



2011-2012 GED Prep Certificate Program Application 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 and Spring 2011-2012 Certificate Programs 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 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 Deadlines

An application is required to enter this program.

2011-2012 Cohort # 1: Applications for the Summer 2011 Intensive program, July 25, 2011 – August 5, 2011 are due by [June 22, 2011](#)

2011-2012 Cohort # 2: Applications for the Spring 2012 Extended Program, January 21, 2012 – June 16, 2012 are due by [November 30, 2011](#)

GED Prep Certificate of Completion

The GED Prep Certificate Program 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 Wiggio/Moodle Module tasks in 2011-2012.

Expected Level of Commitment

The LAC GED Prep Certificate Program 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 either a two-week or a six month 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 tuition is \$650.00 for both the Summer Intensive Program and the Spring Extended Program.

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

For more information, contact Marilyn J. Rymniak at *marilyn@lacnyc.org* or at 212-803-3322 or log onto <http://lacnyc.org/profdev/TESLA>

Application Form

Mark the program below that you are applying to. 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:

GED Prep Cohort # 1: June 22, 2011

GED Prep Cohort # 2: November 30, 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				

Enclose the following with this application:

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 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.
4. **Financial Assistance** – The Literacy Assistance Center provides partial financial assistance to a limited number of participants in this program. Request for Financial Assistance must be submitted with this application. Payment plans can also be arranged for those not receiving financial assistance.

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 marilynr@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, Certificate Programs
Literacy Assistance Center
39 Broadway, Suite 1250 (12th Floor)
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