



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

August 29, 2000

**MEMORANDUM**

**TO:** Basic Skills Directors  
English as a Second Language Coordinators  
Volunteer/Community-Based Organization Directors

**FROM:** Patrick K. Pittman  
Coordinator ABE/ESL

**SUBJECT:** ESL Standardized Assessment Training

To assist colleges and volunteer/community-based organizations in meeting program accountability standards, the System Office is offering CASAS and BEST administration training for ESL assessment. This training will be held at several different locations across the state. You may choose to attend both CASAS and BEST training or just the session for the assessment instrument that you will be using at your school/organization. These workshops are not mandatory; however, if you choose to use CASAS at your site, one person must attend so that you can order materials and administer the tests. The workshops are limited to 30 participants. The sessions will be held from **10:00 a.m. to 4:00 p.m.** at the following locations:

**BEST**

- October 11 Beaufort County Community College Building 8, Rooms 827 & 828
- October 12 NC Community College System Office 5<sup>th</sup> Floor Conference Room
- October 13 Central Piedmont Community College Pourlos Bldg., Room 109

**CASAS**

- October 17 Beaufort County Community College Building 8, Rooms 827 & 828
- October 18 NC Community College System Office 5<sup>th</sup> Floor Conference Room
- October 20 Western Piedmont Community College Phifer Bldg., Room 120

A registration form is attached for the training sessions. There is no registration fee, but make sure you get the forms back to me by **October 2**. Since the sessions can only accommodate 30, I may have to limit the number of participants that your school/organization may send. If that is necessary, I will notify you after I have received all of the forms. If you have any questions, please call me at (919) 733-7051, ext. 720.

Attachments

C: Presidents  
Dr. Randy Whitfield

CC00-206  
Paper Copy

# WORKSHOPS FOR ESL STANDARDIZED ASSESSMENT

Please return form to: Patrick K. Pittman  
North Carolina Community College System  
5024 Mail Service Center  
Raleigh, NC 27699-5024  
Fax: (919) 733-0680

School/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone # \_\_\_\_\_

Please check the location that you are planning to attend and provide the number of participants:

## BEST

October 11 Beaufort County Community College # of participants \_\_\_\_\_

October 12 NC Community College System Office # of participants \_\_\_\_\_

October 13 Central Piedmont Community College # of participants \_\_\_\_\_

## CASAS

October 17 Beaufort County Community College # of participants \_\_\_\_\_

October 18 NC Community College System Office # of participants \_\_\_\_\_

October 20 Western Piedmont Community College # of participants \_\_\_\_\_