



MEMORANDUM

TO: Florida Primary CELLA Contacts
FROM: Questar Assessment, Inc.
DATE: January 4, 2010
SUBJECT: 2010 CELLA Regional Training Workshops Reminder

In preparation for the 2010–2011 administration of the Florida Comprehensive English Language Learning Assessment (CELLA), Questar Assessment, Inc. (Questar), in conjunction with the Florida Department of Education (FDOE), will be conducting regional training workshops throughout the state. The purpose of these workshops is to provide District Coordinators with the information and skills needed to train School Coordinators. School Coordinators, in turn, will be responsible for training Test Administrators. Representatives from Questar and the FDOE will be presenting at the workshops.

Each district will select one of four workshops being offered. It is suggested that the participants are those who will have the responsibility for redelivering the training in their local district. All new District Coordinators are encouraged to participate.

The specific dates and locations for the workshops are listed on the following page. Attendees are responsible for travel, meals, and lodging, if necessary.

Please complete the R.S.V.P. form included with this communication and return it via fax or email to Steven Daniels, CELLA Customer Service Representative, by January 12, 2010. We are requesting that **ONLY** the primary contact or their designee complete the RSVP form so that only one form per district is submitted to Questar. Prior to the meeting, each attendee will receive an email confirmation from Questar along with directions to each workshop site.

Thank you in advance for arranging to attend one of these important workshops. Should you have any questions regarding the workshops, please contact Steven Daniels, Customer Service Representative, toll-free at 877-85-CELLA (877-852-3552) or CELLA@QuestarAI.com. Customer Service will be available Monday through Friday, 7:00 am through 6:00 pm Eastern Time.

2010 CELLA Training Workshop Dates and Locations

<u>DATE</u>	<u>LOCATION</u>
Monday January 25, 2010 8:30 AM–3:00 PM (Registration begins at 8:00 AM)	Instructional Services Center 2920 N 40th Street Room 102 Tampa, FL 33605 813-840-7000
Tuesday January 26, 2010 8:30 AM–3:00 PM (Registration begins at 8:00 AM)	Pew Leadership Development Center 9482 MacArthur Blvd Palm Beach Gardens, FL 33403 561-776-3673
Wednesday January 27, 2010 8:30 AM–3:00 PM (Registration begins at 8:00 AM)	Sivia Center Large Meeting Room 3700 NE 53 Avenue Gainesville, FL 32601 352-955-6860
Thursday January 28, 2010 8:30 AM–3:00 PM (Registration begins at 8:00 AM)	Jackson County Agricultural Center East West Conference Center – Suite 3 2741 Pennsylvania Avenue Marianna, Florida 32448 850-482-9620

FLORIDA CELLA
2010 CELLA REGIONAL TRAINING WORKSHOPS
RSVP FORM

Please provide your District Name and Number

_____ District Name and District Number

In the boxes below, please indicate the workshop location your district's personnel would like to attend and total number of participants. An email confirmation, including directions, will be sent to the email address(es) provided below prior to the meeting.

	Location	# Attending		Location	# Attending
<input type="checkbox"/>	January 25, 2010 – Monday 8:30 AM–3:00 PM (Registration begins at 8:00 AM) Instructional Services Center 2920 N 40th Street Room 102 Tampa, FL 33605 813-840-7000	_____	<input type="checkbox"/>	January 26, 2010 – Tuesday 8:30 AM–3:00 PM (Registration begins at 8:00 AM) Pew Leadership Development Center 9482 MacArthur Blvd Palm Beach Gardens, FL 33403 561-776-3673	_____
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Please provide individual attendee information below:

First Name	Last Name	E-mail Address	Work Phone
First Name	Last Name	E-mail Address	Work Phone
First Name	Last Name	E-mail Address	Work Phone
First Name	Last Name	E-mail Address	Work Phone

Please complete this form and return it by January 12, 2010, to:
Steven Daniels, CELLA Customer Service Representative
Phone: 877-85-CELLA (877-852-3552)
Toll-Free Fax: 866-688-0419
E-mail: CELLA@QuestarAI.com