



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

April 5, 2005

MEMORANDUM

TO: Basic Skills Directors
CBO Directors

FROM: Linda Ray
Basic Skills Training Specialist

SUBJECT: CASAS Training

Training for administering the Comprehensive Adult Student Assessment System (CASAS) will be offered regionally in April and May. CASAS is a competency based assessment system linked to competencies and instructional materials that focus on learners' goals. Test results are reported as scaled scores that reflect a range of skill levels from beginning literacy to high school learners. The *CASAS Competency List* includes more than 300 competencies that have been correlated to the SCANS (Secretary's Commission on Achieving Necessary Skills) competencies as identified by the U. S. Department of Labor to help learners and instructors apply teaching in a "real world context." Training is offered by nationally and state certified trainers who not only offer the necessary training, but also provide ongoing technical assistance and other support services.

Life Skills is the pre-requisite for all other offerings. Developmental Disabilities (DD) training offers training in assessment and competency based goal planning for adults with mental retardation or traumatic brain injuries. English as a Second Language (ESL) training allows those who work with ESL students to learn skills in assessing them and placing them properly.

The sessions will be offered at the following locations:

?? April 19 (Life Skills)	9 a.m. – 4 p.m.	Forsyth Technical CC
April 20 (DD)	9 a.m. – 12 noon	West Campus, Room 36
April 20 (ESL)	1 p.m. – 4 p.m.	

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?? April 22 (Life Skills)	9 a.m. – 4 p.m.	Haywood CC
April 23 (DD)	9 a.m. – 12 noon	Adult Basic Skills Bldg., No. 800
April 23 (ESL)	1 p.m. – 4 p.m.	
?? May 4 (Life Skills)	9 a.m. – 4 p.m.	Brunswick CC
May 5 (DD)	9 a.m. – 2 p.m.	Bldg. A, Room 148 (includes lunch and tour of Brunswick Interagency Program)
May 6 (ESL)	9 a.m. – 12 noon	
?? May 11 (Life Skills)	9 a.m. – 4 p.m.	NCCCS
May 12 (DD)	9 a.m. – 12 noon	5 th floor training room
May 12 (ESL)	1 p.m. – 4 p.m.	

c: Presidents
Senior Continuing Education Administrators
CASAS Trainers

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**CASAS Life Skills Training
Tentative Agenda**

9:00. – 10:15 a.m.	Introduction to CASAS
10:15– 10:30 a.m.	Break
10:30 a.m. – 12:00 noon	CASAS: Life Skill or Basic Skill?
12:00 noon – 1:00 p.m.	Lunch (on your own)
1:00 – 2:45 p.m.	Assessment Skills
2:45 – 3:00 p.m.	Break
3:00 – 3:45 p.m.	Giving the Assessment
3:45 – 4:00 p.m.	Evaluation and Wrap-up

**CASAS Developmental Disabilities Training
Tentative Agenda**

9:00 – 10:15 a.m.	Understanding Developmental Disabilities in Assessment
10:15 – 10:30 a.m.	Break
10:30. – 11:30 a.m.	Utilizing the DD Assessment
11:30 a.m. – 12:00 noon	Question and Answer/Evaluation/Wrap-up

**CASAS ESL Training
Tentative Agenda**

1:00 – 2:45 p.m.	Working with ESL Assessment in Listening and Communication
2:45 – 3:00 p.m.	Break
3:00 – 3:45 p.m.	Giving the ESL Assessment
3:45 – 4:00 p.m.	Evaluation/Wrap-up

*Response requested three days
before beginning date of each
training*

Registration for Training

CASAS Life Skills, Developmental Disabilities and ESL

Please return form to: Dara Mills
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Phone: (919) 807-7142
Fax: (919) 807-7164
Email: millsd@nccommunitycolleges.edu

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Amount of Registration: N/A

College/Agency Name: _____

Names of People Attending: _____

Contact Person: _____ **phone #** _____

Email Address: _____

Please pre-register! Those who do not pre-register by three days prior to training date may not receive handouts.

Please note the session times.

<u>Days/Dates</u>	<u>Times</u>	<u>Locations</u>	<u># Attending</u>
?? April 19 (Life Skills)	9 a.m. – 4 p.m.	Forsyth Technic al CC	_____
April 20 (DD)	9 a.m. – 12 noon	West Campus, Room 36	_____
April 20 (ESL)	1 p.m. – 4 p.m.	(Forsyth Tech)	_____
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		(includes lunch and tour of Brunswick Interagency Program)	
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May 12 (DD)	9 a.m. – 12 noon	5 th fl.training room	_____
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