



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

2020 Grand Avenue, Suite 500

Laramie, WY 82070

Phone 307-721-1900

Fax 307-721-1901

Website www.k12.wy.us

MEMORANDUM NO. 2010-217

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

FROM: Cassandra Celaya, EL Assessment Specialist
Standards and Assessment Division

DATE: December 3, 2010

SUBJECT: Accessing Comprehension and Communication in English State to State for English Language Learners (ACCESS for ELLs®) 2011 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 2011 ACCESS for ELLs. All Test Administrators must attend one of the six regional trainings.

Note: This training alone will not certify you to give the ACCESS for ELLs®. Test administrators must also complete the online training on the WIDA website to be certified to administer the assessment. Please refer to the training notice for more information on certification.

January 11, 2011	January 13, 2011	January 14, 2011
Jackson Training Location: The Wort Hotel 50 N Glenwood 800-322-2727	Casper Training Location: Casper Hilton Garden Inn 1150 N Poplar Street 307-266-1300	Gillette Training Location: Clarion Inn 2009 S Douglas Hwy 307-686-3000
January 18, 2011	January 20, 2011	January 21, 2011
Rock Springs Training Location: Holiday Inn 1675 Sunset Drive 307-382-9200	Riverton Training Location: Holiday Inn 900 E Sunset Drive 307-856-8100	Cheyenne Training Location: Plains Hotel 1600 Central Ave 307-638-3311

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A block of rooms is being held at each location. Contact the hotel above and mention the Wyoming Department of Education and WIDA for the state rate.

Registration can be completed online at:

<http://www.zoomerang.com/Survey/WEB22BKBTE5XSD/>

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) 721-1924.

CC:al

Attachment

The Wyoming Department of Education presents
**Accessing Comprehension and Communication in English
 State to State for English Language Learners
 (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, English Learner Teachers, and other certified personnel who will administer the 2011 ACCESS for ELLs®, Wyoming’s assessment for English language proficiency for English Learners (ELs).

Who: Title III Directors and English Learner (ELs) teachers, and English Language Proficiency Test Administrators. *Test administrators must hold a current Wyoming teaching/ administrators certificate.*

What: ACCESS for ELLs Test Administration

- Refresher course
- Calibration on speaking, scoring and reporting

Time: 8:30 – 4:30 **Lunch:** On your own

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

<http://www.zoomerang.com/Survey/WEB22BKBTE5XSD/>

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

January 11, 2011	January 13, 2011	January 14, 2011
<u>Rock Springs</u> Training Location: Western Wyoming College 2500 College Drive Room #1302 307-382-1600 Map & Directions	<u>Jackson</u> Training Location: The Wort Hotel 50 N Glenwood 800-322-2727	<u>Riverton</u> Training Location: Holiday Inn 1675 Sunset Drive 307-382-9200
January 18, 2011	January 20, 2011	January 21, 2011
<u>Gillette</u> Training Location: Clarion Inn 2009 S Douglas Hwy 307-686-3000	<u>Casper</u> Training Location: Hilton Garden Inn 1150 N Poplar Street 307-266-1300	<u>Cheyenne</u> Training Location: Plains Hotel 1600 Central Ave 307-638-3311



The Wyoming Department of Education presents
***Accessing Comprehension and Communication in English
State to State for English Language Learners
(ACCESS for ELLs®) Test Administration
Trainings***

A block of rooms is being held at each location. For Rock Springs contact La Quinta Inn at 307-362-1770. Contact the hotels above and mention the Wyoming Department of Education and ACCESS for ELLs Test Administration Training for the state rate.

Note: The face-to-face training alone **will not** certify test administrators to give the ACCESS for ELLs®. Test administrators **must also complete** the online training on the WIDA website to be certified to administer the assessment. Your system test coordinator, Cassandra Celaya, will register you for an account. Afterwards, you should receive an enrollment email from the WIDA Help Desk with your username and password. If you don't see this message, please check your spam and bulk mail folders or contact Cassandra Celaya at ccelay@educ.state.wy.us. A review of the training course is essential, particularly the speaking test portion. Proof of passing quiz grades (80%) should be provided to your district test coordinator. A copy of your certificate should be kept on file.

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

