**Training Approval Request Form**

**Title of Training:** New Materials on Rigor, Digital Literacy, and Career Pathways from LINCS ESL Pro

**Training Code:** EL04FF

**Link to Description:** <https://lincs.ed.gov/state-resources/professional-development-center/training/el40ff>

**Date:** 10/10/2019

**Trainer (Trainer Code):** Jane Roy (103012)

**Title of Training:** Supporting ESL Learner Persistence (ELL-U)

**Training Code:** EL06FF

**Link to Description:** <https://lincs.ed.gov/state-resources/professional-development-center/training/el06ff>

**Date:** 10/10/2019

**Trainer (Trainer Code):** Jane Roy (103012)

**Title of Training:** Components of Numeracy: Tools for Engaging Learners in Meaningful Math

**Training Code:** MN02FF

**Link to Description:** <https://lincs.ed.gov/state-resources/professional-development-center/training/mn02ff>

**Date:** 10/10/2019

**Trainer (Trainer Code):** Rebecca Strom

**Title of Training:** Components of Reading: Vocabulary

**Training Code:** RW08FF

**Link to Description:** <https://lincs.ed.gov/state-resources/professional-development-center/training/rw08ff>

**Date:** 10/10/2019

**Trainer (Trainer Code):** Kathy Houghton (104006)

**Title of Training:** Reflecting on Your Practice: How Reflection Informs and Shapes Teacher Practice

**Training Code:** TL32FF

**Link to Description:** <https://lincs.ed.gov/state-resources/professional-development-center/training/tl32ff>

**Date:** 10/10/2019

**Trainer (Trainer Code):** Kathy Houghton (104006)

**Location:** Nebraska Innovation Campus Conference Center,2021 Transformation Drive in Lincoln, Nebraska

**Type of Event:** State Adult Education Conference

**Estimated Number of Attendees:** 200

**Requesting Entity:** Nebraska Adult Education Office, Carla Stucky Shuck; carla.stuckyshuck@nebraska.gov; 402-471-4806

**Rationale for Request:** The Nebraska Adult Education Conference is an extensive professional development opportunity for the Adult Education programs and staff throughout the state. It is an excellent opportunity to continue to educate about the requirements of WIOA and the best practices of delivery of Adult Education.

**How does this training request align with the state’s implementation of WIOA and/or the state’s efforts to build local program capacity related to its responsibilities in Section 223 under WIOA?** Our training request focuses on these core areas of professional development: English language acquisition, workforce development, quality teaching in reading and writing, and numeracy. In this way, we are supporting the majority of content areas delivered through local grantees under WIOA title II in Nebraska. This set of trainings will build from those provided by LINCS trainers at last year’s conference which were some of the highest rated trainings we have provided.

**How will the state use this training as an opportunity to build state capacity to offer this and/or similar trainings in the future?**

These trainings all fit well with our existing professional development efforts and have been expressed as needed instruction by the local program staff. Analysis of previous conference evaluations as well as technical assistance needs have prompted these particular training offerings to be selected. Since not all staff are able to attend the conference, our programs take a Train the Trainer approach and encourage staff that do attend to share information with their peers. We also plan to provide some training opportunities on our website and through the use of technology so that some of the training materials provided will be made available online. Follow-up will be provided through offering materials and further trainings online.

**Trainer Name: Rebecca Strom (103002)**

**Trainer Starting Location: Marshall, MN**

**Trainer Fees:**

| **Item** | **Rate** | **Number** | **Estimated Total Cost** | **Estimated Cost to LINCS PD Center** | **Estimated Cost to State** |
| --- | --- | --- | --- | --- | --- |
| Trainer Fee |  |  |  |  |  |
|  Preparation Days | 450.00 | .5 | $ 225.00 | $225.00 |  |
|  Travel Days | 450.00 | 2 | $ 900.00 | $900.00 |  |
|  Training Days | 600.00 | .5 | $ 300.00 | $300.00 |  |
|  Work with State Trainers\* | 525.00 |  | $ 0.00 | $0.00 |  |
| Airfare/Train Fare  | $444.60 | 1 | $444.60 | $444.60 |  |
| Lodging  | 126.00 (plus 15% tax) | 1 | $144.90 | $144.90 |  |
| Mileage  | 0.58 |  | $ 0.00 | $0.00 |  |
| Per Diem  | 55.00 | 2.5 | $ 137.50 | $137.50 |  |
| Airport Parking  | 30.00 | 2 | $ 60.00 | $60.00 |  |
| Taxi/Shuttle | 20.00 | 2 | $ 40.00 | $40.00 |  |
| Other (describe):  |  |  | $ 0.00 | $0.00 |  |
| **Total** |  |  | **$2,252.00** | **$2,252.00** |  |

\* For train-the-trainer activities, the rate is based on 50% of training rate and 50% of preparation day rate number of days calculated at 50% of number of training days plus number of preparation days.

**Trainer Name:** Jane Roy

**Trainer Starting Location:** East Lansing, MI

**Trainer Fees:**

| **Item** | **Rate** | **Number** | **Estimated Total Cost** | **Estimated Cost to LINCS PD Center** | **Estimated Cost to State** |
| --- | --- | --- | --- | --- | --- |
| Trainer Fee |  |  |  |  |  |
|  Preparation Days | 450.00 | 1 | $ 450.00 | $450.00 |  |
|  Travel Days | 450.00 | 2 | $ 900.00 | $900.00 |  |
|  Training Days | 600.00 | 1 | $ 600.00 | $600.00 |  |
|  Work with State Trainers\* | 525.00 |  | $ 0.00 |  |  |
| Airfare/Train Fare  | 586.00 | 1 | $ 586.00 | $586.00 |  |
| Lodging  | 126.00 (plus 15% tax) | 2 | $289.80 | $289.80 |  |
| Mileage  | 0.58 |  |  |  |  |
| Per Diem  | 55.00 | 2.5 | $ 137.50 | $137.50 |  |
| Airport Parking  | 25.00 | 3 | $ 75.00 | $75.00 |  |
| Taxi/Shuttle | 20.00 | 2 | $ 40.00 | $40.00 |  |
| Other (describe):  |  |  | $ 0.00 |  |  |
| **Total** |  |  | **$3,078.30** | **$3,078.30** |  |

\* For train-the-trainer activities, the rate is based on 50% of training rate and 50% of preparation day rate number of days calculated at 50% of number of training days plus number of preparation days.

**Trainer Name:** Kathy Houghton

**Trainer Starting Location:** New York

**Trainer Fees:**

| **Item** | **Rate** | **Number** | **Estimated Total Cost** | **Estimated Cost to LINCS PD Center** | **Estimated Cost to State** |
| --- | --- | --- | --- | --- | --- |
| Trainer Fee |  |  |  |  |  |
|  Preparation Days | 450.00 | .5 | $ 225.00 | $225.00 |  |
|  Travel Days | 450.00 | 2 | $ 900.00 | $900.00 |  |
|  Training Days | 600.00 | .5 | $ 300.00 | $300.00 |  |
|  Work with State Trainers\* | 525.00 |  | $ 0.00 |  |  |
| Airfare/Train Fare  | 528.00 | 1 | $ 528.00 | $528.00 |  |
| Lodging  | 126.00 (plus 15% tax) | 2 | $289.80 | $289.80 |  |
| Mileage  | 0.58 |  | $ 0.00 |  |  |
| Per Diem  | 55.00 | 2.5 | $ 137.50 | $137.50 |  |
| Airport Parking  | 30.00 | 2 | $ 60.00 | $60.00 |  |
| Taxi/Shuttle | 20.00 | 2 | $ 40.00 | $40.00 |  |
| Other (describe):  |  |  | $ 0.00 |  |  |
| **Total** |  |  | **$2,480.30** | **$2,480.30** |  |

\* For train-the-trainer activities, the rate is based on 50% of training rate and 50% of preparation day rate number of days calculated at 50% of number of training days plus number of preparation days.

**Costs paid by others**

*If another party is paying for part of the costs of the training event, indicate who (name of organization) is contributing and the aspects of the training they cover (meeting space, telecommunications, supplies, trainee stipends/travel/lodging/ transportation, etc.).*

**The Nebraska Education Agency, Office of Adult Education, will cover conference registration, meeting space, technology, duplication of handouts, and publicity.**

**Submission Date: 07.29.2019**