

# INFO & OPPORTUNITIES

VOLUME 3 ISSUE 2

MARCH 2008

## STAFF DEVELOPMENT & TRAINING

## BEST Literacy Testing

- Tom Orsini, Adult Education and Workforce Development Team, NYSED

In 2007, the State Education Department conducted a study to explore the possible use of the *BEST Literacy* test. Unlike the *BEST Plus* test, which is a test of English speaking and listening comprehension ability, the *BEST Literacy* is a test of English reading and writing ability. This study was in response to requests from the field, based on the perception that ESL students who score above 540 on the *BEST Plus* test are not ready to be enrolled as ABE students nor are they ready to be assessed using the TABE.

### Findings:

- Most students who exit ESL level 6 with a score of 540 or higher on the *BEST Plus*, if tested with the *BEST Literacy*, would score at ESL levels 2 through 5. This means they could continue as an ESOL student with the *BEST Literacy* as the assessment instrument.
- There is a very high correlation between student scores on the *BEST Literacy* and on the TABE.

Students who were pre-tested and post-tested with the *BEST Literacy* consistently demonstrated gain.

### Policy:

- **Beginning July 1, 2008, agencies will have the option of using the *BEST Literacy* to assess only those students who have exited ESL level 6 by scoring 540 or higher on the *BEST Plus*.** The *BEST Literacy* cannot be used alone as an initial assessment.
- Students who score 540 or over on a *BEST Plus* post-test have demonstrated gain in that year. Therefore, it is not necessary to test these students again until July 1 of the next program year. At that point, the *BEST Literacy* can be administered. That would become the pretest for the subsequent year and gains would be reported based on a *BEST Literacy* posttest.
- Students who score on NRS level 6 on the *BEST Literacy* should be transferred to ABE and tested with the TABE.

**ASISTS will accept *BEST Literacy* scores as of July 1, 2008.** Please note that since use of the *BEST Literacy* will be an option, **not a requirement**, programs may continue to use the TABE for ESOL students who score above a 540 on the *BEST Plus*. It will be the program's responsibility to cover the cost of purchasing the *BEST Literacy*. The *BEST Literacy* is a written paper-and-pencil test that can be administered either individually or in groups. Test administration takes one hour or less and requires no special training. Detailed information about the *BEST Literacy* is available from the Center for Applied Linguistics (CAL) at [www.cal.org/topics/ta/bestliteracy.html](http://www.cal.org/topics/ta/bestliteracy.html) or 1-866-845-BEST (2378).

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**March 31:** Hands on Math

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**April 2:** NYS Learning Standards (Blue Box)

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**April 2:** Windows 2007/VISTA Overview

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**April 2:** Integrating Resources for LD and Traditional Students

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**April 4:** BEST Plus Remediation

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**April 8:** SMART

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**April 22:** Writing and the LD Student

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**April 22:** GED Examiner Training

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**Apr 25:** Pre GED Connection/GED Connection

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**May 16:** Crossroads Cafe

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Agencies that wish to purchase the *BEST Literacy* test can do so at any time directly from CAL. However, NYSED-funded adult literacy programs may be entitled to a bulk discount of approximately 7 to 10% if one inclusive order is submitted, rather than agencies placing orders separately. **If you plan to use the *BEST Literacy* beginning July 1, in order to see if there will be a sufficient quantity to qualify for the bulk order discount, please complete the following *BEST Literacy* Survey Order Form and submit it to SED by March 28, 2008,** per the instructions on the form. You will receive a confirmation e-mail upon receipt of the form to ensure that all forms have been received and order totals counted.

The Survey Order Form provides pre-discount prices for the *BEST Literacy Test Packets*, *BEST Literacy Test Manual* and shipping costs for budget planning purposes. At least one *Test Manual*, which contains instructions on how to administer and score *BEST Literacy*, is needed in order to administer the test. If there are sufficient order totals for the discount, you will be contacted with the revised amount and CAL will invoice and ship to your agency individually, based on the test packet/manual totals on each Survey Order Form. If we do not have sufficient orders for the discount, the Survey Order Form will be submitted to CAL as is and they will still invoice and ship to your agency individually. You will be notified by April 30 if the discount will be available and orders will ship from CAL during the month of May.

For specific questions about the *BEST Literacy* test, please contact CAL directly using the contact information provided above. For questions on the *BEST Literacy* policy, contact the Adult Education and Workforce Development Team at (518) 474-8940ant H324M020084 from the U.S. Department of Education , Office of Special Education Programs

## For Family Literacy Providers: Spanish Infant-Toddler Language and Early Literacy Activities: Free and Reproducible

A Spanish language version of birth-to-three parent-child activity materials are now available for downloading on the Washington Learning Systems website, developed by Angela Notari-Syverson, Ph.D, and Judy Challoner,.

To download materials go to [www.wlearning.com](http://www.wlearning.com) and click on the purple button that says "Free Parent Education Handouts" on the home page. These materials include twenty home and community activities for adults and children birth to three that encourage early language and literacy development. They are appropriate for children with disabilities as well as children who are developing typically.

Each of the twenty activities includes an activity description, and hints for making the activity fun and developmentally appropriate. In addition to the activities, you can download an activity checklist that helps parents and caregivers notice their children's skills, and also cues adults to examine and grow their own interactions with children.

The materials are specifically designed to address the three key skills of 1) language development, 2) sounds and rhythms, and 3) general book and print awareness.

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# Report Card Reminder

Please remember that the Report Card Data for FY 2007 will be processed on March 27th. If you have not already done so, please check your FY 2007 NRS data in ASISTS to ensure that your data is correct. YOUR SEPTEMBER 2007 ALIES SUBMISSION WILL NOT BE USED FOR REPORT CARDS—ONLY ASISTS DATA WILL BE ACCEPTED. The ASISTS Team would like to alert you to some of the newly available or improved resources on ASISTS.org you can utilize during this process:

- \* Tables 4 & 5 are calculating correctly, however if there is any discrepancy, we suggest using the associated Data Check Reports for the most accurate information. If you still have students not appearing on Tables 4 & 5 who should be appearing, please contact your Tech Support person for assistance.
- \* The Goal-Setting Data check reports are now available on the Program Evaluation Reports menu. These Reports, which list the students who are "Unemployed & Available" who do or do not have the Goal of "Obtaining Employment", and the students who have "Obtain GED" as a goal who do or do not additionally have the goal of "Enter Post Secondary Education" or "Enter Training." The Goal Setting targets are part of the Report Card calculations, so please utilize these reports as necessary. The Program Evaluation Report itself will remain unavailable for the time being.
- \* Please remember that Report Card calculations are made using only the following State Ed related Funding Sources:  
EPE, ALE, WIA, WIA - Title 2, EL/Civics, WEP
- \* In order for your classes & the students in them to count on the Report Card, please make sure that the classes are designated as having one of these Funding Sources, and then make sure that the students involved are also tagged properly. To help you with this process, a new NRS troubleshooting tool available to you is the "Students with Funding Source Not Matching Instruction Funding Source" (available by going to the Funding Reports menu, then to NRS Data Check Reports). A tutorial on this report and how to use it will be available in the ASISTS.org resource bank tomorrow (Wednesday, March 12, 2008) around 12 noon.
- \* Pre-Processing Schedule for Reports -- Most reports are now populated with data that is pre-processed at times when the fewest users are online. Changes you make to the data will NOT be reflected on the corresponding report until after the next pre-processing. The following table should help you plan accordingly.

## Report Pre-Processing Schedule

NRS—Nightly - available 7am

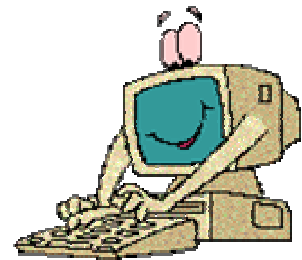
Turnaround Documents—Weekends - available Mondays 7am & Wednesdays -- available Thursday 7am

Goal-Setting Data Check Reports -Nightly - available 7am

Non-Matching Funding Sources -Overnight

If you have any questions about this information, please email your tech support person.

# Resource Server



The Adult Education Teacher's Place Math Forum provides links to websites that address adult numeracy as well as a portal to **"Mathematicians at Work: practical answers to the question, Why should I study math?"**, which lists more than 40 short essays written by math majors around the country about the types of work they are doing after having received their undergraduate or graduate degrees. <http://mathforum.org/teachers/adult.ed/>

**AMA Credits Learning About Health Literacy** The American Medical Association (AMA) is now offering continuing medical education units (CMEs) for doctors and nurses who study "Assuring Quality Care for People with Limited health Literacy". CMEs are required for medical professionals to continue to retain their licenses. The AMA is the first national medical organization to adopt policy recognizing that limited patient literacy affects medical diagnosis and treatment. The AMA Foundation helps raise awareness of health literacy through its toolkits, provider safety tip cards, and Ask Me Three Questions campaign. The new online course will help professionals understand how limited health literacy affects the quality of health care and improve care for populations vulnerable to the effects of limited health literacy. <http://www.medscape.com/viewprogram/8603>

**Business English for ESL Students** The ESL Resource Center has a space dedicated to Business English that includes topics such as "Adjectives to Describe Work", "Negotiation Language". And "Organizing in the Workplace."

[http://www.eslsite.com/resources/pages/Resources\\_and\\_Teaching\\_Ideas/Business\\_English/index.html](http://www.eslsite.com/resources/pages/Resources_and_Teaching_Ideas/Business_English/index.html)



## Focus on Basics: Learning Disabilities

The National Center for the Study of Adult Learning and Literacy (NCSALL) is a federally funded research and development center focused solely on adult learning. NCSALL's efforts are dedicated to improving practice in educational programs that serve adults with limited literacy and English language skills, and those without a high school diploma.

This issue of their publication "Focus on Basics" provides important articles including The Neurobiology of Reading and Dyslexia, The Evolution of an Adult Literacy Teacher, Making Universal Design a Reality, Assistive Technology, Learning with ESOL Students, and Legal Issues Related to LD .

# Conferences

## Adults Learning Mathematics Conference

The fifteenth annual conference of Adults Learning Mathematics - A Research Forum (ALM), A Declaration of Numeracy: Empowering Adults through Mathematics Education, will be held in Philadelphia, Pennsylvania from June 30, 2008 to July 3, 2008. ALM is an international research forum that brings together those engaged and interested in research and developments in the field of adult mathematics/numeracy teaching and learning. [www.alm-online.net](http://www.alm-online.net).

## Mentoring in the 21<sup>st</sup> Century™ Institutes

April 14 & 15, 2008  
Chicago, Illinois

May 15 & 16, 2008  
Washington, D.C.

The two-day institutes are designed for educators responsible for the induction process either as directors of professional development, coordinators of mentoring programs, school administrators, induction coaches, or as mentors.



\$350 registration includes copies of The 21<sup>st</sup> Century Mentor's Handbook and Why Didn't I Learn This in College?

<http://www.justaskpublications.com/images/stories/ask/pdf/mentoringinthe21stcenturyregistrationform.pdf>

## The 42nd Annual TESOL Convention & Exhibit (TESOL 2008)

April 2– 5, 2008  
New York, NY

Worlds of TESOL: Building Communities of Practice, Inquiry, and Creativity

[http://www.tesol.org/s\\_tesol/seccss.asp?CID=1518&DID=8281](http://www.tesol.org/s_tesol/seccss.asp?CID=1518&DID=8281)

## 57th Annual NYACCE Conference

Promoting People, Programs and Partnerships

May 4– 6, 2008  
Albany Marriott

## Conferences (continued)

### Spring Autism Conference

Sponsored by CASE: Center for Autism Support and Education

Tuesday, April 8, 2008, 8:30—3:30

Genesee Valley BOCES Center, Leroy NY

Sessions include: Overview of Autism Spectrum Disorder, Communication Strategies for Individuals with ASD, Resolving Behavioral Changes in Autism

<http://www.parentnetworkwny.org/files/CASE/CASE4-8-08GVBOCES.pdf>

### WorkKeys® National Conference

April 29–May 2, 2008

Indianapolis, IN

Check out the update at the website <http://www.act.org/workkeys/conf/index.html> for a list of session topics and conference tracks.

Last year's conference highlights included:

- Engaging WorkKeys presentations and new product demos from ACT
- Practical insights from educators and employers on how they have used WorkKeys to improve their workforce

Breakout sessions focusing on three tracks—education and training, business and industry, and workforce and economic development.

### The 16th Annual Model Schools Conference

June 22—25,

Orlando Florida

- Featuring High schools, middle grades programs, and elementary schools that are highly successful at providing every student with a rigorous and relevant education. Identifying and analyzing the high schools are part of a major joint initiative of the International Center for Leadership in Education and the Council of Chief State School Officers, with financial support from the Bill & Melinda Gates Foundation.
- Instructional practices and leadership approaches that lead to dramatic improvement in student performance.
- Cutting-edge research on best practices and skills and knowledge needed for success in technological, information-based society.
- Student engagement strategies used by high performing schools.
- Measurable learning criteria that schools can use to evaluate how well they are doing in meeting their goals on an ongoing basis.

<http://www.modelschoolsconference.com/>

**Presents:**

## *A Responsible Fatherhood Forum*

**Tuesday, March 25, 2008 from 9:00 am—3:00 pm**  
**at**  
**Buffalo Hyatt Regency**  
**Two Fountain Plaza, Buffalo NY 14202**  
**Continental Breakfast will be served at 8:30-9:00am**

### **Agenda**

<b>:9:00am-9:15am</b>	<b>Welcoming and Opening Remarks</b>	<i>Dr. Danis Gehl</i> , Associate Director Buffalo Educational Opportunity Center
<b>9:15am-9:30am</b>	<b>NYS Fatherhood initiative updates</b>	<i>Kenneth Braswell</i> , Director NYS Fatherhood Initiative, O.T.D.A.
<b>9:30am-10am</b>	<b>Faith Based Community Support</b>	<i>Dr. Rev. Ronald W. Steward</i> , President NYS Progressive Baptist Convention
<b>10am-10:15am</b>	<b>Break</b>	
<b>10:15am-12pm</b>	<b>Panel Discussions</b>	<b>Moderator:</b> <i>Kenneth Braswell</i>
<b>12pm-12:45pm</b>	<b>Lunch</b>	
<b>12:45pm-1:45pm</b>	<b>Keynote Speaker</b>	<i>Alicia Crowe</i> , Esq. Author “Real Dads Stand up”
<b>1:45pm-2:15pm</b>	<b>Presentation</b>	<i>EOC Strengthening Families</i>
<b>2:15pm-3pm</b>	<b>Re-action Panel/ Closing Remarks</b>	<b>Moderator:</b> <i>Michelle Urbanczyk</i> Kenneth Braswell Sterling Pierce Jr. Alicia Crowe Lenore Foote

For more information and to register call the EOC at 716-849-6727



## 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 discouraged 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.



# Staff Development and Training

## Instructional Practices for Writing with Students with Disabilities

This workshop is designed to help teachers and tutors develop an understanding of the challenges and essential instructional needs of students with disabilities who need to develop writing skills, whether it be for GED preparation, work skills, or life skills. You will review the writing characteristics of your students in the framework of their disabilities, learn to identify the characteristics of good writers in academic and other settings, and master effective models of writing instruction. Although the training focuses on addressing students with learning disabilities, this training includes tips for all teachers whose students struggle to learn to write effectively.

Audience: Educators and Practitioners  
 Date: Tuesday, April 22 9:00 – 3:00.  
 Site: Maryvale Community Education Bldg., 777 Maryvale Drive  
 Facilitator: Patrick J. Hartwick, Ed.D. Dean and Associate Professor, Ross College of Education. He served as the director of special programs in education at Daemen College, as an associate professor and chair of the Education Department for 12 years. He has presented at over 40 national, state, and regional conferences on special education and educational research topics and was a classroom teacher for over 12 years.  
 Fee: \$10.00 per person  
 Deadline: April 18

## Using Hands on Math to Engage the Adult Learner

So many of our learners - and ourselves as teachers - suffer from "Math Anxiety". Using activities for mathematics instruction can build confidence and comfort in the classroom. In this entertaining and participatory workshop you'll experience games and activities that can be used to build student confidence and an understanding of basic math principles .

Audience: Educators and Practitioners  
 Date: March 31, 2008 12:30 am - 3:30 pm  
 Site: Cattaraugus/Allegany BOCES, 1825 Windfall Road, Olean  
 Facilitator: Ann Marie Przybyl  
 Fee: None, although pre-registration is required  
 Deadline: March 28

## Crossroads Café

Crossroads Café is a video and workbook based program for teaching English as a second language (ESL). It is for students at NRS Level 4 or higher. This series helps students build English language skills and better understand U.S. culture by depicting the lives of six characters who are typical of many ESL learners. Included in this training are the requirements for NYSED approved programs to collect EPE for Crossroads Café delivery in both a traditional and distance-learning (packet program) setting.

Audience: Educators and practitioners  
 Date: Friday, May 16 . 9:30—3:30  
 Site: Batavia  
 Facilitator: Ann Marie Przybyl, WNY PDC Director  
 Fee: None, although pre registration is required  
 Deadline: May 12, 2008

### **Designing Quality Instruction for Integrating Learning Disabled and Non-Learning Disabled Students**

There are several teaching strategies and modifications that can assist students who are challenged with a learning disability—but they all fall under the category of “best Practices”. Applying them in your teaching environment will seamlessly integrate your students, and will create an exciting, participatory, and active classroom where all students can learn successfully.

Audience: Educators and practitioners  
 Date: Wednesday, April 2 , 12:30—3:30  
 Site: Buffalo Adult Learning Center, 389 Virginia St  
 Facilitator: David Gorman, M.S.  
 Fee: \$10.00 per person  
 Deadline: March 31, 2008

### **GED Examiner Training**

This is the comprehensive training for GED Chief Examiners and Alternate Examiners at an official GED testing center. Contact your nearest testing center to find out the requirements for these positions or look at page 11 in the GED Examiners’ Manual on the NYSED website. Chief Examiners and Alternates are required to attend a State sponsored staff development training, provided by the GED testing office in Albany, at least once every year. If your CEs and ACEs have not attended this training within the year, NYSED will not issue you a site contract for the following year.

Training packets will be distributed on the day of the training, but you are encouraged to read the Manual at the NYSED website prior to attending.

Audience: GED Chief and Alternate Examiners  
 Date: Tuesday, April 22  
 9:00—4:00  
 Site: Erie 1 BOCES, 355 Harlem Rd, West Seneca  
 Facilitators: NYSED GED Staff  
 Fee: None, although pre-registration is required

### **Adult Education Resource Guide**

Although this training is no longer required by NYSED, it is an invaluable resource. The AERG is designed to raise the standards of adult education, and link learner's goals to accomplishments in the world of work and in personal challenges. Standards of content and performance are linked to seven major achievement areas. The guidelines of the AERG will enrich your teaching, enhance the learning of your students, and provide you with a blueprint for your curriculum. Participants will receive a Standards binder.

Audience: Educators and practitioners new to Adult Education  
Date: Wednesday April 2 . 9:00—12:00  
Site: Maryvale Community Education, 777 Maryvale Dr  
Facilitator: Ann Marie Przybyl, WNY PDC Director  
Fee: None, although pre registration is required  
Deadline: April 1, 2008

### **BEST Plus Remediation**

Test administrators who have one or more “unacceptable” scores on their BEST Plus **Refresher** Scoring Activity must participate in remediation activities. Your program administrator has been advised if you fall into that category.

Audience: Educators and practitioners who scored “unacceptable at the BEST Plus Refresher  
Date: Friday April 4 . 1:00—4:00  
Site: Maryvale Community Education, 777 Maryvale Dr  
Facilitator: Apple Domingo  
Fee: None, although pre registration is required  
Deadline: April 2, 2008

### **SMART Certification Training**

SMART is a customized program that can be used in the classroom or for distance learning. It is designed to meet the needs and goals of a diverse population. The SMART packets have TABE aligned lessons and exercises to help improve the student's knowledge and skills in reading and math. These TABE aligned lessons focus on skills and knowledge that support the student's efforts in preparing for the New York State TABE 9 and 10 tests, PRE-GED and GED programs. In addition, the SMART packets cover important life management topics that enable the learner to deal successfully with the complexities of work and daily living. The SMART packets are easy for the student and the teacher to follow. They encourage and challenge students in addition to improving the overall quality of their lives.

Audience: Educators and practitioners who are certified to deliver Distance Learning curricula  
Date: Tuesday April 8, .9:00—4:00  
Site: Batavia  
Facilitator: NYSED Certified SMART Trainers  
Fee: None, although pre registration is required  
Deadline: April 4, 2008

**GED Connection and Pre-GED Connection**

PBS LiteracyLink's GED Connection/Pre-GED-C is a multitude learning system that helps adult learners advance towards their GED and improve skills needed at the workplace. Combining video programs, print, and online computer technology; GED Connection helps learners develop strategies and practice for success on the GED exam and beyond. Used in the classroom or in a Distance Learning format, the integrated multimedia components work together to make studying for the GED easy for the busy adult who needs to work at his or her own pace. This training will familiarize you with student materials, lesson plans and other teacher supports, and the online component.

Audience: Educators and practitioners  
Date: Friday April 25 . 9:00—3:00  
Site: Maryvale Community Education, 777 Maryvale Dr  
Facilitator: Ann Marie Przybyl, WNY PDC Director  
Fee: None, although pre registration is required  
Deadline: April 18, 2008

**Microsoft Office 2007/Windows VISTA Overview**

This course is designed for experienced Excel 2003 users. It covers the commonly used new features for a typical user, as well as providing an overview of Windows VISTA.

Audience: Educators and practitioners  
Date: Wednesday April 2 .  
9:00—12:00 **OR** 12:30—3:30  
(Be sure to specify when you register)  
Site: BETC, 77 Goodell St, Buffalo  
Facilitator: Scott Stockton, Professional Advantage  
Fee: \$10.00 per person  
Deadline: March 31, 2008

**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 Joyce Nicole Sylvester 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  
Development Consortium  
(WEST RAEN)**

777 Maryvale Drive, Room 145  
Cheektowaga, NY 14225

Phone: 716 631 1236

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Email: [amprzybyl@aol.com](mailto:amprzybyl@aol.com)

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*Ann Marie Przybyl, Director  
Nicole Sylvester, Assistant*

**Find us on the web  
at [www.wnypdc.org](http://www.wnypdc.org)**