



ARKANSAS ADULT LEARNING  
**ResourceCenter**

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Little Rock, Arkansas 72201  
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501-907-2490  
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aalrc.org



TO: Adult Education and Literacy Council Directors  
FROM: Dr. Shelia Wilkerson, Professional Development Coordinator  
DATE: August 5, 2021  
SUBJECT: Professional Development/Training Opportunity

As part of the 2020-2023 Request for Proposal (RFP), each adult education and literacy council provider is required to have a Career Coach or a Career Service Provider (CSP) on staff to assist students with transitioning into the workplace, postsecondary education, or training. LaTasha Dale, Career Coach for the Division of Workforce Services, Adult Education Section will be the presenter for the course. The Fall 2021 training is scheduled for September 8 - December 8, 2021. There are required face-to-face meetings on September 8, October 6-7, and November 12, 2021.

Participants who successfully complete this course become qualified Career Service Providers. This training is provided through the AALRC and is open to all current local adult education programs. Travel expenses for participants will be paid through the AALRC in accordance with state adult education travel guidelines, except for **SNAP E&T Coordinators, OSY Job Placement Coordinators, and TANF Career Coaches. Travel for these individuals will be reimbursed through the program's local budgets.** Once participants have been selected, an escWeb Session ID will be forwarded to all approved applicants.

Applicants must submit:

- Facilitating Career Development Application Form
- Resume
- Personal Statement on why you would like to become a CSP and how you plan to utilize the skills (between 200-250 words double-spaced with 12-point font)

The required documents should be emailed to Dr. Shelia Wilkerson at [shelia@aalrc.org](mailto:shelia@aalrc.org) and must be **received** by close-of-business August 20, 2021. Any applications received after the deadline will not be considered for this session.

For more information on Career Service Providers (CSP), please click the following link:  
[http://associationdatabase.com/aws/NCDA/pt/sp/facilitator\\_overview](http://associationdatabase.com/aws/NCDA/pt/sp/facilitator_overview).

*The Arkansas Adult Learning Resource Center ensures equitable access and participation in federally funded Title II programs and meets the requirements of Section 427 of the General Education Provisions Act (GEPA). Participants should contact the AALRC at 1-800-832-6242 or [info@aalrc.org](mailto:info@aalrc.org) regarding any special needs required during training, such as accessibility needs, special equipment needs, learning needs and dietary restrictions. In addition, The AALRC will ensure equitable access and participation in Adult Education activities conducted with federal adult education funds.*