

Sept. 27, 2012

Dear Program Administrator:

The California Adult Literacy Professional Development Project (CALPRO) has extended its application deadline for its successful online training series on *Postsecondary Transitions*. Applications may be submitted until close of business, Mon., Oct. 8. Enrollment is limited and on a first-applied, first enrolled basis.

This training will be conducted entirely *online* and facilitated by adult education expert Sylvia Ramirez of MiraCosta College. It requires no travel expenses or registration fees.

Description. In *Postsecondary Transitions*, participants work in agency teams to develop an integrated, comprehensive plan for implementing a coherent, effective postsecondary transition program. In Session 1 participants identify best practices and strategies to implement a successful postsecondary transition program. In Session 2, participants assess their agency's degree of readiness to implement a postsecondary transition program and identify strategic leverage points for implementing their own agency's action plan.

Eligibility. Agencies that receive Workforce Investment Act (WIA) Title II federal grants or funding through the California Department of Education, Adult Education Office, may apply.

Intended audience. This training is for agency *teams* who will commit to collaborating on the development and implementation of a plan for establishing or building upon a bridge program. Agencies must apply as a team consisting of an administrator and at least one of the following two roles: 1) a student support services provider (a counselor or other individual whose role is to provide guidance/support/referrals to students), 2) an instructor who will focus on curricular/instructional/alignment responsibilities. Teams including all three roles are ideal. Effective implementation of a comprehensive bridging program requires well-planned, integrated coordination of program structure, student support services and classroom activities. Collaborative teams are best positioned to achieve successful implementation and results.

Expenses. CALPRO will provide all training materials. Because this training is offered entirely online, there are no associated expenses for participation.

Estimated Time Commitment. Coursework takes an average of 3 hours per week. Participants can log in when convenient, from any location and at any hour, to complete the weekly activities and assignments.

Registration. If you would like your agency to participate in this effort, please assemble your agency team and complete the form on page 3. Registrations must be received by the CALPRO office no later than **Mon., Oct. 8, 2012**. Enrollment is limited and is on a first-received, first-registered basis.

Should you have questions, please e-mail cgreen@air.org or call 1-800-427-1422, ext. 5.

Sincerely,
Catherine Green
CALPRO Deputy Director

EVENT: *Postsecondary Transitions* series of CALPRO courses

LOCATION: Online

DATES:*** Session 1: Oct. 18 - Nov. 19, 2012 (four weeks) *and* Session 2: Jan. 22 - Feb. 19, 2013 (four weeks; pre-requisite: Session 1)

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 apply in agency teams. Each team consists of 2-3 members: this includes one administrator, plus one of the following: either a lead instructor or a staff member of the student support services.

Series Description In *Postsecondary Transitions*, participants work in agency teams to develop an integrated, comprehensive plan for implementing a coherent, effective postsecondary transition program. In Session 1 participants identify best practices and strategies to implement a successful postsecondary transition program. In Session 2, participants assess their agency's degree of readiness to implement a postsecondary transition program and identify strategic leverage points for implementing their own agency's action plan.

Frequently Asked Questions (FAQs) For answers to FAQs, visit <http://www.calpro-online.org/onlinecourseFAQs.asp>

*** **Note:** CALPRO reserves the right to cancel or postpone this training, due to insufficient registration. CALPRO will notify all applicants by e-mail of any changes in training dates.

Application Form for CALPRO Series of Online Courses on *Postsecondary Transitions*

Please PRINT and submit this form to Catherine Green no later than **Mon., Oct. 8, 2012.**

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 series of online courses on *Postsecondary Transitions*.

Signature of Principal/Director: _____ Date: _____

Below, please *print* the names of other staff member(s) forming your agency team, and include their contact information and signature. *Note: you must have at least 1 of the following roles represented, and ideally your team should include both roles.*

Lead Teacher (1): Name: _____ ABE ___ ASE ___ ESL ___
E-mail: _____ Phone: _____ Signature: _____

Student Support Services Staff Member (1): Name: _____
E-mail: _____ Phone: _____ Signature: _____

Applications are due to the CALPRO office no later than **Mon., Oct. 8, 2012.** The above form must be signed by *both* the principal/director and at least one participating team member. There are two options to submit this form:

Option 1 – by Fax
Fax to 916-286-8840

Option 2 – by E-mail

Scan this form and e-mail it to cgreen@air.org.

CALPRO will e-mail a confirmation message. If you do not receive a confirmation by Wed., Oct. 10, 2012, please contact Catherine Green (cgreen@air.org; tel. 1-800-427-1422, option 5).

Mark Your Calendar! *Postsecondary Transitions* online course schedule

Session 1: Getting Started: Key Components, Strategies, and Best Practices (10/18 – 11/19/2012)

Session 2: From Theory to Practice, Next Steps and Action Plans (1/22 – 2/19/2013)