



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: March 15, 2024
SUBJECT: Professional Development/Training Opportunities

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

**Using TABE 11/12 & CLAS-E (AALRC)
Session ID: 509029 ■ 9:00 a.m. – 4:00 p.m.**

The workshop is scheduled for Thursday, April 4, 2024 from 9:00 a.m. – 4:00 p.m. at the AALRC. Chasity Wright, with Data Recognition Corporation (DRC), is the presenter.

The training will provide an overview of TABE 11/12, CLAS-E, and other pertinent information. This will include instruction on how to use TABE 11/12 Online - scheduling test sessions, adding and monitoring students while testing, and accessing reports. Guidance on how to administer and score TABE CLAS-E will also be provided along with resources designed to assist participants with testing.

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. Please refer to the AALRC website for a list of nearby hotels and parking instructions –

<https://aalrc.org/contact-us/>.

Registration is open! Access registration by clicking this link: 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 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.