



Nebraska AE News

A Newsletter for Adult Education Staff in Nebraska

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<http://www.education.ne.gov/AED/index.html>

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May/June 2015

Presentation to the Nebraska Board of Education *By: Vicki Bauer, Nebraska Adult Education Director*

At the May 7, 2015 Nebraska State Board of Education meeting in Lincoln, two people gave testimony significant to Nebraska Adult Education. Mr. C.T. Turner, from GED® Testing Service (Washington, DC) gave an overview of the new 2014 GED® tests and the importance of having an updated assessment to measure current academic high school skills and abilities, as well as measuring each examinee's college and career readiness.



From left: Ryan Hinz, Crete Public Schools and C.T. Turner, GED® Testing Service

Ryan Hinz (Crete Public Schools), gave a heartwarming account of his personal journey from a high school dropout to becoming a full-time teacher in the Adult

Education program at Crete Public Schools. Both men answered questions from the State Board members regarding the vital part that Adult Education plays in educating Nebraska's adults who are in need of foundation skills for jobs and continuing education. Read Ryan's article on page 5 entitled, "Why We Do What We Do" -- it says it all!

Nebraska Adult Education Directors' Meeting Held in Norfolk *By: Jim Lukesh, Nebraska AE Consultant*

The semi-annual meeting of the Directors of the Nebraska Adult Education Programs was held in Norfolk at Northeast Community College April 15 and 16, 2015.

Thank you to Nancy Schultz, Emily Duncan and the NECC staff for hosting the meeting and providing hospitality during the meeting. Among the many items discussed during the two-day meeting were the Performance Measures, Program Report Cards, BEST Plus changes, distance education, and a proposed ESL summit as well as the new grant proposals that will be due very soon.



From left: Robin Rankin, MPCC; Tallie VanWesten, Plattsmouth; Diane Vesely-Robb, SCC; Ann Chambers, CCC; Mark Wentz, Corrections; Susan Kash-Brown, SCC; Mary Kay Versen, WCC, Ryan Hinz, Crete; Diane Bruha, Crete; Nancy Schultz, NCC; Emily Duncan, NCC

Much time was spent discussing the new Workforce Innovation and Opportunity Act (WIOA) and the role of the state and local programs in the legislation. A highlight of this meeting was the presentation of awards to programs that score over 100% on their performance standards. The photo shows the directors and/or representatives after accepting awards for their programs.



Some members of the Nebraska's COABE Delegation

2015 COABE in Denver, Colorado

By: Ann Chambers, AE Director—CCC Area

KET, Kentucky's public television network, is a national leader in digital education resources. KET works closely with Kentucky's Adult Education department to determine current and future needs.

KET recently completed "Fast Forward," a product to help adults pass the high school equivalency exam more quickly. This product sounds interesting and was the topic of a COABE session; so I thought I'd learn more about it. However, the session didn't cover "Fast Forward." Instead the presenters discussed the vast array of links, digital materials and websites available through PBSLearningMedia.org.

A series of videos called "Dropping Back In," available at pbslearningmedia.org or droppingbackin.org, shows the struggles and achievements of GED® students. This series can be valuable for advocacy work, including presenting to funding sources, advisory committee members or community organizations; they show the effects of dropping out and earning a GED® diploma.

The most interesting piece of pbslearningmedia.org is the vast array of teacher tools. One can access the videos, tools, quizzes, etc. without having an account, but it is highly recommended to create a profile and login. Teachers can select videos that pertain to specific lessons, find activities, use online tools and create quizzes. Favorite items can be stored in folders to be used over and over, without taking the time to find the materials again. Best practices or favorite activities can also be shared with coworkers and other teachers.

One example shared was a math activity of re-roofing a house; the site provides a fairly complex outline of a roof and an online tape measure. The student uses the online tape measure to measure each section of the roof, finally coming to the total square feet and amount of shingles needed.

In addition to resources for instructors, PBS Learning Media also provides professional development for Adult Educators at bit.ly/1araKQN. Included are: GED® Test Information: Mathematics, GED® Test Information: Reasoning Through Language Arts, Math Instructional Strategies: Number Operations, Math Instructional Strategies: Geometry, Reading Instructional Strategies: Resources for Adult Educators, Teaching Strategies: Resources for Adult Educators, GED® Geometry Professional Development Course. And most importantly: Standards-Based Instruction In the Adult Education Classroom. The Standards-Based Instruction collection introduces instructors in adult literacy, basic education, and GED® classes to the College and Career Readiness Standards (CCRS). The CCRS was mentioned in every session at COABE. If you're not familiar with it, you should be and soon.

For a quick overview, I suggest you go to www.PBSLearningMedia.org, click on the "? Help" button, scroll to "Teacher Tools" and see the array of tools at your disposal.



Bridge Students Testify at Nebraska State Capitol

*By: Diane M. Vesely-Robb, Program Director
Southeast Community College-Lincoln*

Dominique Richards and Lois Price, former students of SCC's Pathways to College bridge program, along with LeeAnn Pancharoen, Project Coordinator, testified in support of LB 227 on Monday, March 2 at the Nebraska State Capitol.

The Pathways to College bridge program assists low-income individuals in receiving both basic education and college credit in efforts that it will lead into a postsecondary certificate, diploma or degree in the Office Professional program.

Pictured at left: Dominique Richards, LeeAnn Pancharoen, and Lois Price

Another NE Adult Education Program Year Coming To An End

By: Vicki Bauer, Nebraska Adult Education Director

It's that time of the year as we prepare to close out program year (PY) 2015 and begin 2016 services on July 1, which means it's post-testing time in Adult Education! **Just a reminder that all post-testing and/or re-post-testing must be done no later than June 30, 2015.** All students who did not move up an EFL after post-testing need to be re-post-tested when the student has met the minimum number of contact hours for post-testing. We came within **five-tenths-of one-percent** of meeting our performance standards last year so we are determined to meet them this year. But, we can't do it without you! Contact your local program director if you have any questions.



Top Questions That Test-Takers Are Missing

gedtesting.com/uploads/files/126de0283c94ff6323b3b5b3f310da5d.pdf

From: GED® Testing Service

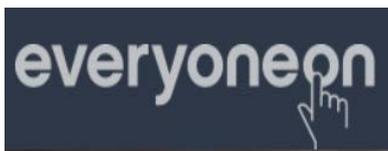
This analysis is based on test-taker performance on the 2014 GED® test during the first six months of 2014. This resource highlights the skills that test-takers must demonstrate in order to correctly answer the most commonly missed questions.

Included are the most common skills lacking by test-takers who didn't pass the tests.

To identify these skills, GED® Testing Service:

- Examined the performance of test-takers who passed the test subject at the high school equivalency level
- Examined the performance of test-takers who didn't pass the test subject
- Found the most common questions that test-takers who passed answered correctly, but test-takers who didn't pass answered incorrectly
- Identified the skills needed to answer those most missed questions

We strongly recommend working with test-takers on these skills to help them prepare for the test. In general, test-takers who are able to demonstrate these skills will score higher in each test subject.



EveryoneOn

By: Julie ML Katt, Program Specialist - NE Adult Education

EveryoneOn is a national nonprofit organization, working to eliminate the digital divide by making high-speed, low-cost Internet service and computers, and free digital literacy courses accessible to all unconnected Americans. We aim to leverage the democratizing power of the Internet to provide opportunity to all Americans – regardless of age, race, geography, income, or education level. Technology has transformed the way we do business, receive healthcare, and communicate with our loved ones; yet close to 1 in 5 Americans do not use the Internet. Disproportionately from low-income and minority communities, these populations remain isolated from our digital society.

Through partnerships with local Internet service providers, EveryoneOn is able to offer free or \$9.95 home Internet service in 49 states. We work with device refurbishers, so individuals and their families can purchase discounted devices, including \$150 tablets and \$199 laptops. We also collaborate with libraries and nonprofits to advertise free computer & Internet courses at over 8,000 training sites across the country. To enroll in EveryoneOn service, simply visit everyoneon.org and enter your ZIP code to see offers in your area.

In addition, our pre-qualified partner program allows local nonprofit organizations (and schools) working with a low-income population to automatically qualify their staff and constituents for the discounted offers available in their area. There's no cost associated with registering as a partner, and really the only expectation is that you promote the availability of these offers and help facilitate enrollment among your students.

If you would like to become a partner, please fill out this [partner registration form](#) with the appropriate information. Within the following 7 days, someone will get back to you with further information on the available offers in your area and how you can help facilitate enrollment throughout your community.

Immigration Scam Alert

By: John W. Miller, Director/Lead Teacher Alliance Public Schools

On Thursday, February 12, 2015, I participated in the U.S. Citizenship and Immigration Services Teleconference. There were several shocking items that need to be relayed to everyone in adult education. This teleconference was on Deferred Action for Childhood Arrivals (DACA). First, a federal judge has blocked President Obama's immigration action as of February 16, 2015. This has impacted and caused confusion for the immigration issues. This has not stopped the computer Internet scammers from claiming they know what to do and how to help immigrants. Please warn your immigrant students not to sign up for anything on Internet sites claiming they can help. It was reported during this teleconference, that the scammers charge more than an immigration lawyer trained in the immigration laws!

Secondly, the term being used is removal and not deportation so in reading about what might or might not be, you will have a heads up as to the situation. Prior to removal or deportation, the person may apply for an appeal; however the individual will need to apply directly through the United States and Immigration Services. No person should be led astray by a scammer on the Internet. Thirdly, a warning was stated that some H & R Block Service Centers are starting to do immigration work. It was reported that the fees being charged by them are greater than what lawyers charge!

The political climate is a serious factor since Judge Andrew Hanen has placed a block on President Obama's immigration actions and no one should be giving immigration advice to immigrants except properly trained U.S. Immigration Officers. Let this go out to all of us working in the Adult Education field. Above all, tell anyone needing help to contact the Center for Legal Immigration Assistance (CLIA), 3047 N. 70th Street, Lincoln, Nebraska 68507 – 402/471-1777 or contact the Omaha Branch: 855/307-6730.

WNCC Scholarship for Low to Moderate-Income Students

By: John W. Miller, Director/Lead Teacher Alliance Public Schools

The Western Nebraska Community College Foundation is pleased to announce that they have been awarded a \$12,500 grant from First National Bank North Platte. First National Bank North Platte has granted the WNCC Foundation a scholarship exclusively for GED[®] graduates.

This grant assists GED graduates by providing scholarships in WNCC's Basic Nursing Assistant, Medication Aide, Phlebotomy, and CPR courses. The scholarship will pay: \$466 for the BNA class, \$354 for Medication Aide class, \$1,137 for the Phlebotomy class and \$35 for the CPR class. WNCC offers these in Scottsbluff and Alliance. Students successfully completing these courses have access to entry-level positions in the healthcare field, thus taking the first step toward self-sufficiency in high-demand jobs.

"First National Bank North Platte is committed to the communities we operate in and serve," says First National Bank North Platte, Scottsbluff Retail Manager, Laurie Morgheim. "We are proud to support Western Nebraska Community College and their work in helping our neighbors to gain the skills necessary to become a part of our local workforce. To be considered for this scholarship, the student must be in a low to moderate-income bracket and be a GED[®] graduate. This scholarship is for low to moderate-income GED[®] graduates only. Eligible students are required to provide a copy of their most recent tax returns at registration.

Important Facts:

- This scholarship will be available only through December 31, 2015.
- The classes are short term, high impact classes, not classes that span the length of an entire semester.
- Classes offered at the WNCC Campus and the Alliance Campus.
- For a list of class dates, pick up a class schedule from the Harms Advanced Technology Center—WNCC (HARMS) building located at 2620 College Park, Scottsbluff, NE 69361 or call Alliance 308/763-2000 for the class schedule.

For more information about this opportunity, please contact Mary Kay Versen at 308/635-6769 or versenm@wncc.edu.

Why We Do What We Do

By: Ryan Hinz, Instructor-Crete Public Schools, Adult Education Program



From left: Susan, Laura G., Juana, education volunteer, and Ryan. Not pictured: Laura A.

Have you ever had one of those experiences where it doesn't "click" until after the situation has passed? That happened to me the other day. A student in our ESL program was conversing with me as she was helping one of her friends look through the free clothes closet which is located in the same building as our adult education classroom inside of a local church. Juana started by talking to me about her friend and her friend's children who are new to the area. She explained how her friend wanted to come to English class, but wasn't able to because she doesn't have anyone to watch her two-year-old son. Juana told me about her new job. I asked her if she practices her English at work. She explained to me that she uses a little English at work, including filling out papers. I told her how proud and happy I was for her.

As she and her friend left, Juana helped translate for me as I told her friend that as soon as her son was in preschool, we'd be happy to have her in class. It took a minute or two after she left for it to hit me. How amazing! I just had a conversation with Juana! Just three years ago she knew no English (and limited Spanish) and couldn't even write her name!! Now she was talking to me and explaining how she fills out paperwork at her new job. It was such a natural conversation that the impact of what had just transpired didn't sink in right away. It brought tears to my eyes afterward as I thought about the impact our program has made in her and her family's life. Of course, her English was far from perfect, but she understood all my questions and I had no problem understanding what she was telling me. Plus, she was even translating for her friend!

Folks, this is exactly why we do what we do. Adult education is making a difference all across Nebraska and changing lives for the better. I know it can be discouraging sometimes when students aren't making much progress, or they are not attending class as much as we would like. But, I want you to know that for those students like Juana that are dedicated and have a desire to learn, even when it is difficult for them, adult education works in big ways. Because of adult education, another student is achieving her dream of providing for herself and her family while becoming a more successful member of our community. A big **THANK YOU** for all you do in your programs to make your students successful. I am proud to be an adult educator and so proud of what we accomplish every day!



New Features Added to i-Pathways

Automatic Archiving Students: You may be wondering what happened to your student list. Based on your feedback, they've made the following changes: Students are either Active or Archived. This means that if a student

is working in i-Pathways, their account remains. However, if a student has not touched i-Pathways in 90 days, their account is automatically archived.

Archived accounts can be made active in the program center and the student will NOT lose any work. In fact, you have the option of restarting them where they left off or providing them a fresh start. There is no longer an Inactive Student Status. Last month, they released the option to make a module inactive while maintaining the student's active status in the program. They are paying close attention to how this feature will streamline processes, but also understand that this change may lead to some confusion. Please feel free to reach out to the support team or Kathy Tracey. They are ready to help.

Clearly identified answers in learning checks: One of the most often asked features is for answers to be marked correct or incorrect so teachers could easily scan the page to see the questions that are being marked incorrect. As of today, this feature is available. Check it out. Hopefully, this makes scanning the learning checks easier and allows focus on areas of remediation. These changes have been made because of your input and requests. Your feedback is important to help the continued development of the features that make i-Pathways work in your local program.



Adult Citizenship Education Training Seminar *By: Julie ML Katt, Program Specialist - NE Adult Education*

U.S. Citizenship and Immigration Services (USCIS) Office of Citizenship is pleased to announce a new training seminar opportunity in Kearney, Nebraska, to provide adult educators and program administrators with ideas and best practices for building, enhancing, and maintaining a comprehensive adult citizenship education program. The full-day training seminar will be held on June 11, 2015 at the Younes Conference Center, 416 Talmadge Street, Kearney, Nebraska, 68845.

This full-day seminar provides information on the naturalization process and effective citizenship instruction and focuses on the English component of the test. The seminar is **free** for ESL, civics and citizenship administrators, teachers, volunteers of adults and representatives from immigrant-serving organizations. Participants will have the opportunity to speak with local USCIS representatives, and receive free educational resources. USCIS recommends that interested participants register early for this training as space will be limited.

Register online at www.uscis.gov/teachertraining. The deadline to register was **May 22, 2015**, but "late" registrations are still being accepted. **For more information:** *United States Citizenship and Immigration Services, Office of Citizenship, U.S. Department of Homeland Security, Office.of.Citizenship@uscis.dhs.gov*

Request for Reimbursement - Receipts for Meals *By: Jan Drbal, NE Department of Education*

The following instructions were sent from NDE accounting and apply to anyone requesting a reimbursement from the Nebraska Department of Education. Each itemized (detailed) receipt will need to show the following information:

- Name and address of the restaurant/vendor
- The date and time of the meal
- The food and/or drink ordered showing the price of each item
- Subtotal and sales tax
- Total of bill showing it was paid (credit card or cash)
- Tip amount. (Sometimes the tip is included on the credit card receipt.)



If the vendor does not provide a itemized (detailed) receipt, include both the bill showing food and drink ordered, and the receipt showing that the bill was paid. If the tip does not show on the receipt, please write the amount on the receipt. Accounting will no longer accept hand written or an e-mail stating what was ordered.

The following procedures for processing Requests for Reimbursements will be followed when submitted requests and receipts are incomplete, non-allowable or we have questions:

- The participant will be e-mailed the question(s) concerning their request.
- If our office does not receive a response from the participant in two weeks, the original e-mail will be sent to the person again with a copy to their program director.
- If there still is no response in another two weeks, NDE will reimburse what is deemed allowable and subtract the questioned items.
- Requests for Reimbursements should be submitted as soon as possible after the conference/workshop/training. If we do not receive the request within 60 days of the event, we cannot guarantee payment.

If you have questions/concerns, please let me know: 402/471-4830 jan.drbal@nebraska.gov



Updated Nebraska Adult Education/GED® Website

<http://www.education.ne.gov/ADED/Index.html>

Visit the Adult Education webpage on the Nebraska Department of Education's website to see what's new! In addition to allowing examinees to print forms to request their Official GED® Transcripts and/or duplicate GED® diplomas, you'll also find a list of AE Directors; past AE Newsletters; GED® Success Testimonials and Release Form; a link to testing statistics, Attendance Form 10-005 along with instructions; Locator maps for GED® testing and AE classes, Rule 81 and 82, a link to the GED® Testing Service and Special Accommodations Forms; GED® Testing Requirements and much, much more!

Tuesdays for Teachers

There is a new **FREE** monthly webinar series entitled, "Tuesdays for Teachers" being offered by GED® Testing Service. It addresses all four content test modules and concentrates on strategies and techniques that teachers can use in the classroom. Please note that attendance is limited and is based on a first-come, first-served basis.

Registration opens two weeks prior to each webinar. Visit gedtestingservice.com/educators/2015 for the upcoming webinars. The June 23 webinar is about "Argumentative Writing: A Key for Teaching Constructed Response" and registration opens June 9. Note that the webinars fill up really fast, so log on early to register.

Previous webinars (March and April focused on Math) will be available to watch soon. The PowerPoint and instructional booklet are already available on the website. This is a great opportunity to learn more about each of the four test modules for GED 2014. For more information:

<http://www.gedtestingservice.com/educators/exploring-the-2014-ged-test-webinar-archive>



CCC Provides an "Obtain and Retain Employment" Class

By: Anne Cannon, AE Coordinator – Central Community College

On March 25, 2015, Central Community College – Hastings provided an Obtain and Retain Employment class for our adult education students. The class was very well received as it was taught by one of our volunteers who has extensive experience in the field. Carissa Uhrmacher is the Power for Employment Coordinator at the YWCA of Adams County. She's an AmeriCorps volunteer and started meeting with clients in

2011. Services provided include applying for jobs, interviewing skills, job coaching, and resume writing. These same skills are taught in an Obtain and Retain Employment class that has been held for various organizations.

However, we felt the hour class was not enough time to cover all of the materials. Also, we felt we could reach more students if we offered the information during class time. Therefore, we decided to go with a five part series, April-August, starting over in the fall. It is very interactive, so students will be able to participate more than once and get different information or practice. (April: Job Seeking/How to find a job; May: Job Applications/References). The remainder of the agenda includes: June: Resumes, July: Interviewing, August: Keeping a Job. We will also discuss common mistakes and we could keep a list as it comes up and add a sixth session if needed. Sessions will be 30 minutes.

- Video of the entire class held on March 25, 2015:
<https://www.dropbox.com/sh/eaxlira8vcwdo2y/AAAmSaKDGyIHQNpr59a1Z4uQa?dl=0>
- "Good interview" scene:
<https://www.facebook.com/video.php?v=10153185002237812&l=1532774408205743743>
- "Bad interview" scene:
<https://www.facebook.com/video.php?v=10153185007332812&l=2827803236758719838>

Tips to Get a Job and Retain a Job

| Job Applications | Interview Preparation |
|--|--|
| <ul style="list-style-type: none"> ● Use good eye contact & body language ● Ask for the manager ● No cell phones ● Introduce yourself ● Write neatly & legibly ● Be interested ● Know your work history--dates, addresses, supervisor contact information, and skills used ● Have 3-5 references ready. Get their permission ● Know their phone numbers/contact information ● Do not use relatives. Instead, use neighbors, co-workers, former supervisors, classmates ● Keep track of what jobs you applied for and follow up with employers | <ul style="list-style-type: none"> ● Practice your answers before going! ● Know about the company/organization ● Prepare ● Dress appropriately ● Be 10-15 minutes early ● Be alert while waiting ● Shake hands, introduce yourself, communicate positively, use good body language & eye contact ● Be honest ● NO cell phone ● Be interested ● Answer with more than one word.....but don't go on and on and on and on either ● Ask questions—about training, dress code, supervisor, most important skills for the job, advancement ● End with a hand shake and a thank you ● Ask when you may hear back ● Send a thank you note |
| Places to look for jobs | Resume Basics |
| <ul style="list-style-type: none"> ● Newspapers ● Company websites ● Simply Hired: www.simplyhired.com ● Career Link: www.careerlink.com ● Indeed: www.indeed.com ● Nebraska Job Link: www.dol.nebraska.gov | <ul style="list-style-type: none"> ● One page ● Keep it simple ● No errors—correct grammar & punctuation ● Use action words ● Last three jobs or last 10 years ● Use resume paper ● Have integrity—be honest and use correct information ● Have correct and honest dates, skills, and education information ● A resume can set you apart from other applicants |
| Looking for a job? Real advice from people who hire: | |
| <ul style="list-style-type: none"> ● Be professional ● Be yourself ● Be ready to give it your best ● Dress professionally ● Want the job; act accordingly ● Be prepared ● Dress the part ● No cell phone ● Be interested in what you are applying for ● Fill out application with correct grammar ● Stop job hopping ● Be honest ● Understand that a job isn't easy---expect to work ● Understand the job you are applying for ● Be prompt | <ul style="list-style-type: none"> ● Be polite ● Answer questions to the best of your ability ● Establish some work history and good references ● Volunteer ● Check with library, United Way, agencies ● First impressions count ● Everyone at the organization is important and will notice good behavior, dress <p>Understand:</p> <ul style="list-style-type: none"> ● Attendance is crucial in getting and keeping a job! ● You must show up and work (earn) your keep ● It is hard work ● Be flexible ● Report every day, on time |