



ARKANSAS ADULT LEARNING
ResourceCenter

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aalrc.org



TO: Adult Education and Literacy Council Directors
FROM: Dr. Shelia Wilkerson, Professional Development Coordinator
DATE: January 4, 2024
SUBJECT: Professional Development/Training Opportunity

As part of the 2020-2023 Request for Proposal (RFP), each adult education and literacy council provider must have a Career Coach or a Career Service Provider (CSP) on staff to assist students in transitioning into the workplace and post-secondary education or training. LaTasha Dale Warren, Career Coach for the Division of Workforce Services, Adult Education Section, will be the presenter for the course. The Spring 2024 training is scheduled for February 7, 2024 – May 7, 2024. There are required face-to-face meetings on February 7, March 26-27, and April 23, 2024.

Participants who 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 by 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, all approved applicants will be forwarded an escWeb Session ID.

Applicants must submit:

- Career Services Provider 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 and must be **received** by the close of business on **January 19, 2024**. 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:
https://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 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.