

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 1880-0542)**

**TITLE OF INFORMATION COLLECTION: Teaching Excellence in Adult Literacy**

**PURPOSE:**

The **Teaching Excellence in Adult Literacy (TEAL) Center** was designed to improve the quality of teaching in adult education focusing on the content area of writing for Adult Basic Education (ABE) students. The TEAL Center provided an intensive program of professional development and individualized technical assistance to participating local staff in 12 states. As we are wrapping up the third year of the project, we would like to collect end-of-project opinions about the professional development that was provided to approximately 50 adult literacy educators who participated in the project between 2010 and 2012. This information will help us to understand what components of the professional development/training activity should be retained and which should be revised for future use.

The data will be used to support findings and recommendations in the project’s final report about the components of the training that were most and least helpful, as well as any additional changes or improvements to the TEAL professional development activities.

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An explanatory letter will be sent to TEAL participants via e-mail, informing them that the questionnaire is entirely voluntary, the purpose of the questionnaire, the time it takes to complete the questionnaire (approximately), who will see the data, and the direct link to the website (Survey Monkey) where they can access and complete the 7-question survey with a series of sub-questions.

**DESCRIPTION OF RESPONDENTS:**

The survey will be sent to adult literacy teachers and professional developers from 12 states that participated in and completed the TEAL professional development project. The survey will be made available on a voluntary basis to the approximately 50 adult educators who participated in the TEAL professional development.

**TYPE OF COLLECTION:** (Check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group                  |
| <input type="checkbox"/> Focus Group                                   | <input type="checkbox"/> Other: _____                            |

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.

5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Mary Jo Maralit, 202-245-6593

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ ] Yes [  ] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [ ] Yes [  ] No
3. If Applicable, has a System or Records Notice been published? [ ] Yes [  ] No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [  ] No

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden
Adult Literacy Educators	50	10 Mins	9 hours
<b>Totals</b>	<b>50</b>		<b>9 hours</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$0

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  
[ ] Yes [  ] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)
  - [  ] Web-based or other forms of Social Media
  - [ ] Telephone
  - [ ] In-person
  - [ ] Mail
  - [ ] Other, Explain
2. Will interviewers or facilitators be used? [ ] Yes [  ] No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**