

INFO & OPPORTUNITIES

VOLUME 5 ISSUE 2

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STAFF DEVELOPMENT & TRAINING

Congress Approves FY 2010 Increases For Adult Education

Congress approved increases for adult education on Dec. 13 in the FY 2010 Labor, Health and Human Services, Education, and Related Agencies appropriations legislation. The bill appropriates \$628 million for adult basic literacy education state grants, matching the president's request for \$74 million above FY 2009 levels. This amount includes funding adjustments for states and outlying areas underpaid due to an earlier administrative error. The conference agreement increases the English literacy and civics education set-aside within the appropriation for adult education state grants to \$75 million—about \$7 million more than the FY 2009 level. The bill also funds the Career Pathways Innovation Fund at the Department of Labor at \$125 million, matching FY 2009. These competitive grants will go to community colleges and partnerships with local adult education providers to prepare workers for careers in high-demand and emerging industries.

OVAE Selects Eight States For Customized Transition Training

OVAE this week announced the selection of eight states to participate in its \$1.8 million project Policy to Performance: Transitioning Adults to Opportunities. They are: Alabama, California, Louisiana., Massachusetts, New York, Texas, Virginia and Wisconsin. These states will receive targeted technical assistance and customized coaching to examine, analyze, and develop policy that is unique to each state's context and meets the needs of the state's low-skilled adult learner population. Assistance will begin in February 2010 and run through August 2012 .



SCHOOL CLOSING

When Maryvale Schools are closed, all workshops and activities are cancelled. School Closings will be announced on radio stations WBEN, WKSE (98.5 FM), WYRK (106.5 FM), and WJYE (96.1 FM) and on local television

Jan 26: TABE Administrator's Certification (Maryvale)

Jan 29: TABE Administrator's Certification (Olean)

Feb 5: BEST Plus Refresher

Feb 9: Program Manager Roundtable

Feb 11: TABE Administrators Certification

Feb 24: SMART

Feb 24: BEST Plus Refresher

Feb 25: : We Are New York (ESL)

Mar 3: BEST Plus

Mar 8: Distance Learning 101

Mar 9 : ASISTS Data Entry

Mar 11: Meeting on Supporting Immigrant Workers

Mar 15: Technology Study Circles

Mar 19: Program Managers Roundtable and "Understanding Report Cards" Training

April 22: Teaching with Graphic Organizers

Reading on the Radio

The Niagara Frontier Radio Reading Service invites volunteer readers to record current books and magazines or to do live readings, all of which are broadcast to vision-impaired listeners. Participants select interesting materials to read from a choice of many options, and bring them to life. Volunteers are asked to read one or more hours per week, weekdays or weekends, days or evenings at the NFRRS studio, 1199 Harlem Road near Clinton St. Cheektowaga.

If you are interested in sharing your love of reading with others, contact Bob Sikorski, 821-5555.

Statewide Models of Career Pathways

A recent report by the Seattle Jobs Initiative describes five states' roles in instituting career pathways. [Charting a Path: An Exploration of the Statewide Career Pathway Efforts in Arkansas, Kentucky, Oregon, Washington and Wisconsin](#) lays out the strategies these states use to bring colleges, workforce and economic development agencies, community organizations and employers to the table to accomplish this goal. The five states in the study represent three different stages of career pathways implementation: mature, intermediate, and emergent.

http://www.workingpoorfamilies.org/pdfs/Career_Pathways_Report.pdf

The National College Transition Network

The National College Transition Network (NCTN) recently unveiled its redesigned Web site that helps adults wanting to attend college for the first time with college admission. The site teaches study skills, links to sites with academic online preparation, and guides prospective college students through offices such as admissions and student support.

<http://www.collegetransition.org/>

Financial and Economic Tools for the Classroom

PBS has a wide range of multimedia educational resources related to financial literacy and understanding the economy. PBS has introduced a free new tool that educators can use to help teach about the economy -- a widget you place on your blog or Facebook page. The widget allows you to select video from a playlist and watch it right inside the widget's window. You can watch high-quality streaming video from all your favorite PBS shows including FRONTLINE, NEWSHOUR, BILL MOYERS JOURNAL, NOW on PBS, AMERICAN EXPERIENCE, TAVIS SMILEY, NIGHTLY BUSINESS REPORT and more. Details on how to obtain it are available at <http://www.pbs.org/engage/widget-gallery>

On the air, Biz Kid\$ can be seen on WNED-TV's Think Bright. This series is designed to have kids teach kids about money and business. The Biz Kid\$ website is filled with multimedia activities for families, teachers and young entrepreneurs.

With compelling real-life stories of young people finding their way through a variety of economic challenges, "Your Life, Your Money" delivers basic financial advice in a simple and comprehensible manner. Find resources, activities and lesson plans to help young adults overcome financial challenges and learn money basics on the Your Life, Your Money website.

NY State Resources to Help Families Make Ends Meet

Especially during this economic downturn many families are having a hard time making ends meet. New York State has made it easier for low and moderate income families to find out about available economic supports and services. A new Governor's website www.myBenefits.ny.gov is now available for individuals to determine if they may be eligible for benefits. Through the myBenefits website anyone can quickly and confidentially check their possible eligibility for a range of supports and services. By answering a simple set of questions, people in New York State can find out if they may qualify for benefits such as nutritional assistance (food stamps), Earned Income Tax Credit (EITC) and other tax credits, health insurance programs including Healthy NY, Family Health Plus, Child Health Plus, Medicaid, and the Elderly Pharmaceutical Insurance Coverage (EPIC), Home Energy Assistance Program (HEAP), free and reduced school meals and temporary assistance. The myBenefits homepage includes a link to Resources for Working Families www.otda.state.ny.us that provides more detailed information on these programs.

As part of this effort to maximize access to benefits, the Office of Temporary and Disability Assistance (OTDA) has also created a series of marketing materials as part of the WorkPays NY campaign. These materials are available to support outreach to low and moderate income households for a broad range of economic support benefits. These resources include:

[myBenefits Palm Card, PUB-4951](#): This card is a quick and easy way to let people know about the new website www.myBenefits.ny.gov. These cards are printed in English on the front and translated on the back into the following six languages: Spanish, Arabic, Chinese, Haitian-Creole, Korean and Russian.

[WorkPays NY Flyer, PUB-4952](#) and [PUB-4952 SP](#): These flyers are meant to draw the attention of low-moderate income working people to the major supports they may be losing out on. Also, the flyer prompts them to check their eligibility for and to obtain more information on work supports on *myBenefits*. These resources are presented in a manner intended to reduce stigma sometimes associated with public benefits and to motivate workers to pursue needed benefits. This is a two-sided flyer with the Spanish translation on the back. Arabic, Chinese, Haitian-Creole, Korean and Russian versions are also available to local districts. The NYS OTDA Hotline number is included to accommodate those without internet access.

[WorkPays NY Poster, PUB-4952A](#) and [PUB-4952A SP](#): The **WorkPays NY** poster promotes economic supports and encourages working people and those seeking work to obtain more information on and to explore their eligibility for economic supports on *myBenefits*. In addition to English and Spanish posters, Arabic, Chinese, Haitian-Creole, Korean and Russian versions are also available. The NYS Hotline number is included to accommodate those without computer/internet access.

[Employer Resource Guide, PUB-4953](#): The purpose of the Employer Resource Guide is

New York State Resources to Help Families Make Ends Meet (continued)

how employers can promote work supports, and to emphasize for employers that it makes good business sense to inform lower wage employees of these benefits to help them achieve financial stability.

[“WorkPays NY – Helping You Make Ends Meet” \(video\)](#): This video highlights the myBenefits web-site and provides information on Work Supports. It is designed to be pertinent to a variety of venues serving low and moderate income families. To access the WorkPays NY video, go to OTDA’s Internet site at:

<http://www.otda.state.ny.us/main/media/>

If not already doing so, you are encouraged to order and to use these outreach materials to promote economic supports that may help many of the individuals and families you serve.

Ordering Materials: To order hard copies of available publications developed by the New York State Office of Temporary and Disability Assistance (OTDA), use the [OTDA Publications online order form](#) or fill out [OTDA Form 876 EL](#) available at <http://www.otda.state.ny.us/main/publications/>

Literacy Information and Communication System (LINCS)

LINCS is a service of the National Institute for Literacy, providing online information and communication networks for adult and family literacy practitioners. LINCS’ offerings include Discussion Lists, Regional Resource Centers, the Collections, and training opportunities. Learn more about LINCS on the Web site.

The three new LINCS Resource Collections, expanded this year, are comprised of items that have completed a rigorous internal and external review. Use these resources directly in the classroom or to guide development of customized programs and classes. You can find more information about the new Resource Collections on the Web site.

Adult literacy practitioners are increasingly concerned with supporting adults, including English language learners, as they transition to work and to post-secondary education or training. In the Workforce Competitiveness Collection, you will find research papers and articles as well as products and materials on workforce education, English language acquisition, and technology. In addition to using these resources, subscribe to one or more of the LINCS’ electronic Discussion Lists that focus on the topics in the Collection and expand your professional network.

If you are looking for curricula and instructional materials that you can use immediately, take a look at GED Career Bridge to Hospitality Curriculum (All sections). This technology-based resource prepares students for the GED credential while providing background information, skill instruction, and practice in a hospitality career context and career pathway model.

Research can also guide your thinking about developing and delivering transition-focused instruction and programs. State or local program administrators may want to use the seven lessons outlined in The Integration of Immigrants in the Workplace as a guide when offering services or planning to improve current programs that support English language learners as they transition to the workplace.

Conferences

The Adult Education Research Conference

The AERC is an annual North American Conference that provides a forum for adult education researchers to share their experiences and the results of their studies with their students, other researchers, and practitioners from around the world.

June 2– 6, 2010 , Sacramento, CA
<http://www.adulterc.org/>



COABE ProLiteracy Joint Conference 2010.

The first ever joint COABE/ProLiteracy conference will take place at the Chicago Hilton in 2010. Just a few samples of the exciting topics which will be presented include “Persistence in Research in ABE, Transitions, and Developmental Education”, “Transition to College and Careers”, “Bringing Numeracy to You” (online professional development) , and “Community Literacy: A Conversation on Getting Past Our Own Boundaries”.

March 15—19 ,2010, Chicago Illinois
www.coabeproliteracy2010.org

Teachers of English to Speakers of Other Languages (TESOL), 44th Annual Convention and Exhibit

“Re-imagining TESOL”

TESOL 2010 in Boston is the place to be for any ESL/EFL professional who is committed to their career, their students, and their profession. This four-day gathering promises to be an information packed, exciting and richly rewarding experience for all who attend. More than 1000 education sessions will be offered, and there will be ample opportunity to network with colleagues from across the globe.

March 24—27, Boston MA
http://www.tesol.org/s_tesol/convention2010/

National Center for Family Literacy (NCFL), 19th Annual National Conference

April 9—13, 2010, San Antonio, TX
[Www.famlit.org/conference](http://www.famlit.org/conference)

Guidelines for Participating in Staff Development and Training

The WNY PDC is dedicated to facilitating opportunities for your professional development in the most successful environment possible. The following information and suggestions will help you navigate the next section of the newsletter, and will assure that you get the most out of the trainings you attend. Please keep this information, as it is applicable for the entire academic year.

Workshop descriptions:

A basic overview of the workshop, the facilitator, the date and site, fee and registration deadline is listed for each workshop. We often get questions about the registration deadline, which has a very important purpose. The decision to hold a class or not is made based on the number of participants registered by that deadline. If you've missed the deadline but are interested in the workshop, call us at 716-631-1236 and we can tell you if the class is a go, and if we are able to fit you in. Walk-ins are not allowed unless specifically stated both because we do not provide extra materials for walk-ins, and because sites are chosen based on their capacity.

Guidelines for registering:

1. **Register early** to avoid disappointment! The majority of our workshops are filled to capacity. Although we make every effort to reschedule trainings to accommodate waiting lists, this is not always possible. Similarly, if something interests you, sign up when you see it – don't assume it will be offered again. Unfortunately, the expenses involved in bringing many of our opportunities to you precludes them being repeated.
2. Fill out the registration form **completely**. We want to be able to reach you in the event that a workshop needs to be rescheduled, there is a site change, or we need to get pre-class materials to you. Fill out your name on the registration form as you would like it to appear on your Certificate of Completion. Print clearly – if we can't read your name, it will undoubtedly be misspelled on the certificate.
3. Certificates will be issued to those who attend the entire workshop. Unfortunately, we are not able to give certificates to those who arrive late or leave early.
4. **No-shows will be billed** the full registration fee.
5. Further registrations from programs with outstanding balances will not be accepted.
6. There are no refunds for workshop fees, although paid reservations may be transferred.
7. Refreshments are a courtesy which we enjoy offering you when we are able. However, refreshments are not available at every workshop.

Attending a Workshop:

1. Be on time! If a workshop is scheduled to begin at 9:00 am, arrive at 8:45 to give yourself time to get a cup of coffee, sign in, and get settled. Workshops begin on time. We cannot accommodate latecomers – you will not be allowed to disrupt the class with your late arrival, and you will both miss the workshop and lose your registration fee.
2. Call the PDC Office at 716-631-1236 if you are unable to attend a workshop you've signed up for. Your spot can often be filled from our waiting list, and if so, your money will be refunded.
3. Dress in layers! Room temperatures in hotels and conference halls are difficult to regulate because one person's idea of warm is another person's idea of cold.
4. Avoid perfumes and colognes. This may sound silly, but several of our practitioners are dangerously allergic to these substances, and an overwhelming scent can jeopardize their respiration and force them to leave the room.

April 21-24, 2010

Staff Development and Training

BEST Plus Refresher

The BEST Plus Refresher is for experienced BEST Plus Test Administrators. In order to participate, you must have previously been certified and currently practicing as a BEST Plus Test Administrator. Participants will have the opportunity to receive comprehensive scoring review and practice, watch a training video, and discuss BEST Plus Test experiences. Participants are asked to bring their BEST Plus Test Administrators Training Manual and their BEST Plus Scoring Rubric for reference during this workshop.

NYSED requires that all active BEST Plus Test Administrators complete BEST Plus Refresher training annually. Interested program managers are welcome to attend.

Audience: BEST Plus Test Administrators in need of annual certification renewal
 Date: Friday, February 5, 9:00—1:00 OR Wednesday, February 24, 2010, 12:00 - 4:00 pm
 Site: Maryvale Community Education building, 777 Maryvale Dr. 14225
 Facilitator: CAL certified trainers
 Fee: None, although pre-registration is required
 Deadline: February 2 for Feb 5: February 22 for Feb 24

TABE Certification Training

NYSED requires the use of Validity Tables dated July 1, 2007 in the Administration of the TABE. This training is based on the current NYSED Policy Guidelines for TABE, as well as updated information about the use and administration of the TABE. Participants will have an opportunity to practice using the validity tables. NYSED policy requires that anyone administering the TABE complete this training. Students who are TABE'd by someone who has not completed this training within the last 3 years will be disallowed for EPE and NRS purposes.

Audience: Educators and practitioners who administer the TABE
 Date: Tuesday, Jan 26, 9:00—12:00 pm
 Maryvale Community Education Bldg, 777 Maryvale Dr, Cheektowaga
 OR
 Friday, January 29, 10:00 am — 1:00 pm
 CABOCES, 1825 Windfall Road, Olean
 OR
 Thursday, February 11, 2010, 1:00 pm — 4:00 pm
 Maryvale Community Education Bldg, 777 Maryvale Dr, Cheektowaga

Facilitator: Ann Marie Przybyl
 Fee: None, although pre registration is required
 Deadline: Four business days prior to each training

Program Manager's Roundtable

Program Manager's Roundtables are a chance for discussion with your colleagues around topics which you choose. We will update you on any new information from NYSED, bring new resources to your attention, and provide you with an opportunity for questions and answers. The PM Roundtable serves as a forum for discussions on current practices, research to develop improved approaches and methodologies leading to more successful program outcomes, and networking opportunities. We encourage you to send us suggestions on what information or topics you would find helpful to address the Program Managers Roundtable.

Audience: Program Managers and Literacy Coordinators
 Date: Tuesday Feb 9 12:00 noon - 2:00 pm
 Site: Maryvale Community Ed Building
 777 Maryvale Drive, Cheektowaga
 Fee: None. Light refreshments will be provided

SMART (Skills to Make Adults Ready To Succeed)

The SMART (Skills to Make Adults Ready to Succeed) curriculum has been redesigned to include the academic components of SMART Reading, SMART Math, SMART Writing and the non-academic Life Skills Management component. Adult students that TABE test at reading level grade 4 – 7 are eligible to use these materials at no cost. You must be pre approved by NYSED to offer SMART.

Audience: ABE and GED Teachers and Practitioners
 Date: Wednesday, February 4, 2010 9:00 - 4:00 pm
 Site: 777 Maryvale Drive, Cheektowaga
 Facilitator: Leah Arnold
 Fee: None, although pre-registration is required
 Deadline: Jan 30, 2010

We Are New York—Helping Immigrants Improve Their English Skills

We Are New York is a nine-episode series which capture the spirit and stories of New Yorkers who have come from all over the world to make the Big Apple their home. The show is intended to help immigrants improve their English skills while learning how to make their way in the United States.

The fictionalized, yet true to life stories demonstrate how New Yorkers can work together to solve problems and create better lives for themselves. Each episode takes on an important issue from everyday life. Titles include: New Life Café, The Wedding, Welcome Parents, Stay in School, Love and Money, Asthma, No Smoking, Stop Domestic Violence, and The Hospital.

In this workshop, we will review the episodes and the communication skills each features to determine how this resource can be used in a WNY ESOL classroom. DVDs and study guides will be provided.

Audience: ESL Teachers, and Practitioners
 Date: Thursday, February 25 9:30—12:00 pm
 Site: Maryvale Community Education Building,
 777 Maryvale Drive, Cheektowaga
 Facilitator: Ann Marie Przybyl
 Fee: None, although pre-registration is required
 Deadline: February 19, 2010

Distance Learning 101

Distance Learning 101 is a the required, comprehensive introduction for faculty who will be teaching any NYSED approved DL courses (Crossroads Café, SMART, Pre-GED/GED Connection, Skills Tutor). In this workshop you will:

- understand what Distance Learning is and when it is appropriate
- explore the differences between Distance Learning and traditional education
- recognize the elements of a successful distance learning structure
- review NYSED requirements for providing Distance Learning

Audience: DL teachers and administrators
 Date: Monday, March 8, 2010, 1: 00—4:00 pm
 Site: Maryvale Community Education Building
 Fee: None, but pre-registration is required
 Deadline: March 3

Meeting on Supporting the Immigrant Workforce

This meeting will first provide you with a forum for exchanging concerns, best practices, and information about supporting immigrants as they enter the workforce. You will then participate in a training for a curriculum based on a set of competencies for supervisors, teachers, and workforce preparation staff designed to support successful employment and training for immigrants entering the workforce. Specific modules address understanding diversity, building a cohesive team by supporting immigrant workers, orienting and training the immigrant worker, and organizational practices that support this population. The curriculum includes both a facilitators guide and a learner guide, so that you can take these materials back to your program. Come prepared to participate in both the forum and the training activities.

Audience: Program Managers, Workforce Development Professionals, Teachers and Providers
 Date: Thursday, Mar 11 9:00—3:00
 Site: Maryvale Community Education Bldg
 Fee: None, although preregistration is required
 Deadline: February 2

BEST Plus

The BEST Plus is an individually administered face-to-face oral interview designed to assess the English language proficiency of adult English language learners. This workshop prepares participants to administer and score the test by providing an overview of the development and purpose of the test, opportunities to practice delivery and scoring, and clarification of administration and scoring issues. Participants will recognize the importance of assessing oral language proficiency and be able to administer and score the test and interpret BEST Plus scores

Audience: Educators and practitioners who will be administering the BEST Plus in their program
 Date: March 3, 9:00 am - 4:00 pm Lunch is on your own
 Site: Maryvale Communtiy Ed BLDG, 777 Maryvale Drive
 Facilitator: Sheila Groeger, CAL/NYSED certified trainer
 Fee: \$5.00 per person
 Deadline: February 24

Technology Study Circles

Study Circles are voluntary, self-organizing adult education groups of 5-20 people who meet three to six times to explore a subject, often a critical social issue. Each meeting commonly lasts 2-3 hours and is directed by a moderator whose role is to aid a lively but focused dialogue. Between meetings participants read materials they were given at the end of the last meeting. These materials are used as springboards for dialogue, not as authoritative conclusions. The materials are usually compiled by the sponsor or organizer of the particular study circle.

By encouraging people to formulate their own ideas about issues and to share them with others, the study circle process helps overcome people's lack of information and feelings of unpreparedness or overwhelming time constraints about the issue. The technology study circle is an interesting and exciting way to evaluate your programs or classroom's use of technology; your skill at identifying and evaluating materials about the topic; and your incorporation of technology for increased program and student success.

The conversation in our first session will be based on the NCSALL article: Learning with Computers: The Theory Behind the Practice **by Jennifer G. Cromley**. (<http://www.ncsall.net/?id=303>) You must read and be familiar with this resource in order to participate in the study circle. Subsequent materials and meeting dates will be chosen by the study circle participants.

Audience: Administrators, educators, and practitioners
Date of first session: Monday March 15, 1:00—4:00.
Site: Maryvale Community Education Building,
777 Maryvale Drive, Cheektowaga
Facilitator: Ann Marie Przybyl
Fee: none
Deadline: March 10, 2010

ASISTS Data Entry Training

This training introduces new users to the Adult Student Information System and Technical Support (ASISTS) web-based data system. Topics covered include navigating ASISTS data entry screens; inputting student, class, and instructor information; updating outcomes, tests, and contact hours; and running management and funding reports.

Audience: ASISTS Data system users
Date: Tues, March 9 3:00 pm - 9:00 pm
Site: Maryvale Community Education Building, 777 Maryvale Drive, Cheektowaga
Facilitator: Christa McHale
Fee: None
Deadline: Feb 26, 2010

Teaching Adults with Graphic Organizers

“Teaching Adults with Graphic Organizers” is a two-part instructional resource developed and copyrighted © 2009 by Hudson River Center for Program Development, Inc. Based on B.S. Bloom's *Taxonomy of Educational Objectives* (New York: David McKay Co., 1956), this resource provides educators with skill-specific strategies for teaching and supporting adults in their reading and writing. Each strategy introduces a graphic organizer, which is fully described by a purpose, relevant vocabulary, and step-by-step directions for using it with learners.

It has been suggested that up to 65 percent of our population are visual learners. Visual learners associate ideas and concepts with images and easily process information from charts and diagrams that help them "see" the process by making connections and understanding relationships. Graphic organizers facilitate this process.

When graphic organizers are used as a strategy, it is important to follow a systematic approach, which begins with the teacher modeling the strategy. Teachers then help students use the strategy through guided practice. Finally, students use the strategy independently and repetitively.

Audience: Educators and Practitioners — ABE, GED, Literacy, ESL, and Workforce Prep
 Date: Thursday, April 22, 9:00—2:00
 Site: Maryvale Community Education Bldg,
 777 Maryvale Dr, Cheektowaga
 Facilitator: June White
 Fee: \$5.00 per person
 Deadline: April 15

Program Managers Roundtable and “Understanding NRS Report Cards” Training

We will begin the day with an opportunity to meet with your colleagues, hear updates from Albany, share, and discuss. We will follow that with the “Understanding NRS Report Cards” Training. In this era of increased responsibility and accountability for adult education providers, the New York State NRS Report Card has become an important tool in measuring adult ed programs. All programs should have a working knowledge of the report card calculations. Our NRS Liaison for NYS, Rosemary Matt, will walk through a sample report card while providing insight into calculations and NRS Data priorities along with a forecast of next year’s report calculations.

Audience: Program Managers and Literacy Coordinators
 Date: Friday, Mar 19, 9:30—3:00
 Site: Ramada Inn and Conference Center, 2402 N. Forest Rd., Getzville
 Fee: None, although pre-registration is required. Continental breakfast and lunch will be provided
 Deadline: March 12

WNY Professional Development Consortium
Workshop Registration Form

777 Maryvale Drive, Room 145
Cheektowaga, NY 14225

Phone #: (716) 631-1236

Fax #: (716) 631-0657

PLEASE PRINT

*WORKSHOP:

*DATE OF WORKSHOP:

*WORKSHOP SITE/TIME:

*YOUR NAME:

(print your name as you would like it to appear on your participation certificate. Certificates will be issued to those who attend the entire workshop)

YOUR JOB:

*YOUR AGENCY:

*WORK ADDRESS:

(street)

(city)

* *(zipcode)*

*E-MAIL ADDRESS:

*HOME ADDRESS (Optional):

(street)

(city)

* *(zipcode)*

*PHONE + EXT.(DAY):

*EVENING (HOME):

*FAX:

ADDRESSES with ZIP CODES AND PHONE NUMBERS with AREA CODES ARE IMPORTANT

- CHECK ENCLOSED (WORKSHOP FEE):
- BILL MY AGENCY
- PURCHASE ORDER WILL BE FORWARDED

PLEASE SEND ME A MAP TO THE TRAINING SITE

COMPLETE THIS FORM AND RETURN IT WITH YOUR CHECK OR MONEY ORDER PAYABLE TO:

LITERACY NEW YORK

777 Maryvale Drive, Room 145, Cheektowaga, NY 14225. Questions? Call Wendy Hickman at: (716) 631-1236. There are no refunds for workshop fees, although paid reservations may be transferred.

◆ **Note: No-shows will be billed the full registration fee.**

◆ *Further registrations from programs with outstanding balances will not be accepted.*

**PLEASE USE ONE FORM AND A SEPARATE CHECK FOR EACH PROGRAM
YOU WISH TO ATTEND.
MAKE COPIES AS NEEDED.**

No confirmation will be sent. * You will hear from us: *

- 1) if the workshop is filled to capacity and we are placing you on a waiting list
- 2) if you need more information than is listed in the course description
- 3) if the workshop is canceled or needs to be rescheduled

WNY Professional Development Consortium
(West RAEN)



**WNY Professional
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