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**College & Career Readiness Standards (CCRS)**

**Implementation Cohort Training Application**

September 2024 - May 2025

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Minnesota Adult Basic Education (ABE) programs are invited to apply for participation in a **CCRS Implementation Cohort Training**, an intensive, long-term, professional development opportunity funded by the Minnesota Department of Education (MDE) and coordinated by ABE Teaching and Learning Advancement System (ATLAS) at Hamline University. Participation in this training will prepare program teams to align curriculum and instruction to the CCR standards and develop a long-term standards implementation plan for their program.

As part of our transition to a standards-based system and in order to comply with WIOA (Workforce Innovation and Opportunity Act) requirements, Minnesota has adopted the CCRS, along with the ACES Transitions Integration Framework (TIF) and the Northstar Digital Literacy Standards, as our content standards for ABE. The CCRS (<https://lincs.ed.gov/professional-development/resource-collections/profile-521>) provides the backbone of our work: literacy and numeracy. Secondly, the TIF (<http://atlasabe.org/professional/transitions>) provides the professional or ‘soft skills’ we know our students need to succeed, such as skills for critical thinking, navigating systems, learning strategies, and developing a future pathway. And thirdly, the Northstar Digital Literacy Standards ([www.digital literacy assessment.org](http://www.digitalliteracyassessment.org/)) provide a foundation of computer and technology skills that are critical to success in today’s careers and postsecondary options. For more information and resources around the MN ABE content standards, please visit: <http://atlasabe.org/professional/content-standards>.

**Cohort Objectives**

Upon completion of the training, local program **teams** participating in the cohort will be able to:

* Articulate the benefits of standards-based education for their program, staff, and students.
* Improve instruction and courses to incorporate shifts and standards appropriate to student levels.
* Align materials and resources used regularly in ABE instruction.
* Articulate which standards are being addressed in courses and instruction.
* Develop a long-term standards implementation plan for their local program.

Upon completion of the training, **administrators** participating in the cohort will be able to:

* Conduct standards-focused classroom observations and teacher feedback sessions to support implementation and improve instruction.
* Identify supports and resources instructors may need to implement standards-based instruction.

Upon completion of the training, **instructors** participating in the cohort will be able to:

* Continue to apply the key CCRS ELA and math instructional shifts and the Standards for Mathematical Practice in their classroom practice.
* Access the ELA and math standards for the content and CCRS levels of the students they teach.
* Improve units, lesson plans, and assignments to incorporate shifts and standards appropriate to student levels.
* Participate in standards-focused classroom observations and teacher feedback sessions to support implementation and improve instruction.

**Cohort Activities**

The cohort will involve the following activities - **PLEASE MARK YOUR CALENDARS**!

* Kick-off webinar on Tuesday, September 24, 2024, from 2:00-3:30pm.
* CCRS Institute I on October 24-25, 2024, in the Twin Cities metro area.
* December webinars:
* ELA content group: Monday, December 9, 2024, from 2:00-3:30pm
* Administrators: Tuesday, December 10, 2024, from 10:30am-12:00pm
* Math content group: Thursday, December 10, 2024, from 3-4:30pm
* CCRS Institute II on March 6-7, 2025, VIRTUAL MEETING
* April webinars:
* ELA content group: Monday, April 14, 2025, from 2:00-3:30pm
* Administrators: Tuesday, April 15, 2025, from 10:30am-12:00pm
* Math content group: Tuesday, April 15, 2025, from 2:00-3:30pm
* Ongoing, active, and thoughtful participation in our online cohort community via Canvas.
* Participation in team meetings and completion of implementation tasks throughout the year at your site.
* Phone calls and written correspondence with an assigned CCRS coach throughout the year, as needed.

*Participants* ***MUST*** *attend* ***ALL*** *components of the cohort training (both in-person and virtual) and actively participate in activities required between meetings.*

**Supports for Non-DOC\* Participants**

* Travel costs (hotel and mileage) for participants traveling more than 100 miles round trip to the in-person workshop will be reimbursed by ATLAS.
* In order to support participation, programs will receive a stipend of $400 per team member upon each participant’s completion of all required cohort activities.

*\* Please note that ATLAS is unable to pay or reimburse state employees, including Dept. of Corrections (DOC) staff.*

**Eligibility Requirements and Application Process**

Programs apply using this form in teams (one application per team). Participating teams should consist of at least one administrator/coordinator from a program, one math teacher and one English language arts (ELA) teacher. An ideal team would be comprised of 1 administrator, 2 math teachers, and 2 ELA teachers.

**CCRS Cohort Eligibility Requirements:**

* Applications will be accepted from an individual ABE program site or group of ABE sites that intend to work collaboratively on standards implementation.
* Minimum 3 people per team; maximum 5 people. (Note: There may be an opportunity to add people to your team depending on the total number of applicants.)
* All team members must have completed CCRS Foundations training in either Math or ELA (congruent to your cohort role as a Math or ELA attendee) prior to the beginning of the cohort activities.

If you have extenuating circumstances and have fewer than 3 people on your team, or if you have any questions regarding the application process, please contact ATLAS Literacy Coordinator, Kristine Kelly, at kkelly01@hamline.edu.

**Applications are due by Monday, June 3, 2024.** You will be notified by June 10, 2024 of your acceptance.

**Application for Participation in CCRS Implementation Cohort FY25**

**Directions:** Please complete the program contact information and answer all questions below.

 **Program Information**

| Program Name |  |
| --- | --- |
| Program Address |  |
| Administrator |  |
| Email Address |  |
| Phone Number |  |

**Program CCRS Goals**

| What CCRS training and/or implementation activities has the program already undertaken? |
| --- |
|  |

| Why does your program want to participate in the CCRS Implementation Cohort? What does your program hope to achieve as a result of participation? *(Please respond with at least 2-3 paragraphs with the local program’s specific goals regarding CCRS implementation.)* |
| --- |
|  |

| How were your CCRS cohort team members selected? |
| --- |
|  |

**Team Members**

Participating teams should consist of one administrator and *at least one* teacher who will be teaching ELA/Literacy during the training year and at least one teacher who will be teaching math during the training year. Ideally, team members should have an instructional leadership role in the program, as they will be responsible for leading the development of a standards implementation plan for the program and supporting training and implementation activities. Depending on your implementation plans, they also may be responsible for leading future standards training for other staff members.

**For each participant, please copy and complete this table below:**

| Name |  |
| --- | --- |
| Program (for applications with multiple programs) |  |
| Email |  |
| Phone number |  |
| Role (administrator, teacher, curriculum coordinator, teacher leader, etc.) |  |
| Content area teacher will focus on during the training (ELA/Literacy or Math - Everyone including administrators must choose one or the other) |  |
| How teacher completed the CCRS Foundations training. Please check one. Participants must complete the CCRS Foundations content area training that matches the content area teacher will focus on during the Cohort prior to the beginning of Cohort activities. | * Summer Institute pre-conference:

ELA Foundations 2016, 2017, 2018, 2019, 2023* Summer Institute pre-conference:

Math Foundations 2016, 2017, 2018, 2019, 2023* Language & Literacy Institute:

 ELA Foundations 2017, 2018, 2019, 2020, 2023* Math Institute 2017: Math Foundations
* CCRS Foundations online course:

ELA Foundations (either on Schoology or Canvas)* CCRS Foundations online course:

Math Foundations (either on Schoology or Canvas) |
| Which NRS level(s) teacher will be teaching in 2024-2025 (instructors only) |  |

There may be an opportunity to add people to your team, depending on the total number of applicants for the training. If there are additional spaces available, you will be notified by the end of June.

| If there is the opportunity to add additional team members, would you be interested in doing so? |  |
| --- | --- |
| If yes, how many and for which content area(s)? |  |

**Supports**

| Cohort participants will need paid planning time, assignment completion time, and team meeting time. If currently in place, what does this look like in your program? If not in place, what supports do you intend to put in place to facilitate these activities? |
| --- |
|  |

**Please email your program application to Kristine Kelly at** **kkelly01@hamline.edu****.**

**THANK YOU for your time and interest!**

**FY20 CCRS Implementation Cohort Training Participant Agreement**

| **Name:** |  |
| --- | --- |
| **Preferred email address:** |  |
| **Program:** |  |
| **Preferred phone number (REQUIRED):** |  |

**Directions:** *PLEASE COPY THIS PAGE FOR EACH TEAM MEMBER TO FILL OUT*. **Each person should read and check off (with an X)** all CCRS Implementation Cohort participant requirements below, then PRINT the agreement, sign and date at the bottom. Please scan the agreements and email them to Kristine Kelly at kkelly01@hamline.edu along with your program application. Thank you for your time and commitment!

**I agree to fulfill the following responsibilities beginning in September 2024 and continuing through May 2025. Failure to uphold this agreement may result in my discontinuance in the CCRS Implementation Cohort Training and prevent my program from receiving a stipend for my participation.**

 Participate in the kick-off webinar on September 24, 2024, from 2:00-3:30pm.

 Attend and participate in CCRS Institute I on October 24-25, 2024, in the Twin Cities metro area.

 Participate in December webinar(s):

* ELA content group: Monday, December 9, 2024, from 2:00-3:30.
* Administrators: Tuesday, December 10, 2024, from 10:30-12:00.
* Math content group: Tuesday, December 10, 2024, from 3:00-4:30.

 Attend and participate in CCRS Institute II on March 6-7, 2025, virtual meeting.

 Participate in April webinar(s):

* ELA content group: Monday, April 14, 2025, from 2:00-3:30
* Administrators: Tuesday, April 15, 2025, from 10:30-12:00
* Math content group: Tuesday, April 15, 2025, from 2:00-3:30

 Participate in program team meetings and complete implementation tasks.

 Electronically submit all assignments according to announced due dates.

 Participate in the online CCRS cohort community via Canvas.

 Participate in phone calls and written correspondence with an assigned CCRS coach throughout the year as needed.

 Respond to all email communication from MN CCRS trainers and coaches in a timely manner
(within 1-2 business days).  *This is critical.*

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Signed Date