



# Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction  
Hathaway Building, 2<sup>nd</sup> Floor, 2300 Capitol Avenue  
Cheyenne WY 82002-0050

Phone: 307-777-7675 Fax: 307-777-6234 Website: [edu.wyoming.gov](http://edu.wyoming.gov)

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## MEMORANDUM NO. 2012-168

**TO:** School District Superintendents  
Title III Directors  
Principals  
English Learner (EL) Teachers

**FROM:** Robin Holbrook, Education Consultant  
Standards, Learning, and Accountability Division

**DATE:** December 3, 2012

**SUBJECT:** Accessing Comprehension and Communication in English State to State for English Learners (ACCESS for ELLs®) 2012 Administration Training

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### TIME SENSITIVE

**This communication is intended for any educator who will administer the ACCESS for ELLs® 2013 annual assessment.**

The Wyoming Department of Education (WDE) is providing **required** administration training for all qualified personnel who will serve as **new test administrators** for the 2013 ACCESS for ELLs®. All **new test administrators** must attend one of two regional trainings. Veteran Test Administrators may also attend.

WDE is also providing an ACCESS for ELLs® test administration training **webinar** for all **veteran test administrators**. Please refer to the attached **new training policy** for more information on who is required to attend the webinar.

**Note:** These trainings alone will not qualify educators to administer the ACCESS for ELLs®. All test administrators must also complete the online training and pass the quiz with a score of 80% on the WIDA website to be certified to administer the assessment.

Please follow the links below to register. A block of rooms will be held at each location. Contact the hotel and mention the Wyoming Department of Education to receive the state rate. If you have any questions, please contact Robin Holbrook at 307-777-5217 or [robin.holbrook@wyo.gov](mailto:robin.holbrook@wyo.gov).



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January 10, 2013	January 15, 2013	January 17, 2013
<b>Webinar</b> Webinar AM (TBD) Webinar PM (TBD) <a href="http://www.surveymonkey.com/s/KM6VJX7">http://www.surveymonkey.com/s/KM6VJX7</a>	<b>Casper</b> Hilton Garden Inn 307-266-1300 <a href="http://www.surveymonkey.com/s/KMJMJHQ">http://www.surveymonkey.com/s/KMJMJHQ</a>	<b>Rock Springs</b> Holiday Inn 307-382-9200 <a href="http://www.surveymonkey.com/s/KXBJKFD">http://www.surveymonkey.com/s/KXBJKFD</a>

## Wyoming's new ACCESS for ELLs™ training policy beginning in the 2012-2013 school year requires new test administrators to:

- Take the ACCESS for ELLs™ test administration training for the first two consecutive years of administering the ACCESS for ELLs™ and then every other year after that. The full ACCESS for ELLs™ training includes the WIDA ACCESS for ELLs™ workshop, the WIDA online training, and passing the quizzes with a score of 80% or higher for the module(s) assigned by your district or school test coordinator, for two consecutive years.
- For the third consecutive year of ACCESS for ELLs™ test administration, only the WIDA online training and passing the quiz with a score of 80% or higher is required. The face to face ACCESS for ELLs™ workshop is not required.
- For the fourth consecutive year of ACCESS for ELLs™ test administration, a modified training which includes a WIDA ACCESS for ELLs™ webinar, the WIDA online training, and passing the quiz with a score of 80% or higher, is required.
- For the fifth year of ACCESS for ELLs™ test administration, only the WIDA online training and passing the quiz with a score of 80% or higher, is required.

## If you are a veteran test administrator who has completed the training for the past two consecutive years:

- For the 2012-2013 school year, you will be required to complete the WIDA online training and quizzes with a score of 80% or higher.
- For the 2013-2014 school year, you will be required to attend the ACCESS for ELLs™ training webinar, complete the WIDA online training, and pass the quizzes with a score of 80% or higher.
- For the 2014-2015 school year, you will be required to complete the WIDA online training and quizzes with a score of 80% or higher.

RH:dr