VALRC Guide to Submitting External Learning Documentation to the Commonwealth of Virginia Learning Center

Purpose

The purpose of this document is to provide guidance on using the Commonwealth of Virginia Learning Center (VLC) as a tool to manage training and professional development that is external to, or not offered through, the Virginia Adult Learning Resource Center (VALRC). Submitting evidence of external learning to VLC is a way to document successful completion of external training, such as assessment certification training offered by publishers (e.g., TABE, CASAS, CAL) and training events offered by recognized organizations (e.g., LINCS). The VLC system is capable of maintaining transcripts that reflect participation in all training events, both VALRC-managed and external, allowing account holders the opportunity to better manage their professional learning.

Please note: VLC does not provide certificates of completion for external training; rather, the system provides tools to manage the inclusion of this training on account holders' professional learning transcripts. VLC does not send reminders when training is expired or when recertification training is due. However, managers are encouraged to generate reports from VLC that aid in the oversight of these training requirements. Finally, VALRC recommends that individuals maintain personal copies of course completion documentation.

Types of External Learning

Assessment Certification Training. VLC can be used to manage assessment certification training at the individual and program level. Certification training is required for all staff who administer approved pre- and post-test assessments to adult learners. The *Assessment Policy and Distance Education Policy for Virginia Adult Education and Literacy Programs* Policy #6 states that all staff members who administer approved assessments must:

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

Assessment certification training is external training offered directly through the test publishers and managed at the program level. Managers are encouraged to use VLC as a management tool to track this required staff training.

LINCS. The Literacy Information and Communication System, or LINCS, is a professional learning space that brings together adult education teachers, program managers, and professional developers worldwide who are working toward one common goal: to provide high-quality, evidence-based learning opportunities to adult educators. LINCS offers many online professional learning opportunities on a number of topics relevant to Virginia adult educators, including modules on the English Language Proficiency Standards for Adult Education. VLC can be used as a tool to include LINCS professional learning on account holders' transcripts.

Requirements for Submitting External Learning Documentation to VLC

Established External Learning Provider. Before an individual can add an external learning offering to their transcript, that offering and its provider must be entered into VLC. Providers of external learning must be recognized organizations (e.g., TABE, LINCS) with specific training events/courses uploaded into VLC. If VALRC has not added a specific learning offering to the VLC system, it will not be visible as a choice for individuals submitting external learning documentation. See page 7 for a list of external learning providers currently available in VLC. Please contact VALRC at valrcvlc@vcu.edu for more information on adding an external learning provider/offering to the list.

VLC Account. Staff who plan to use VLC to manage their professional learning must have an individual account. The account must be up to date, and associated with a current email address and regional program manager. Please contact VALRC at valrcvlc@vcu.edu for questions on creating an account.

Evidence of External Learning. Account holders must have digital copies of documents showing evidence of completion of the external training to upload to their VLC accounts. Examples of evidence include a certificate of completion, an activity scoresheet generated during the training, or other documentation approved by the regional program manager. It is recommended that the evidence be in PDF format.

Regional Program Manager Approval. All requests for external learning documentation must be approved by the account holder's regional program manager before being added to the transcript.

Step-by-Step Guide for Requesting External Training in VLC

1. Log in to your VLC account using your user ID and password. *VALRC Resource Center* should be displayed on the top left in the black menu bar. If not, contact VALRC at valrcvlc@vcu.edu for guidance.

2. Click on *Learning* in the black menu bar at the top of the screen.

3. Next, 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 name of the training in the search box and click on the search button. For example, type *TABE 11/12 Initial* or *CASAS Reading Goals Recertification* in the search box. See the list on page 7 of this document for names of trainings currently in VLC.

A complete list of providers/offerings can be found on page 7 of this document. If the title of your training does not appear as an option, contact VALRC at valrcvlc@vcu.edu for assistance.
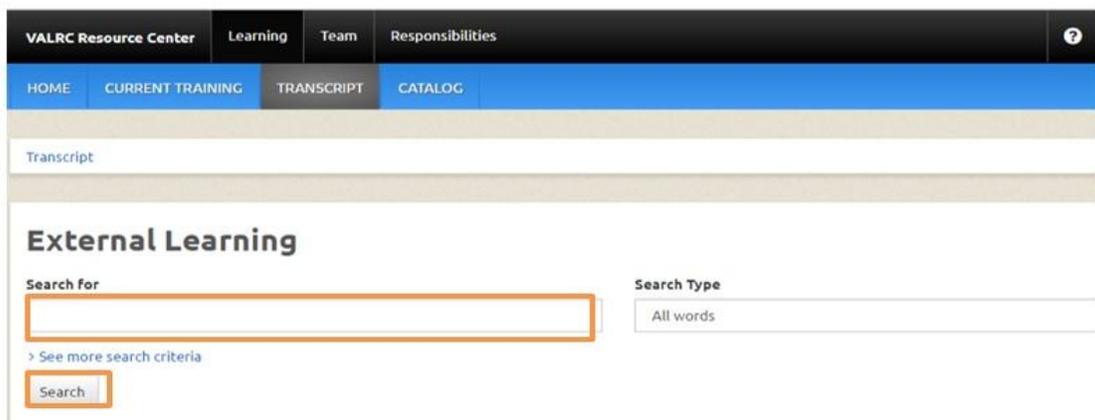
7. From the search results you receive, select and click on the course title associated with your training.
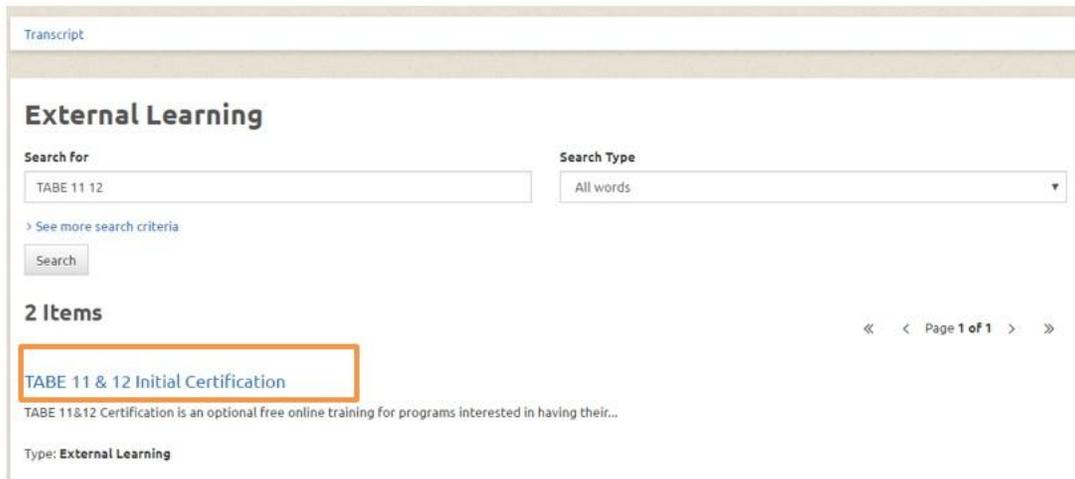
8. A new page displaying information about the selected training will open. Click on the blue *Submit Request* button to open the request form.

The *Submit External Learning Request* form will open in a window (see next page).

9. 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 the 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. (Do not upload a file.)

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

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 regional program manager using the contact information located in the account holder's VLC profile.

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

Current External Training Options in VLC

Search for the following course titles when submitting a request for external learning. This list is subject to change as new external learning events are added to VLC.

BEST Plus 2.0 Initial
BEST Plus Certification
BEST Literacy Initial
BEST Literacy Recertification
CASAS Life & Work Reading Initial
CASAS Life & Work Reading Recertification
CASAS Life & Work Listening Initial
CASAS Life & Work Listening Recertification
CASAS Math Initial
CASAS Math Recertification
CASAS Listening Initial
CASAS Listening Recertification
CASAS Reading Goals Initial
CASAS Reading Goals Recertification
CASAS eTest Reading Goals Initial
CASAS eTest Reading Goals Recertification
LINCS Introduction to the ELPS: Module One
LINCS Analyzing Student Tasks ELPS: Module Two
LINCS Digging Deeper into the ELPS: Module Three
LINCS Designing Contextualized Instruction
LINCS Developing Effective Bridge Programs

LINCS Integrating Career Counseling and Planning
TABE CLAS E Initial
TABE CLAS E Recertification
TABE 11/12 Initial
TABE 11/12 Recertification
VDOE Dyslexia Awareness Training Module

Publisher Websites 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 on their website.

BEST Plus 2.0 initial certification training must be conducted 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 and materials can be found on their website.

CASAS provides free, online training. Information about CASAS training can be found on their website.

TABE 11/12 training is offered online. Information about TABE assessment training can be found on their website.

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