



## *Preparing Students for the GED Exam Using the Common Core State Standards*

The Literacy Assistance Center of New York City is proud to announce that we are now taking applications for our Summer 2012 Intensive Certificate Program in *Preparing Students for the GED Exam Using the Common Core State Standards*.

This is a rigorous program that provides adult educators a firm foundation in current theory and best practice in the GED and the Common Core State Standards.

The 100 hour Certificate program:

- Provides participants with a firm foundation in the Common Core State Standards
- Thoroughly reviews all sections of the GED Exam
- Is supplemented by an online component

### Application Deadline

Applications for the third cohort of the Summer 2012 Intensive program (July 23, 2012 – August 6, 2012) are due by **June 22, 2012**.

### Certificate of Completion

*Preparing Students for the GED Exam Using the Common Core State Standards* is a rigorous program that provides adult educators a firm foundation in the Common Core State Standards and best practice in the field of standardized test preparation. In order to qualify for an official **Certificate of Completion and 10 CEU's** for the 2011- 2012 Certificate year, you must attend 36 hours of face-to-face classes and complete all Online Moodle Module tasks in 2012.

### Expected Level of Commitment

*Preparing Students for the GED Exam Using the Common Core State Standards* requires a significant level of commitment in time and energy from participants. In this program, participants attend **36 hours of face-to-face classes** over a two-week period. In addition, they accumulate **90-120 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

The total cost of the program is \$650.00.

**\$25.00 (non-refundable)** of this tuition fee is due with the Application.

For more information, contact Marilyn J. Rymniak at [marilyn@lacnyc.org](mailto:marilyn@lacnyc.org) or at 212-803-3322, or log onto <http://www.lacnyc.org/profdev/Academy> .

# Application Form

Please submit pages 2 and 3 in addition to the required supporting materials by the deadline below. See page 3 for a list of submission options.

**Preparing Students for the GED Using CCSS Cohort #3  
Summer Intensive, 2012 (July 23, 2012 – August 6, 2012)  
Application is due **June 22, 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		
<b>Supporting Materials</b> Please enclose the following with this application: <ol style="list-style-type: none"><li>1. <b>Resume</b> – Describe your personal and academic history and work background – include all work history not just positions related to adult education.</li><li>2. <b>Personal Statement</b> – 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.</li><li>3. <b>Professional or Personal Recommendation</b> – Enclose a letter from someone familiar with your work or personal background on why you would be a good candidate for the program.</li></ol>		

## 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 36 hours of face-to-face classes over either a two-week or a six month period, and 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.”

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](mailto: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, Certificate Programs  
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 <http://www.lacnyc.org/profdev/Academy>.