Communities of Practice Training:
College and Career Readiness Standards
Register for Training in Fairfield, CA

The California Department of Education (CDE) and the California Adult Literacy Professional Development Project (CALPRO) are pleased to offer the Communities of Practice training on College and Career Readiness Standards. This module helps participants build knowledge of the College and Career Readiness Standards (CCRS) for Adult Education and understand the implications for adult education. It also prepares them to implement the CCRS.

Who is the intended audience?
The module is designed for Adult Education program teams consisting of one administrator and at least two teachers to attend together. The teachers should represent the CCRS standards content focus (English Language Arts (ELA) and Math) and the variety of instructional offerings (ABE, ASE, ESL, HSE, etc.) in the program. This representation is essential to program success because the sessions will be designed to provide targeted learning opportunities around the CCRS for ELA and math.

What are the goals and objectives of the College and Career Readiness Standards training module?

<table>
<thead>
<tr>
<th>Goal</th>
<th>Provide training for adult educators around the College and Career Readiness Standards (CCRS) and how to align what occurs in the classroom with these standards.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Objectives</td>
<td>Administrators will learn about and understand what changes the CCRS require of programs and teachers, and will begin to understand how they can support staff and students moving forward. Teachers will reflect on current practices and student levels and begin to understand how implementing the CCRS will impact their teaching and student demands. Programs will be able to begin deeper and more meaningful conversations about CCRS and necessary next steps to support students’ college and career readiness</td>
</tr>
<tr>
<td>Specific Objectives</td>
<td>Define key terms related to standards. Understand the three major shifts in the CCRS in ELA or Math and its implications for instruction Begin planning for the second phase of CCRS adoption/implementation</td>
</tr>
</tbody>
</table>

What is a “Community of Practice”?
A Community of Practice (CoP) is a group of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly.¹ To provide opportunities for California adult educators to interact regularly and to engage in sustained professional development, CALPRO delivers the College and Career Readiness Standards within a CoP framework. CALPRO CoPs place an emphasis on the implementation of newly learned skills with support and feedback from colleagues using Moodle (an electronic learning and networking platform) as a means of collaboration and communication.

What are the main benefits of participating in this CoP?

- Opportunity to interact with other teachers and trained facilitators online and face-to-face to share classroom experiences and problem solve;
- Support for implementation in the classroom;
- Increase of professional knowledge and teaching skills;
- Access to online resources that are research-based.

Participant Commitment and Expectations

1. **Complete ALL Online Activities – mid-October through mid-December 2017**

   Participants must access pre-session assignments online and engage in other required online activities. Pre-session assignments are essential to the training, and participants must complete the assignments prior to attending the in-person sessions. In-person sessions will build on learning and activities that occur mostly electronically before the sessions. The total estimated range of engagement time outside of the face-to-face sessions is approximately 12 to 16 hours.

   Note: Participants must be able to use the computer, Internet, and e-mail. Technology use will include opening an Internet browser, opening documents online, clicking to view videos or audio files, and typing text in a Web site. In-depth training on using the internet will not be provided. Basic Moodle support will be available.

2. **Attend both Face-to-face Sessions**

   **Dates:** Two Fridays: October 27 and December 1, 2017
   **Hours:** 12:00 p.m. – 3:30 p.m. each day
   **Location:** Fairfield-Suisun Adult School, 900 Travis Blvd., Fairfield, CA 94533

REGISTRATION/APPLICATION INFORMATION

**Eligibility:** Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act (WIOA, Title II: AEFLA) funded programs are eligible to apply.

**Cost:** There is no registration fee to participate in the pilot. All expenses for teacher release time, travel, and meals are the responsibility of the agency/participants.

**Certificates:** Certificates of completion will be issued only to those who complete all online activities and participate in both in-person sessions.

**Registration/application deadline is Monday, October 9, 2017.** Notification of acceptance will occur by Wednesday, October 11, 2017. Fax/send your completed registration/application to:

   CALPRO
   2151 River Plaza Drive, Suite 320
   Sacramento, CA 95833
   Fax: (855) 459-6213

   E-mail: calpro@air.org

   **Please send completed registration/application pages 3-4 by October 9, 2017.**

**Questions?** Contact CALPRO at calpro@air.org or call 800.427.1422 (CA toll-free) or 916.286.8816.
Communities of Practice Training:
College and Career Readiness Standards
Administrator Registration/Application Form

ADMINISTRATORS NAME: ____________________________________ TITLE: ____________________________

PREFERRED CONTACT PHONE NUMBER (home, cell, or work): ____________________________________________

ALTERNATE PHONE NUMBER (home, cell, or work): ____________________________________________________

E-MAIL: ________________________________________________________________________________________

Alternate E-MAIL: ________________________________________________________________________________

DISTRICT OR ORGANIZATION NAME: ________________________________________________________________
(e.g., Los Angeles Unified School District, San Diego Community College District, etc.)

ADULT EDUCATION PROGRAM NAME: ________________________________________________________________
(e.g., Division of Adult and Career Education, San Diego Continuing Education, etc.)

SCHOOL OR SITE WHERE YOU WORK: _________________________________________________________________
(e.g., Belmont Community Adult School, Educational Cultural Complex, etc.)

SCHOOL OR SITE ADDRESS: _______________________________________________________________________

CITY: _____________________________________ ZIP: __________________________________________

IMPORTANT: Each site is asked to send at least one math representative and one ELA representative. Please check which area you will represent: ______ English Language Arts (ELA) or ______ Math

Success of the CoP hinges on the commitment of all participants to meet expectations listed below. **Participants must initial next to each item to indicate understanding and commitment.**

By initialing below, I commit to:

_____ 1. Completing all online readings and assignments before, between and after the face-to-face meetings by the requested dates.

_____ 2. Attending both face-to-face meetings prepared to participate fully by having completed pre- and interim assignments.

_____ 3. Applying newly learned instructional techniques in the classroom and reflecting on students’ responses and learning.

_____ 4. Working with fellow participants in a continuous improvement mode by providing collegial feedback and support on materials, lesson plans/activities, and implementation efforts online and in person.

_____ 5. Using the computer, Internet, and e-mail to participate in this training.

I have read the description and the commitment/expectations of the Communities of Practice Training and agree to fully participate as requested.

ADMINISTRATOR SIGNATURE:________________________ DATE:____________________________

Registration/application deadline is Thursday, October 9, 2017.
Fax/send your completed registration/application to (855) 459-6213.
Questions? Contact CALPRO at calpro@air.org or call 800.427.1422 (CA toll-free) or 916.286.8816.

Please make copies as necessary of page 4 for each teacher applicant. Please indicate teacher number.
## Communities of Practice Training:
### College and Career Readiness Standards
#### Instructor Registration/Application Form

<table>
<thead>
<tr>
<th>INSTRUCTOR APPLICANT #: ______</th>
<th>ADULT EDUCATION PROGRAM NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>INSTRUCTOR’S NAME:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>TEACHING RESPONSIBILITIES (FOR EXAMPLE, “ELA, ASE Math, Intermediate High ESL, etc.”)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>***IMPORTANT: Each site is asked to send at least one math teacher and one ELA teacher. Please check which area you will represent: ______ English Language Arts (ELA) or ______ Math</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>PREFERRED CONTACT PHONE NUMBER (home, cell, or work):</td>
<td></td>
</tr>
<tr>
<td>ALTERNATE PHONE NUMBER (home, cell, or work):</td>
<td></td>
</tr>
<tr>
<td>E-MAIL:</td>
<td></td>
</tr>
<tr>
<td>Alternate E-MAIL:</td>
<td></td>
</tr>
</tbody>
</table>

**Important:** Success of the CoP hinges on the commitment of all participants to meet expectations listed below. *Participants must initial next to each item to indicate understanding and commitment.*

By initialing below, I commit to:

- _____ 1. Completing all online readings and assignments before, between and after the face-to-face meetings by the requested dates.
- _____ 2. Attending both face-to-face meetings prepared to participate fully by having completed pre- and interim assignments.
- _____ 3. Applying newly learned instructional techniques in the classroom and reflecting on students’ responses and learning.
- _____ 4. Working with fellow participants in a continuous improvement mode by providing collegial feedback and support on materials, lesson plans/activities, and implementation efforts online and in person.
- _____ 5. Using the computer, Internet, and e-mail to participate in this training.

I have read the description and the commitment/expectations of the *Communities of Practice Training* and agree to fully participate as requested.

**INSTRUCTOR’S SIGNATURE:** ___________________________________________ **DATE:** __________________

**Registration/application deadline is Thursday, October 9, 2017.**
- Fax/send your completed registration/application to (855) 459-6213.
- **Questions?** Contact CALPRO at calpro@air.org or call (800) 427-1422 (CA toll-free) or (916) 286-8816.

**NOTE:** Please make additional copies as needed for instructor applications. Complete applications require a minimum of two instructors, ideally in each CCRS area (ELA or Math).