



ARKANSAS ADULT LEARNING
ResourceCenter

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TO: Adult Education and Literacy Council Directors
FROM: Dr. Shelia Wilkerson, Professional Development Coordinator
DATE: August 30, 2023
SUBJECT: Professional Development/Training Opportunities

The Arkansas Adult Learning Resource Center (AALRC) is pleased to announce the following workshop(s):

ADA Coordinator Training

September 27, 2023 ■ Session ID: 514403 (AALRC) Session ID: 514408 (Zoom)
November 10, 2023 ■ Session ID: 514406 (AALRC) Session ID: 514409 (Zoom)

The workshops will be held September 27, 2023 and November 10, 2023 from 9:00 a.m. – 12:00 p.m. Both dates offer an in-person and zoom option. Please register for only one session. Wendy Bryant, Disabilities and Online LD Coordinator, is the presenter. If you have questions about this workshop and whether you should attend, please contact Wendy Bryant at wendy@aalrc.org.

In this training, coordinators will learn about the roles and responsibilities of an adult education ADA Coordinator. This will include: information on the requirements for program protocols, program updates, and relevant resources. Coordinators will leave the training with a digital toolkit for paperwork and a clear explanation of ADA procedures.

Adult education funded participants will be reimbursed according to state travel guidelines. According to Adult Education policy, only one car per 4 participants can receive mileage reimbursement, unless prior written permission from Dr. Trenia Miles, Director, Division of Workforce Services, Adult Education Section, has been obtained. Participants must live or work (whichever is closer) 150 miles or more from Little Rock in order to receive reimbursement for lodging for the night before. The current GSA lodging reimbursement per night is \$98 + tax. Effective October 1, 2023, the rate will go up to \$107 + tax. Participants must submit an original signed hotel receipt. Several hotels are located in the downtown Little Rock area. Please refer to the AALRC website for a list of nearby hotels and parking instructions – <https://aalrc.org/adminteachers/contact.html>.

You may register using this link: http://www.escweb.net/ar_esc. All participants registering for the zoom session will receive an email confirmation generated through *escWeb (Shoebox)* that will include the zoom login information. **Please be aware that the presenter will not be available to assist online participants on the day of the training. Be sure to have your zoom link readily available and login to the training early. The online meeting will lock 30 minutes after the training begins.** Registration is open!

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 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.