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January 28, 2004

MEMORANDUM

TO: System Test and Technology Coordinators

FROM: Ida H. Love, Ph.D.
Deputy Superintendent
Curriculum and Instruction

SUBJECT: CRCT Online Regional Train-the-Trainer Seminars

The Georgia Department of Education (DOE) is pleased to announce the second round of training for using the CRCT Online Practice System. This training begins on February 16, 2004 at locations around the state and will be conducted by Riverside Publishing, which will also provide the online system to students and teachers in Georgia.

During this second round of training, local systems that did not participate in the first round of training sessions are asked to send one or two personnel to the CRCT Online Regional Train-the-Trainer Seminars. Participants will leave the seminars with the materials and knowledge to train teachers and other online specialists within their local system. This will allow the Department to equip as many systems as possible to quickly make use of the online practice system.

The regional training sessions are open to all qualified Test and/or Technology Coordinators or other personnel designated by their school systems throughout the state on a first come, first served basis. Due to varying sizes of locations, additional seats may be available at some sites. Systems should contact Riverside if they wish to send a third person.

Two types of training sessions will be offered:

1. **A 2.5 hours session:** This session will be directed towards those that already have experience with the CRCT Online system started last year and only need a "high level" refresher course. Morning sessions last from 9:00 AM until 11:30. Afternoon sessions will last from 1:00 PM until 3:30 PM.

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2. **A full day training session:** This will be for those responsible for leading training within their school systems or that have no prior experience with the CRCT Online System. This course will offer a full overview of the system and details on training other specialists to successfully use the product. Full day sessions will last from 9:00 AM until 3:00 PM.

Attached is the registration form with training dates and locations that local systems should use to register for training. Session times and directions to training locations will be provided with the confirmation of your registration. Print the form, fill it out completely, and return it to Riverside, following the directions listed on the form. Registration forms can be returned to Riverside via FAX, e-mail, or regular mail. Phone numbers and addresses can be found on the registration form. Please call the Training Coordinator at (800) 767-8420, ext. 6621 with any questions you may have.

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cc: Kathy Cox, State Superintendent of Schools