



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 27-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.](#)

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

ALECC Spring 2012 Extended: Applications for the January 6, 2012 – June 23, 2012 ALECC program are due by [December 16, 2011](#)

ALECC Summer 2012 Intensive: Applications for the August 13, 2012 – August 24, 2012 ALECC program are due by [August 1, 2012](#)

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 6 to 7 month period. In addition, they accumulate 80 – 120 hours of study and reflection 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's Office of Career and Continuing Education Services (ACCES), therefore, tuition is waived for NYC RAEN Members who work for NYSED-funded programs. Verification of employment is required.

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 pages 3 and 4 in addition to the required supporting materials by the deadline below. See page 4 for a list of submission options.

[] **ALECC Summer 2012 Intensive: August 1, 2012**

CONTACT INFORMATION		
Last Name	First	MI.
Preferred Phone Number	Alternative Phone Number	
Mailing Address		
Email Address (Please write legibly)		
Current Employer	Job Title	
Number of years in current position	If you are an administrator, how many people do you supervise?	
Highest academic degree, Area of study, Institution, Year degree was granted		
<p>Supporting Materials</p> <p>Please enclose the following with this application:</p> <ol style="list-style-type: none"> 1. Resume – 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 interested in participating in this 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 program. 		

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 6 to 7 month period, completing all online tasks (estimated to be 80 to 120 hours of online work) required as part of an online community of practice, and 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: _____

PRINT Name and e-mail address of Supervisor: _____

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

Option 1: Submit this application electronically to Marilyn J Rymniak by scanning this form and e-mailing it to marilyn@lacnyc.org

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

Option 3: Submit your application by mail to the following address:
Marilyn J. Rymniak, Director, ALECC Certificate Program
LAC Academy
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 below at www.lacnyc.org/profdev/Academy.