



ARKANSAS ADULT LEARNING
ResourceCenter

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aalrc.org

TO: Adult Education and Literacy Council Directors

FROM: Wendy Bryant, Learning and Development Administrator

Training Date: August 28th, 2025 – 9:00 am – 12:00 pm - AALRC

Burlington English Teacher Training

Go the Distance! Creating a Virtual/Hybrid Class with Burlington English

This training is designed for teachers who use the Burlington English software product with their students. Explore engaging ways to utilize Burlington English for virtual or hybrid ESL classes in this hands-on session. We'll review applicable tools available within BE, along with tips to help manage students in any classroom environment. Whether you're new to teaching online or looking to enhance your current routine, this session will equip you with strategies you can use right away to support student learning and engagement in any setting. The training will cover:

- How to enter students
- How to effectively use the product in the classroom
- How to use it for distance learning to show educational gain

Important Session Information

- **Session ID: 567472**
- **Audiences: Administrators, Paraprofessionals, Instructional Leaders**

NOTE: Adult education funded participants will be reimbursed according to state travel guidelines (refer to Program Memo ADED 24-05 for full Travel Policy Guidelines). Only one car per 4 participants can receive mileage reimbursement unless prior written authorization from Dr. Trenia Miles, Director, Workforce Connections, Adult Education Office, has been obtained. For 1-day trainings, participants must live or work (whichever is closer) 150 miles or more from Little Rock to receive lodging reimbursement for the night before. Total maximum lodging reimbursement per night is \$110 plus tax. Participants must submit an original signed hotel receipt for reimbursement.

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, equipment, learning, and dietary restrictions. In addition, the AALRC will ensure equitable access and participation in Adult Education activities conducted with federal adult education funds.