



ARKANSAS ADULT LEARNING
ResourceCenter

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TO: Adult Education and Literacy Council Directors
FROM: Dr. Shelia Wilkerson, Professional Development Coordinator
DATE: September 19, 2023
SUBJECT: Professional Development/Training Opportunity

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

**Test Administrators' Conference
Session ID: 514586 (UA-PTC, NLR)**

This training is scheduled for October 17, 2023 from 9:00 a.m. – 4:00 p.m. It will be held at the University of Arkansas - Pulaski Technical College, 3000 W. Scenic Drive, North Little Rock, Arkansas. Dianne Doyle, Tamba Nicholson, Claritta Stinson, and Andy Moysh, with the state Adult Education Division, are the presenters.

This conference is for test administrators who proctor adult learners in high school equivalency testing (GED) and/or TABE testing. Areas of focus will include: the role of the Test Administrator, an overview of adult education's Assessment Policy, testing eligibility, accessibility, and test security. Data on GED pass rates, costs, and content areas will be shared and Test Administrators' will have an opportunity to interact with others in the state. Emphasis will also be placed on introducing test taking strategies aimed at helping students reduce test anxiety.

Adult education funded participants will be reimbursed according to state travel guidelines (refer to Program Memo ADED 23-06 for full Travel Policy Guidelines). Only one car per 4 participants can receive mileage reimbursement unless prior written authorization from Dr. Trenia Miles, Director, Division of Workforce Services, Adult Education Section, has been obtained. For 1-day trainings, participants **must live or work (whichever is closer) 150 miles or more from Little Rock** in order to receive lodging reimbursement for the night before. Total maximum lodging reimbursement per night beginning October 1st will be \$107 plus tax. Participants must submit an original signed hotel receipt for reimbursement.

You may register using this link: http://www.escweb.net/ar_esc. **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.