



Division of Adult Education Bimonthly Update Webinar

March 25, 2019



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Agenda

- Division staffing
- Professional development
- High school equivalency
- Assessment
- Fiscal
- Reminders, other information
- PY 2019-20 grants



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Division staffing

- New advisors
 - Cheryl Parker
 - Alice Kenney
- Advisor assignments updated on PDE website
- Anna Maurer officially the administrative officer



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Required Professional Development PY18-19

- Guidelines section 502
 - eData, assessment, staff induction
- Institutes - additional funding to support participation
- IELCE technical assistance

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Required Professional Development PY19-20

- Guidelines section 502
- PY 19-20
 - PE/ILA, STAR, ANI, ELPs, IELCE agencies– continue with Year Two support, PLC work, increase agency capacity
 - DE Institute agencies– must send a team to STAR, ANI, or ELPs
 - Data Institute for Administrators and Data Quality Specialists
 - No additional funding to support participation

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Optional Professional Development PY 19-20

- STAR – Year One agencies may send additional teachers
- Year One STAR, ANI, ELPs agencies may send a team to one of the other institutes

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PI/PD Worksheets

- PI/PD Worksheets
 - Due September 1
- PIT minutes to advisor

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GED Testing Centers

- As of January 2020, Pearson Vue will no longer support Windows 7 or any 32 bit operating system including Windows 10.
- Microsoft is discontinuing support for Windows 7 on January 14, 2020.
- GED Testing Centers must move to Windows 10 (64 bit) before January 2020 to avoid testing issues.

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Student/Tester Emails

- Creating emails
- Updating emails
 - GED
 - HiSET
 - 30 College Credit Option
 - DiplomaSender

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High School Equivalency Test Security

- Protecting the value of a HSE credential
 - Educators cannot debrief a student about test questions
 - Classroom personnel cannot take a high school equivalency test
 - Cellphones cannot be in the testing area
 - Impersonation



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Test Center Security Procedures

- Test Administrators Should
 - Carefully check identification
 - Check the first name, middle name, last name(s), and birthdate against the testers' profile
 - Make sure the spelling is correct
 - Make sure the ID has not expired
 - Watch for hidden cameras
 - On clothing, glasses, etc.



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HSE Vendor Updates

- GED Prep Connect
 - Email notifications
 - Must "opt into" email notifications
- HiSET
 - Adult Education Program Directory



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CASAS GOALS Assessments

- OCTAE Approvals
 - CASAS Reading GOALS Series
 - ABE/ASE
 - CASAS Math GOALS Series
 - ABE/ASE
 - Questions and ordering information
 - Elizabeth Scheib at escheib@casas.org
 - or 1-800-255-1036, ext. 118
 - eTests will require Windows 10
- Assessment Policy Update



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EFL chart

- OCTAE has released an updated EFL chart
 - Link on PA Adult Education Resource page has been updated
 - NRS website page; document is called Test Benchmarks for NRS



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Fiscal Reporting

- Division of Adult Education Quarterly Reports
 - Due April 12, 2019
 - Year to date through March 31, 2019
 - Must be submitted for each program (054,061, 064 and 099)
 - 2 reports for the 064 program; 3 if you have state optional tutoring funds
 - Must include subgrantee/subcontractor amounts in the report. They do not report separately
- Reconciliation of Cash on Hand report also due; submitted in FAI



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eSignature

- eSignature role
 - If you have a new person in the signatory role for your grants, you will need to fill out a new Resolution for eSignature form
 - For questions on form, contact Anna Maurer at anmaurer@pa.gov
 - Make sure before you send the form in that the person that will have the new eSignature role in eGrants is already set up as an eGrants user
 - Do this as soon as possible so we have this through all approval and set up before the new grant year starts



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Expenditures

- Compare YTD expenditures to budgeted amounts
 - If funds are available, should be used to increase services to students over last 3 months of the program year
 - May purchase texts that will be use before June 30, 2019
 - May purchase TABE 11/12 or CASAS GOALS



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Reminders

- Notify advisor of new program or agency contact
- Notify advisor of changes to class schedule
- New staff must get correct onboarding and complete required trainings



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Attendance

- Don't pull students out of class for other services
- Attendance sign in/sign out sheets
 - Students should enter actual times
 - Agencies must enter actual attendance hours
- Class breaks: break times add up over the weeks and months
 - Keep this in mind when determining when to posttest



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Other services

- Perkins state plan stakeholder meetings
 - April 9: Butler CCC
 - April 10: Bucks CCC
 - April 11: HACC
 - Must register: process TBD
- TANF: some adult education is now allowed as an activity
 - Memo was sent by DHS January 17, 2019



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PY 2019-20 grants

- 054 and 099: renewal grant contracts
- 064 and 061: agency information and budgets
- Grant amounts and conditions: based on data through March 31 as entered by April 15
- Family literacy: will look at both 2017-18 and 2018-19 data



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For more information on adult basic and family literacy education programming, please visit PDE's website at www.education.pa.gov

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.



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