



ARKANSAS ADULT LEARNING  
**ResourceCenter**

124 West Capitol, Ste. 1000  
Little Rock, Arkansas 72201  
800-832-6242 (AR only)  
501-907-2490  
501-907-2492  
aalrc.org



TO: Adult Education and Literacy Council Directors  
FROM: Dr. Shelia Wilkerson, Professional Development Coordinator  
DATE: March 7, 2024  
SUBJECT: Professional Development/Training Opportunity

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

**Administrators' Meeting – Spring (Four Points by Sheraton)  
Session ID: 520863**

This year's meeting is scheduled for April 24-26, 2024. It will be held from 12:00 p.m. – 4:30 p.m. on day one, 8:30 a.m. - 4:30 p.m. on day two, and 8:30 a.m. – 1:15 p.m. on day three. The meeting will be held at the Four Points by Sheraton Hotel located at 925 S. University Avenue, Little Rock, AR 72204. Attendees will need to use this link to make hotel reservations by April 17, 2024 - [book your group rate for AR Adult Learning Center](#). A combination of guest speakers, along with state and AALRC staff members, will present.

Attendance is mandatory for administrators of adult education programs and literacy councils funded with adult education grants. This training will help attendees discover the critical issues and factors that ensure success for administrators of adult education. Topics will include federal and state guidelines, program accountability, examination of current documentation processes, and strategies for overall program improvement. Opportunities to network and exchange ideas with other administrators will also be included.

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 is \$107 plus tax. Participants must submit an original signed hotel receipt for reimbursement.

**Registration is open! Click here to register: [http://www.escweb.net/ar\\_esc](http://www.escweb.net/ar_esc).**

*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.*