of Public Instruction

CASAS Online Facilitated Training: CA Accountability

Date	Time	Training
Sept 5	9:30– 11:30 am	*Accountability for New Users
Sept 5	1:00-3:00 pm	*Accountability for Exp Users
Sept 13	9:30– 11:30 am	* Accountability for Exp Users
Sept 17	10:00-11:30 am	* California Assessment Policy
Sept 17	1:00-3:00 pm	* Accountability for Exp Users
Oct 1	6:00-8:00 pm	*Accountability for New Users
Oct 4	9:30 -11:30am	*Accountability for New Users

- *** Meets CDE requirement**
- **Register at www.CAAdultEdTraining.org**



TOM TORLAKSON
State Superintendent
of Public Instruction

CASAS Online Facilitated Training: CA Implementation

Date	Time	Training
Sept 10	10:00– 11:30 am	*CASAS Etests Online
Sept 10	1:00-2:30 pm	*CASAS User Handbooks
Oct 3	10:00– 11:30 am	* CASAS User Handbooks
Oct 7	1:00-2:30 pm	* California Assessment Policy
Oct 8	10:00-11:30 am	* CASAS Etests Online

- * Meets CDE requirement
- Register at www.CAAdultEdTraining.org



TOM TORLAKSON
State Superintendent
of Public Instruction

CASAS Online Self-Paced Workshops

Casas eTests

Casas Implementation Training

Casas Appraisal Training

Register at:

www.CAAdultEdTraining.org



TOM TORLAKSON
State Superintendent
of Public Instruction

Upcoming Meetings and Conferences

- CCAE CAEAA - Shaping the Future of K-12 Based Adult Education
 - September 20, 2013 Mt Diablo Adult Education
 - 10:00 am-12:30pm
 - RSVP - christian.nelson@ousd.k12.ca.us
- CATESOL Annual State Conference
 - October 24-26, 2013, San Diego