

Offering an LEP Educator Workshop in NC

I. Web Announcement

Please complete the following. I will post it to the national LEP website. If you have any flyers or other materials you would like to share, attach them and I will post them as well.

Date:
Type: Educator
Place:
Time:
Fee:
Sponsor:
Facilitator:
Contact:
Phone:
Email:

II. Roster

Please email a roster in the format attached for inclusion in the national database. This will assure your participants receive newsletters and other notices from the national office.

III. Homework

The homework assignments are designed to compliment a workshop which is less than 10 hours in length to meet the minimum hour requirement for NCEE certification criteria I. There are 2 homework assignments designed to meet the NCEE certification requirements for criteria 1. The "In-Service" homework assignment is designed for practitioners with access to groups for which they are able to lead an LEP activity. The "Pre-Service" homework assignment is designed for those either in college or otherwise in a situation in which they don't have easy access to a group to teach. There is no restriction on who chooses which homework assignment. The objective is for the LEP workshop participants to have an additional few hours of interaction with the LEP materials.

Completed homework assignments should be sent to Alice Cohen-Goldstein. To the best of my availability, the participant will then receive a cover letter congratulating them on their completion of the LEP workshop, a Form B and an LEP certificate of completion, including a note of 1 CEU credit.

IV. Form B and certificates

Form B for criteria 1 should be passed out by the facilitator if the workshop was at least 10 hours long. If not, the facilitator can hand out Form B for criteria II or III, if requested/needed by the participants. Otherwise, Alice will send the Form B upon completion of the homework as noted above.

Facilitators are encouraged to hand out LEP certificates at the end of the workshop. As noted above, workshop participants will also receive an LEP certificate upon completing their homework to serve as proof of completing 1 CEU of contact time.