



# Wyoming Department of Education

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## MEMORANDUM NO. 2013-131

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

**FROM:** Robin Holbrook, EL Content and Assessment Consultant  
Standards and Accountability Division

**DATE:** November 5, 2013

**RE:** Required Administration Training for New Test Administrators for ACCESS for ELLs

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### TIME SENSITIVE

**This communication is intended for any educator who will administer the ACCESS for ELLs® 2014 Annual assessment.**

The Wyoming Department of Education is providing *required* administration training for all qualified personnel who will serve as *new test administrators* for the 2014 ACCESS for ELLs®. All new test administrators must attend one of two regional trainings. Veteran Test Administrators may also attend.

**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 questions, please contact Robin Holbrook at 307-777-5217 or [robin.holbrook@wyo.gov](mailto:robin.holbrook@wyo.gov).

December 3, 2013 8:30am-4:30pm Casper	December 5, 2013 8:30am-4:30pm Rock Springs
Hilton Garden Inn 307-266-1300	Holiday Inn 307-382-9200
<a href="https://www.surveymonkey.com/s/FZPWKVR">https://www.surveymonkey.com/s/FZPWKVR</a>	<a href="https://www.surveymonkey.com/s/3K3NSG5">https://www.surveymonkey.com/s/3K3NSG5</a>