

## **VALRC Guide to Submitting External Learning Documentation of Assessment Training to the Commonwealth of Virginia Learning Center**

The *Assessment Policy and Distance Education Policy for Virginia Adult Education and Literacy Programs* states in Policy #6 that:

All staff members who administer approved assessments must:

- Successfully complete certification training on the approved assessment(s) the program uses, and
- Every two years, successfully complete recertification training to administer assessment(s).

To become and remain qualified assessors, individuals must successfully complete certification and recertification training. This training is offered directly through the publishers and not VALRC. Beginning in program year 2018-2019, all assessment training will be done externally to VALRC and managed at the program level. This document is offered as guidance for submitting external assessment training documentation to the Commonwealth of Virginia Learning Center (COVLC) to assist programs in the management of this training.

Submitting evidence of external training to the COVLC is a way to document successful completion of assessment training offered by publishers (e.g., TABE, CASAS, CAL). The COVLC maintains a transcript for all account holders that reflects participation in all training events (both VALRC-managed and external) and provides managers with notification of training completion and the ability to access and print monitoring reports.

### **Requirements for Submission**

Individuals must have a COVLC account to submit a request for external learning.

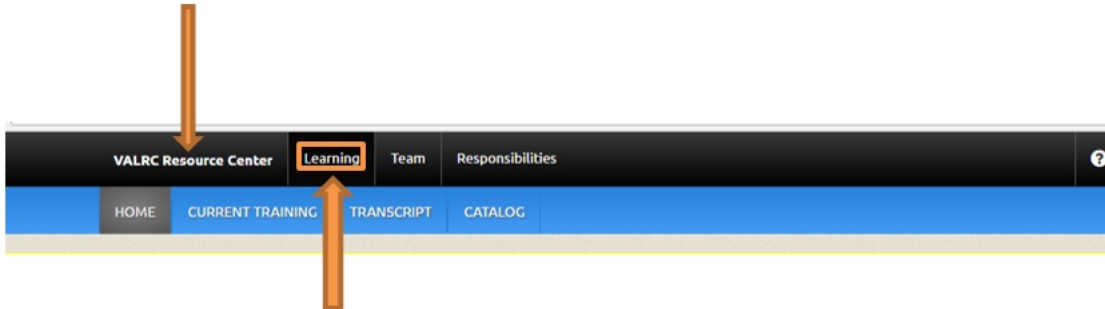
Before logging in to your [COVLC \(https://covlc.virginia.gov\)](https://covlc.virginia.gov) account, be sure to have digital copies of documents showing evidence of completion of the external training, such as a certificate of completion or an activity scoresheet generated during the training.

Upon logging in to your COVLC account, check the account profile for any edits and updates that might be needed. Be sure your account is associated with a current email address and the name of your regional program manager.

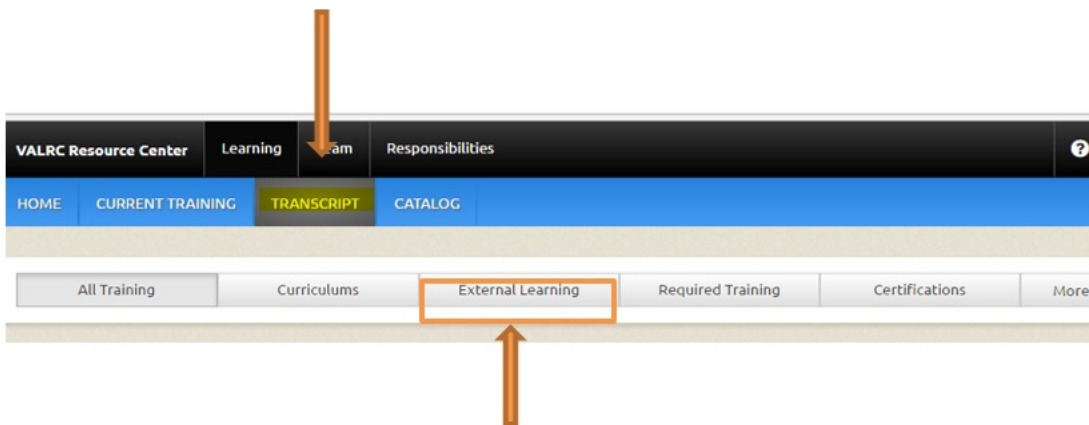
**Please note:** The COVLC does not send reminders when recertification training is due. Therefore, it is important to maintain copies of course completion documentation and records of training dates. COVLC can be used to generate reports that aid program managers in maintaining records of external training.

## Step by Step Guide for Requesting External Training in COVLC

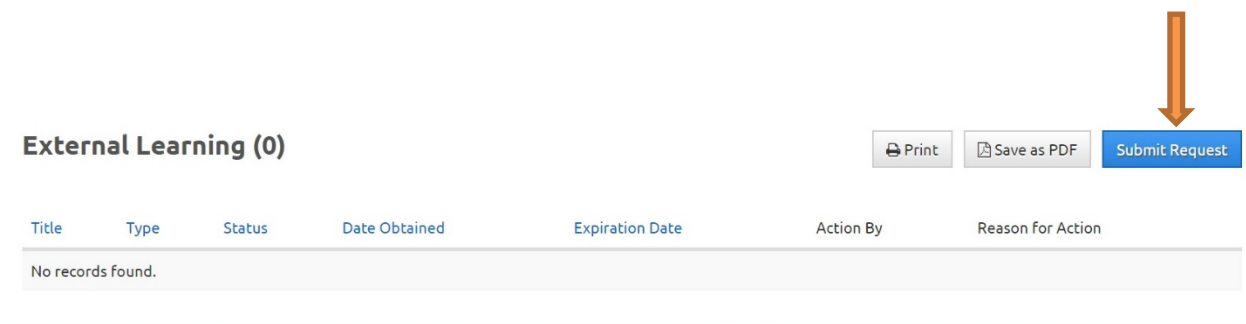
1. Log-in to your [COVLC](#) account using your user id and password. *VALRC Resource Center* will be displayed on the top left in the black menu bar.



2. Click on *Learning* in the black menu bar at the top of the screen.
3. Click on *TRANSCRIPT* located in the blue menu bar. This will open the Transcript page.

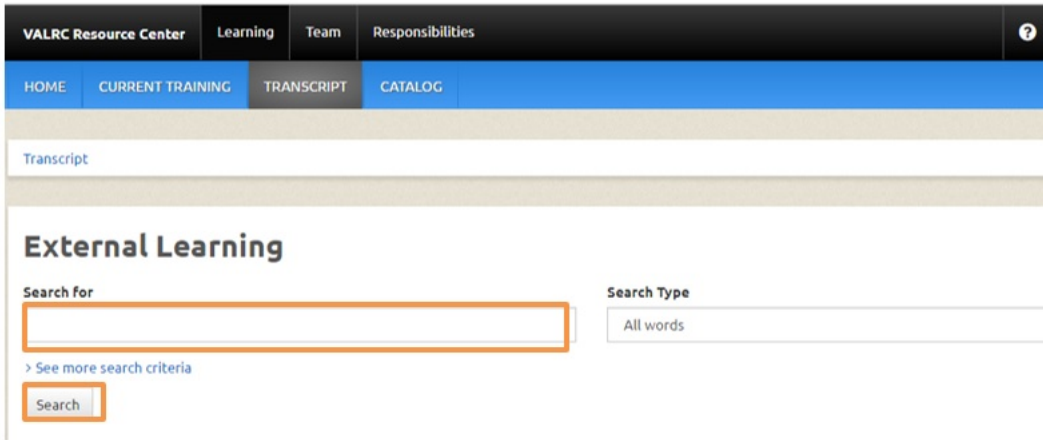


4. On the Transcript page, click the *External Learning* tab below the blue bar.
5. Click on the blue *Submit Request* button on the right side of the page. An External Learning search page will open.

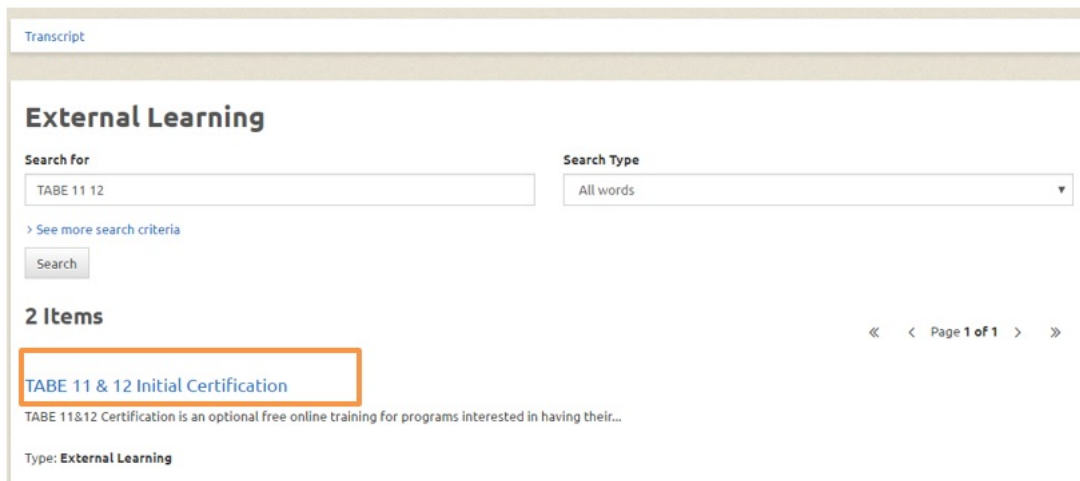


6. Type the title of the assessment training in the search box and click on the search button. For example, type *TABE 11/12 Initial* or *CASAS Reading Goals Initial* in the search box.

A complete list of assessment training certification course titles can be found on page six of this document. If the title of your assessment training does not show as an option, contact VALRC at [valrcvlc@vcu.edu](mailto:valrcvlc@vcu.edu) for assistance.



7. From the results you receive, select and click on the course title associated with your assessment training.



- A new page displaying information about the selected training will open. Click on the blue *Submit Request* button to open the request form.

## TABE 11 & 12 Initial Certification

### External Learning

**i** You must submit an external learning request in order to access this item.

Submit Request

### Description

The *Submit External Learning Request* form will open in a window.

Submit External Learning Request

To submit an external learning request for approval, enter information below. To attach a file for this request (such as supporting documentation), click the Browse button (the File Upload window displays), locate the file you want to attach, and double-click the name of the file (the file's location and name display in the Select File field). Click Submit Request to submit the external learning request.

**\*Reason for Action**

**Attachment**  
 No file chosen

**Start Date**

**\*Date Obtained**

**Credit Type**

**Credit Hours**

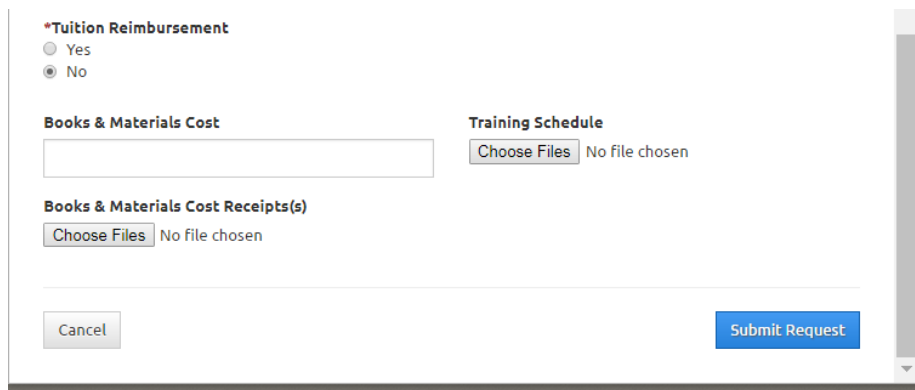
**Score**

- Complete the *Submit External Learning Request* form following the steps below:
  - Reason for Action:** Give a reason for taking the course such as, "Required biennial assessment certification training."
  - Attachment:** Click on the *Choose Files* button and upload your certificate or other evidence of course completion.
  - Start Date:** Use the calendar on the right side of the box to select the date you started taking the certification training.
  - Date Obtained:** Use the calendar on the right of the box to select the date you completed the training, which is most likely the same date as the Start Date.
  - Credit Type:** Select *Contact Hours* from the drop-down menu.
  - Credit Hours:** Enter the number of hours required to complete training.
  - Score:** Leave blank.

The remaining steps require you to scroll down on the form:

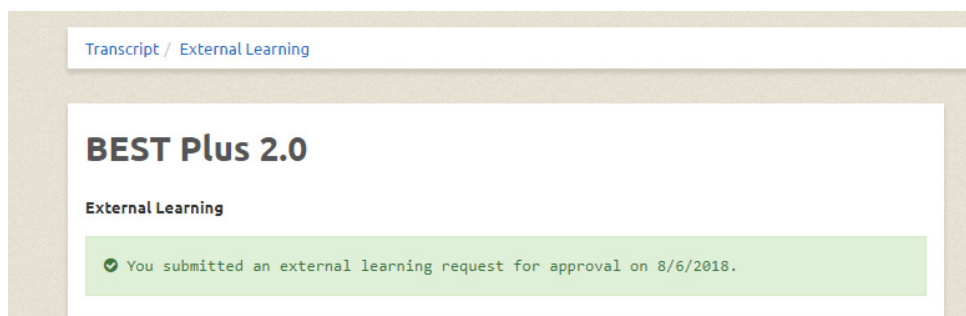
- Tuition Reimbursement: Choose *No*.
- Books & Materials Cost: Leave blank.
- Training Schedule and Books & Materials Cost Receipts: Leave blank.

10. Click on the blue *Submit Request* button at the bottom right of the page.



The screenshot shows a web form for submitting an external learning request. At the top, there is a section for "Tuition Reimbursement" with radio buttons for "Yes" and "No", where "No" is selected. Below this are three input fields: "Books & Materials Cost" (a text box), "Training Schedule" (a "Choose Files" button with "No file chosen" text), and "Books & Materials Cost Receipts(s)" (another "Choose Files" button with "No file chosen" text). At the bottom of the form, there are two buttons: a grey "Cancel" button on the left and a blue "Submit Request" button on the right.

11. A confirmation message will appear in a green ribbon, indicating that you have submitted a request and the date of the submission. An email notification will be sent to the account holder and the program manager associated with the account. The account holder's email address and program manager's name are found in the account profile.



The program manager associated with the account will be prompted to approve the request in the COVLC system. Please allow 24-48 hours for the approval.

## **Current Assessment Certification and Recertification Training Options**

Each program selects which assessment(s) it will use based on a number of factors, such as program design and learner population. Please see the [Assessment Policy and Distance Education Policy for Virginia Adult Education and Literacy Programs](#) for further information on assessment policy and required certification training.

Search for the following course titles when submitting a request for external learning:

BEST Plus 2.0 Initial  
BEST Plus certification  
BEST Literacy Initial  
BEST Literacy Re-certification  
CASAS Life & Work Reading Initial  
CASAS Life & Work Reading Re-certification  
CASAS Life & Work Listening Initial  
CASAS Life & Work Listening Re-certification  
CASAS Math Initial  
CASAS Math Re-certification  
CASAS Listening Initial  
CASAS Listening Re-certification  
CASAS Reading Goals Initial  
CASAS Reading Goals Re-certification  
CASAS eTest Reading Goals Initial  
CASAS eTest Reading Goals Re-certification  
TABE-CLAS E Initial  
TABE-CLAS E Re-certification  
TABE 9/10 Initial  
TABE 9/10 Re-certification  
TABE 11/12 Initial  
TABE 11/12 Re-certification  
Wonderlic, GAIN Initial  
Wonderlic, GAIN Re-certification

## **Publisher Web Sites for Assessment Training**

BEST Plus 2.0 is published by the Center for Applied Linguistics or CAL. Information about initial and recertification training, as well as costs for purchasing training materials, can be found [here](#).

BEST Plus 2.0 initial certification training must be done face to face by a certified BEST Plus assessment trainer. Please contact VALRC at 804-828-6521, or 800-237-0172 to request a list of certified trainers in Virginia.

BEST Literacy is also published by CAL. Information about training can be found [here](#).

CASAS provides free, online training. Information about CASAS training can be found [here](#).

TABE 9/10 and TABE 11/12 training is offered online. Information about TABE assessment training can be found [here](#).

Wonderlic Gain assessment training information is found [here](#).

Please note that this information is provided as a resource only and subject to change. VALRC does not endorse any publisher or assessment, nor it is responsible for publisher web site content or changes.