



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

Response Deadline: April 1, 2008

MEMORANDUM

TO: Basic Skills Directors
Community-Based Organization Directors

FROM: Katie Waters
Basic Skills Training Specialist

DATE: January 18, 2008

SUBJECT: 2008-09 Comprehensive Adult Student Assessment System (CASAS)
Trainers RFP

The 2008-2009 Comprehensive Adult Student Assessment System (CASAS) Trainers Request for Proposals can be downloaded electronically at:
http://www.ncccs.edu/Basic_Skills/PDFs%20jch/07-08/CASAS_rfp_2008.doc

Proposals are due date to the Basic Skills Training Specialist by **Tuesday, April 1, 2008, at 5:00 p.m.** Please read the information carefully for qualifying requirements:

- 1) Applicants must have a Local CASAS Facilitator – Level A status. This means that they have attended CASAS Training within the last two years and use the *CASAS Life and Work* series at their local agency.
- 2) Applicants must allow sufficient time (at least a twelve month commitment) to complete the required components and, thereby, achieve CASAS Certified State Level Trainer – Level B status.
(This grant runs from July 1, 2008 - June 30, 2009)
- 3) Applicants must receive local support from their immediate supervisor(s) and college administration or, for community-based organizations, their director and/or their Chairman of the Board. A "Certification of Agreement" and an "Endorsement of Agreement" is enclosed in the proposal for documenting this support.
- 4) Applicants must videotape an actual or mock CASAS Implementation Training at their local agency and submit it for review for the grant evaluators.

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In North Carolina, the Basic Skills Program realizes the need for building a team of CASAS Trainers. Our need for assessment training has increased and, equally, has our need for qualified trainers.

CASAS Implementation and Specialty Training will be offered at the following locations on the following dates:

***Rocky Mount, North Carolina – Edgecombe Community College**

- February 20 – CASAS *Life and Work* Implementation Training
- February 21 – Developmental Disability (DD) (Specialty area training)
- February 21 – ESL (Specialty area training)

*Applicants who are not currently Local CASAS Facilitators-Level 1 Status may obtain that status by attending the February 20-21, 2008, training and by training at their local program.

Other spring dates may be announced after the application process has been completed.

If you have questions or need additional information, please contact me at watersk@ncccommunitycolleges.edu or call me at (919)807-7136.

Attachment (electronic copies only)

- c: Presidents
Senior Continuing Education Administrators

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