



Certificate Program in NYSED's Adult Literacy Education Core Curriculum (ALECC)

2011-2012 ALECC Certificate Program Application

The Literacy Assistance Center is proud to announce that we are now taking applications for the NYSED ALECC Certificate Cohort Groups for 2011-2012. ALECC – The Adult Literacy Education Core Curriculum was developed for New York State's Adult Education and Workforce Development department and is now mandated by NYSED for all adult educators and practitioners. ALECC is a 24-hour, 7-module, core-knowledge, blended curriculum. The 7 face-to-face modular workshops of ALECC are enhanced by a powerful, instructor-facilitated, interactive online supplement (via Moodle) that is designed to enable cohort groups to morph into permanent professional learning communities of peer mentors.

This is a rigorous program that provides adult educators a firm foundation in current theory and best practice in the field of Adult Education. This program serves as an initial qualification for:

- Anyone considering a career in teaching ABE, ASE, GED or ESOL to adults
- Anyone offering staff or professional development to adults in the fields of workplace training, in-house corporate and computer training, vocational rehabilitation, union trade, craft and business training, healthcare industry staff development or proprietary non-degree adult school education
- Anyone interested in developing a new specialization in the teaching of adults

Application Deadlines

An application is required to enter this program. There will be three ALECC cohort groups during 2011-2012.

2011-2012 Cohort # 1: Applications for the August 8, 2011 – August 19, 2012 Summer Intensive ALECC program are due by [July 22, 2011](#)

2011-2012 Cohort # 2: Applications for the September 16, 2011 – March 24, 2012 ALECC program are due by [August 26, 2011](#)

2011-2012 Cohort # 3: Applications for the January 6, 2012 – June 23, 2012 ALECC program are due by [December 9, 2011](#)

NYSED ALECC Certificate of Completion

In order to qualify for an official **NYSED ALECC Certificate of Completion** for the 2011- 2012 Certificate year, you must attend all 7 ALECC Modules and complete all ALECC Online Moodle Module tasks in 2011-2012. In addition, you will be required to write an essay stating your personal philosophy of adult education using relevant references from the 7 modules of ALECC.

Expected Level of Commitment

The NYSED ALECC Certificate Program requires a significant level of commitment in time and energy from participants. In this program, participants attend 27 hours of face-to-face classes over a two-week intensive or 7 to 9 month period. In addition, they accumulate 70 – 140 hours of study and research as part of an online community of practice that continues as a peer mentoring community after the completion of the program.

Tuition and Fees

This program is supported by NYSED Adult Education and Workforce Development for NYSED - funded programs, therefore it is free to LAC NYC RAEN Members.

For non-members and all others, the tuition is \$725.00 plus a non-refundable \$25.00 application and processing fee.

For more information, contact Marilyn J. Rymniak at *marilyn@lacnyc.org* or at 212-803-3322.

ALECC Application Form

Please submit a hard copy of this application with supporting materials by the appropriate deadline date listed below for the program you are applying for. Check the program below:

- ALECC Cohort # 1: July 22, 2011**
- ALECC Cohort # 2: August 26, 2011**
- ALECC Cohort # 3: December 9, 2011**

CONTACT INFORMATION				
Last Name	First	MI.	Business Phone	Home Phone
Program Name (if applicable)			Job Title	Cell Phone
Mailing Address			Number of years in current position	Number of people you supervise
City	State		Email Address (Very Important!)	
Zip code				
<p>Enclose the following with this application:</p> <ol style="list-style-type: none"> 1. Resume or Brief Bio – describe your personal and academic history and work background – include all work history not just positions related to adult education. 2. Personal Statement – Enclose a personal statement of approximately 150 – 200 words explaining why you are interesting in participating in the ALECC certificate program. Include a statement regarding how completing this program will help you attain your goals. If applying for financial assistance, please include a statement of need. 3. Professional or Personal Recommendation – Enclose a letter from someone familiar with your work or personal background on why you would be a good candidate for the ALECC program. 4. Financial Assistance – The Literacy Assistance Center provides partial financial assistance to a limited number of participants in this program who are non LAC RAEN members. Request for Financial Assistance must be submitted with this application. Payment plans can also be arranged for those not receiving financial assistance. 5. Tuition and Fees – This program is supported by NYSED Adult Education and Workforce Development for NYSED-funded programs, therefore it is free to LAC NYC RAEN members. For non-members and all others, the tuition is \$725.00 plus a non-refundable \$25.00 application and processing fee, therefore a check made out to “The LAC” must accompany this application. 				

Statement of Commitment

Please complete the following and submit this by the appropriate deadline date with your application:

“Yes, I can commit my time and energy to the requirements of this program which include attending 27 hours of face-to-face classes over either a two-week or a 7 to 9 month period, completing all online tasks required as part of an online community of practice that will continue as a peer mentoring community after the completion of the program, submitting a final essay on my philosophy of adult education.”

Participant Signature _____ Date: _____

***If required by the organization I am employed by, I affirm that this application is being submitted with approval and support of my immediate supervisor.**

Signature of Direct Supervisor _____ Date: _____

There are 3 possible options for you to submit this application:

Option 1: Submit this application electronically to Marilyn J Rymniak at marilyn@lacnyc.org

Option 2: Submit your application by fax to 212- 785-3685
Attention to: Marilyn J. Rymniak

Option 3: Submit your application by mail to the following address:
Marilyn J. Rymniak, Director, ALECC Certificate Program
Literacy Assistance Center
39 Broadway Suite 1250
New York, New York 10006

Application Payment can be made by check made out to “The Literacy Assistance Center” or online by credit card. For credit card payments see www.lacnyc.org/profdev/TESLA