



Jan. 29, 2010

Dear Program Administrator:

I am writing to invite your agency to participate in an exciting new professional development opportunity: an online workshop in *Managed Enrollment*. This training is conducted entirely *online* and in “real time” facilitated by an adult education expert in managed enrollment. It requires no travel expenses or registration fees. Participants work together for a total of 2.5 hours.

Many programs in California have found managed enrollment to be effective in improving student retention. We invite you to select a team from your agency to participate in this training and discover how you might pilot managed enrollment in your agency!

Eligibility. Agencies that are California Department of Education grantees receiving Workforce Investment Act (WIA) Title II funding or state apportionment for adult education are eligible to participate in the *Managed Enrollment* online workshop.

Expenses. CALPRO will provide all training materials. Because this training is offered entirely online and is supported by toll-free teleconference, there are no associated expenses for participation.

Registration. If you would like your agency to participate in this effort, please complete the attached form. Registrations must be received by the CALPRO office no later than **Tuesday, Feb. 16, 2010**. Registration is limited and is on a first-received, first-registered basis.

Should you have questions about the *Managed Enrollment* online workshop, please contact CALPRO Research Analyst Catherine Green (cgreen@air.org or 800-427-1422, option 5).

Sincerely,

Mariann Fedele
CALPRO Director

c: Debra Jones
CALPRO Staff
CALPRO PAB Members



EVENT: Managed Enrollment (online workshop)

LOCATION: Online

DATES:***

Part 1 Wed., Feb. 24, 2010, 1-2:30 pm PT

Part 2 Wed., Mar. 10, 2010, 1-2 pm PT

DURATION: 2.5 hours of training (total), formatted into two sessions.

SYSTEM REQUIREMENTS: A computer with high-speed Internet access (not wireless) and a separate telephone line

Eligibility

Agencies are invited to apply in small teams of up to 5 persons per agency. Each team should consist of one coordinator (either ABE or ESL), 1-2 lead teachers from either program, and 1-2 support staff members who handle student registration and intake.

Workshop Goal and Objectives:

The goal of this workshop is to provide participants with a general understanding of managed enrollment strategies in adult education programs and guidelines for implementing managed enrollment in their respective agencies.

By the end of this workshop, participants will be able to:

1. Identify a common definition of managed enrollment and explain its purposes;
2. Identify an appropriate definition of managed enrollment strategies;
3. Develop a plan for piloting managed enrollment; and
4. Explore appropriate measures for measuring the success of the managed enrollment pilot.

***** Note:**

CALPRO reserves the right to cancel or postpone this training, due to insufficient registration. All applicants will be notified by CALPRO by e-mail of any changes in training dates.



Managed Enrollment (online workshop)
Registration Form

Please complete and submit this form to Catherine Green no later than **Feb. 16, 2010**.

Name of Principal/Director completing form: _____

Title: _____

Agency: _____

Address: _____

City: _____ State: CA Zip: _____

Phone: _____ Fax: _____

E-mail: _____

_____ Yes, I accept the invitation for my agency/school to participate in the *Managed Enrollment* online workshop.

Signature of Principal/Director: _____ Date: _____

Please *print* the names of the agency staff who will attend the online workshop:

Coodinator (1):

Name: _____ ABE ___ ESL ___

E-mail: _____ Phone: _____

Lead Teachers (1-2):

Name: _____ ABE ___ ESL ___

E-mail: _____ Phone: _____

Name: _____ ABE ___ ESL ___

E-mail: _____ Phone: _____

Support Staff (1-2)

Name: _____ E-mail: _____ Phone: _____

Name: _____ E-mail: _____ Phone: _____

Registration Form (continued)



_____ Yes, I accept the invitation to participate in the online workshop in *Managed Enrollment*.

Signature of One Attending Staff Member

_____ (please print name here) _____

Registrations are due to the CALPRO office no later than **Tues., Feb. 16, 2010**. The form must be signed by *both* the principal/director and participating staff member. There are three options to submit this form.

Option 1 – by Fax

Fax to 916-286-8840

Option 2 – by US Mail

Mail to:

Catherine Green

CALPRO

American Institutes for Research

2151 River Plaza Drive, Suite 320

Sacramento, CA 95833

Option 3 – by E-mail

Scan this form and e-mail it to cgreen@air.org.

CALPRO will e-mail a confirmation message. If you do not receive a confirmation by Thursday, Feb. 18, please contact Catherine Green (cgreen@air.org; tel. 1-800-427-1422, option 5).