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## MEMORANDUM

**TO:** Florida's Comprehensive English Language Learning Assessment (CELLA) Contacts

**FROM:** Chane Eplin *CE*

**DATE:** September 26, 2014

**SUBJECT:** 2015 CELLA Regional Training Workshops

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In preparation for the 2014–2015 administration of the CELLA, Questar Assessment, Inc. (Questar) and the Florida Department of Education (FDOE) will conduct regional training workshops in four locations. The purpose of these workshops is to provide English for Speakers of Other Languages (ESOL) District Coordinators and/or Assessment Coordinators with updated information and procedures necessary to train staff for the CELLA administration. Representatives from Questar and the FDOE will present at the workshops.

Please complete the RSVP form included with this communication, and return via fax or email, as indicated on the form by **January 9, 2015**. Only the contact or designee needs to complete the RSVP form. Prior to the meeting, each attendee will receive an email confirmation, along with directions to the workshop site.

In addition to the onsite workshops, a pre-recorded online training will be available beginning on February 2, 2015. The specific dates and locations for the workshops are listed on the following page. Please note that there is no reimbursement for travel from the FDOE or Questar.

If you have any questions regarding the workshops, please do not hesitate to contact this office.

CHANE EPLIN  
Bureau Chief

## 2015 CELLA Training Workshop Dates and Locations

<u>DATE</u>	<u>LOCATION</u>
<b>January 26, 2015 – Monday</b> 8:00 A.M. – 1:30 P.M. EST (Registration begins at 7:30 A.M.)	<u>Florida Department of Education</u> <i>Conference Room #1703</i> 325 West Gaines Street Tallahassee, Florida 32399
<b>January 27, 2015 – Tuesday</b> 8:00 A.M. – 1:30 P.M. EST (Registration begins at 7:30 A.M.)	<u>Florida School for the Deaf and the Blind</u> <i>Moore Hall</i> 207 North San Marco Avenue St. Augustine, Florida 32084
<b>January 29, 2015 – Thursday</b> 8:00 A.M. – 1:30 P.M. EST (Registration begins at 7:30 A.M.)	<u>Heartland Educational Consortium</u> 1096 US Highway 27 North Lake Placid, Florida 33852
<b>January 30, 2015 – Friday</b> 8:00 A.M. – 1:30 P.M. EST (Registration begins at 7:30 A.M.)	<u>Pompano Administrative Center</u> 610 Northeast 13 Avenue Pompano Beach, Florida 33060
<b>February 2, 2015 – April 10, 2015</b>	<u>Online Training</u>