



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

2020 Grand Avenue, Suite 500

Laramie, WY 82070

Phone 307-777-5296

Fax 307-777-6719

Website www.k12.wy.us

MEMORANDUM NO. 2009-196

TO: School District Superintendents
Title III Directors
Principals
English Language Learner Teachers

FROM: Cassandra Celaya, ELL Content and Assessment Specialist
Standards and Assessment Unit

DATE: December 11, 2009

SUBJECT: ACCESS for ELLs 2010 Administration Training

TIME SENSITIVE

The Wyoming Department of Education is providing **required** administration and scoring training for all qualified personnel who will serve as Test Administrators for the 2010 ACCESS for ELLs. All **Test Administrators must attend** one of the six regional trainings.

January 25, 2010	January 27, 2010	January 29, 2010
<u>Jackson</u> Training Location: The Wort Hotel 50 N Glenwood 800-322-2727	<u>Casper</u> Training Location: Casper Hilton Garden Inn 1150 N Poplar Street 307-266-1300	<u>Gillette</u> Training Location: Clarion Inn 2009 S Douglas Hwy 307-686-3000
<u>Rock Springs</u> Training Location: Holiday Inn 1675 Sunset Drive 307-382-9200	<u>Riverton</u> Training Location: Holiday Inn 900 E Sunset Drive 307-856-8100	<u>Cheyenne</u> Training Location: Historic Plains Hotel 1600 Central Ave 307-638-3311

Registration can be completed online at:

<http://www.zoomerang.com/Survey/?p=WEB229XXHMRZ7L>

Please refer to the attached ACCESS for ELLs notice for registration and training details. If you have further questions, please contact Cassandra Celaya at ccelay@educ.state.wy.us or (307) 777-5217.

CC:al

Attachment

The Wyoming Department of Education presents
**ACCESS for ELLs Test Administration
 Trainings**

Attendance at one of the **ACCESS for ELLs Test Administration** sessions and completion of the training are **required** for Title III Directors, ELL Teachers, and other certified personnel who will administer the 2010 ACCESS for ELLs, Wyoming's assessment for English language proficiency for English Language Learners (ELLs).

ACCESS for ELLs® Test Administration Training

Who: Title III Directors and English Language Learner (ELL) teachers, and English Language Proficiency Test Administrators.

What: ACCESS for ELLs Test Administration

- Understand how test items are organized
- Understand the background and structure of the four components of the test
- Be able to apply the speaking test rubric and reliably score the speaking test

Time: 8:30 – 4:30

Lunch: On your own

How: Registration is online. To register, please visit:

<http://www.zoomerang.com/Survey/?p=WEB229XXHMRZ7L>

If you have difficulty registering online, please contact Tracy Stibitz at tstibi@educ.state.wy.us or (307) 777-7963.

Please plan to attend one of the regional trainings in January at a location listed below.

January 25, 2010	January 27, 2010	January 29, 2010
<p><u>Jackson</u> Training Location: The Wort Hotel 50 N Glenwood 800-322-2727</p>	<p><u>Casper</u> Training Location: Casper Hilton Garden Inn 1150 N Poplar Street 307-266-1300</p>	<p><u>Gillette</u> Training Location: Clarion Inn 2009 S Douglas Hwy 307-686-3000</p>
<p><u>Rock Springs</u> Training Location: Holiday Inn 1675 Sunset Drive 307-382-9200</p>	<p><u>Riverton</u> Training Location: Holiday Inn 900 E Sunset Drive 307-856-8100</p>	<p><u>Cheyenne</u> Training Location: Historic Plains Hotel 1600 Central Ave 307-638-3311</p>

A block of rooms is being held at each location. Contact the hotel above and mention the Wyoming Department of Education's ACCESS for ELLs Test Administration Training for the state rate.

Please contact Cassandra Celaya at ccelay@educ.state.wy.us if you have questions.

