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November 6, 2009

## MEMORANDUM

**TO:** District Reading Contacts  
District Career and Technical Education Directors

**FROM:** Barbara Elzie, Interim Executive Director, Just Read, Florida! *Barbara Elzie*  
Loretta Costin, Interim Chancellor, Division of Career and Adult Education  
*Loretta Costin*

**SUBJECT:** Winter 2010 Florida Online Reading Professional Development (FOR-PD) for CTE Teachers

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The Just Read, Florida! Office is excited about our ongoing partnership with the Division of Career and Adult Education. In our continuing steps to expand our efforts to provide reading intervention through Career and Technical Education classrooms, we are announcing another opportunity for CTE teachers to complete the Florida Online Reading Professional Development (FOR-PD) in a separate cohort specifically for CTE teachers, and receive a \$250 stipend from the Division of Career and Adult Education for the completion of the course. **Please note that stipends will be limited to the first 128 registered participants.**

Your district would also have the option to then train these teachers with the Content Area Reading Professional Development (CAR-PD), so they can provide reading intervention for fluent students scoring at Level 2 on the FCAT.

We are also planning to provide specific CTE training in an expansion of the Career and Technical Education Reading (CATER) pilot program next summer. This training will help these teachers have a better understanding of exactly what reading intervention can look like in CTE courses, as the instructional materials and methods for these courses are often vastly different from other content area courses, and may allow additional students to be provided reading intervention through CTE courses. A stipend will also be provided through the Division of Career and Adult Education for this training that is being planned for summer 2010.

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If your teachers would like to find out more about FOR-PD, they can visit: <http://forpd.ucf.edu/>. FOR-PD is a 14-week course; and we will begin the CTE teacher cohorts on January 29, 2010. The course will end on April 26, 2010.

Attached to this message is the registration form that the FOR-PD Office at the University of Central Florida (UCF) will need to receive in order to admit your CTE teachers into the course.

Please submit your completed form to [Kevin.Smith@fldoe.org](mailto:Kevin.Smith@fldoe.org) (of the Just Read, Florida! Office) by **December 10th**. **Please note that any district participant submissions received after December 10<sup>th</sup> will not be enrolled in the course.**

In addition to receiving this roster, the FOR-PD Office at UCF will also need each teacher to go to their web site (link below) and sign up for a MyFORPD account. The detailed steps to complete the MyFORPD registration are below.

Once these two steps (above) have been completed, FOR-PD will be able to assign each of your CTE teachers to a section. This **individual online registration** will need to occur by **December 18<sup>th</sup>**. Teacher online registration opened on November 2.

MyFORPD Registration Steps:

1. Go to <http://forpd.ucf.edu/>
2. Click on "Register For The Course" (red button on the right-hand side of the page).
3. Click on "New Users Click Here" (located towards the bottom of the login page).
4. Complete and submit registration information (all fields are required).

**NOTE:** Once a teacher submits his/her information, they will receive their MyFOR-PD Login Information via e-mail, which they will then use to log into their MyFOR-PD Portal and sign up for the actual class:

5. Once you receive your MyFOR-PD login information, log into your MyFOR-PD account.
6. Once logged in, click on "View Available Classes" under Course Registration to sign up for the class.

If you or any of your teachers have any questions about the FOR-PD registration process, please feel free to contact Richard Scott at the FOR-PD Office: e-mail: [riscott@mail.ucf.edu](mailto:riscott@mail.ucf.edu) or telephone: Toll Free, Florida Calls Only: 866-227-7261, Local Calls: 407-823-6153.

Thanks for all that you do!

BE/LC/ksf

Attachment: Registration Form