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MEMORANDUM

TO: Florida's Comprehensive English Language Learning Assessment (CELLA) Contacts

FROM: Chane Eplin *CE*

DATE: September 27, 2013

SUBJECT: 2014 CELLA Regional Training Workshops

In preparation for the 2013–2014 administration of the CELLA, Questar Assessment, Inc. (Questar) and the Florida Department of Education (FDOE) will conduct regional training workshops in four locations. The purpose of these workshops is to provide English for Speakers of Other Languages (ESOL) District Coordinators and/or Assessment Coordinators with updated information necessary to train staff for the CELLA administration. Representatives from Questar and the FDOE will present at the workshops.

Please complete the RSVP form included with this communication, and return via fax or email, as indicated on the form by **January 10, 2014**. Only the contact or designee needs to complete the RSVP form. Prior to the meeting, each attendee will receive an email confirmation, along with directions to the workshop site.

In addition to the onsite workshops, a pre-recorded online training will be available beginning on February 3, 2014. The specific dates and locations for the workshops are listed on the following page. Please note that there is no reimbursement for travel from the FDOE or Questar.

If you have any questions regarding the workshops, please do not hesitate to contact this office.

CHANE EPLIN

BUREAU CHIEF

STUDENT ACHIEVEMENT THROUGH LANGUAGE ACQUISITION

2014 CELLA Training Workshop Dates and Locations

<u>DATE</u>	<u>LOCATION</u>
January 27, 2014 – Monday 8:00 A.M. – 1:30 P.M. EST (Registration begins at 7:30 A.M.)	<u>Florida Department of Education</u> <i>Conference Room #1703</i> 325 West Gaines Street Tallahassee, FL 32399
January 28, 2014 – Tuesday 8:00 A.M. – 1:30 P.M. EST (Registration begins at 7:30 A.M.)	<u>Fort Caroline Elementary School</u> <i>Multipurpose Room</i> 3925 Athore Drive Jacksonville, FL 32277
January 30, 2014 – Thursday 8:00 A.M. – 1:30 P.M. EST (Registration begins at 7:30 A.M.)	<u>Transportation Department</u> <i>International Room</i> 401 Simpson Road Kissimmee, FL 34744
January 31, 2014 – Friday 8:00 A.M. – 1:30 P.M. EST (Registration begins at 7:30 A.M.)	<u>Lee County Public Schools</u> <i>Caloosahatchee Room</i> 2855 Colonial Boulevard Fort Myers, FL 33966
February 3, 2014 – April 11, 2014	<u>Online Training</u>