

The Adult Numeracy Instruction Professional Development (ANI-PD) Field-test Program

State Application for Participation

Thank you for your interest in the Adult Numeracy Instruction Professional Development (ANI-PD) field-tests. To be considered for the program, please complete and submit this application form electronically, by fax, or by mail by **[date]** to the US Department of Education. Contact information is at the end of the application.

To complete this application electronically, type directly into the designated fields and use the tab key to advance to the next field. Fields will automatically expand for answers requiring multiple lines of text. Make check-box selections by clicking the box with your mouse or pressing the X key after using the tab key to advance to the box. Save your completed application and email it to trudy.turner@ed.gov.

Applicant Information

1. Applicant Agency: _____
(State Eligible Agency under the Workforce Investment Act, Title II, AEFLA)

2. Applicant Address: _____
Street address Suite City State Zip

3. Contact Person:

Name Title

Mailing address (if different from #2 above) Suite City State Zip

Email address Telephone number Fax number

4. Which assessment instrument do you use to report student mathematics learning gains to the National Reporting System?

5. Explain briefly how professional development for adult basic education teachers is organized and provided in your state, particularly any recent or planned professional development initiatives in mathematics.

6. Briefly describe how adult education is provided in your state, e.g., through community colleges, local education authorities, community-based organizations, or some combination.

7. What other major adult education projects/initiatives does your state have planned for 2009–2010?

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8. How and why will participating in ANI-PD enhance ongoing state program improvement and/or professional development initiatives?

9. Please read the following and affirm your state's willingness to participate in the project as described below:

In each field-test state, ANI staff will work with a representative from the state's professional development staff to:

- Plan how the ANI project will contribute to state capacity to support mathematics instruction in adult education.
- Plan how to recruit and choose 10 program teams (2 teachers and 1 administrator per program) to participate in the project. Teachers will attend 3 two-day institutes held in the state, meet a total of 4 times in regional teams between the institutes, and implement lessons in their classes. Administrators will attend at least the first and last of 3 two-day institutes and support and regularly observe math classes of the teachers on their team.
- Plan activities appropriate for the state to build on the ANI project in the following year.

In addition to participating in ANI professional development activities, teachers will be asked to complete pre- and post-program questionnaires and math skills assessments and have their class observed. Administrators will be asked to complete pre- and post-program questionnaires, share standardized test scores from students of participating teachers, and support teachers' participation in the program.

Time commitment. The following are time estimates for program administrators, instructors, and state liaisons participating in pilot activities. Please acknowledge that you understand that these are only estimates and that the required time commitment could be more or less.

- *Program administrators.* Six (6) days for attending the state-wide institutes, observing classrooms, and providing opportunities for instructors to meet and plan.
- *Instructors.* Six (6) days for attending the state-wide institutes, piloting and documenting in-class implementation of lessons, and meeting in regional groups 4 times (twice between institutes) for at least 2 hours per meeting.
- *State liaisons.* Two to three (2–3) three weeks during the pilot year to select and support program administrators and instructors. This includes attending institutes and working with ANI staff to plan how the state will continue to improve its adult math instruction once the field-test year concludes.

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The state office will provide meeting space for the institutes and pay teachers' expenses for attending the institutes and regional meetings.

ANI will cover all ANI staff costs, including meeting with state staff and providing online technical assistance to teachers as needed, and will provide training and classroom materials for each participant.

Please check:

- Yes, I understand the responsibilities and time commitments of the state adult education office, program administrators, and instructors, as outlined above.

Name, State Director of Adult Education

Signature

10. State Liaison: (Staff person responsible for the ANI Program)

Name	Title			
Mailing address	Suite	City	State	Zip
Email address	Telephone number		Fax number	

Please complete and submit this form electronically, by fax, or by mail by **[date]** to:

Trudy Turner
US Department of Education
Office of Vocational and Adult Education
400 Maryland Avenue, SW
Potomac Center Plaza, 11008
Washington, DC 20002

Paperwork Burden Statement

According to the Paperwork reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1830-XXXX. The time required to complete this information collection is estimated to average 1 hour per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4537. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** U.S. Department of Education, Office of Vocational and Adult Education, 400 Maryland Avenue, S.W., PCP Room 11008, Washington D.C. 20202-2800.