

July 27, 2011

TO: Assistant Superintendents of Human Resources
Directors of English Learner Programs
Los Angeles County School Districts

FROM: Yolanda M. Benitez, Interim Assistant Superintendent
Educational Services

Raynette Sanchez, Division Director
Division of Curriculum and Instructional Services

Magdalena Ruz Gonzalez, Project Director III
Multilingual Academic Support Unit
Division of Curriculum and Instructional Services

SUBJECT: CTEL Coursework

The Los Angeles County Office of Education assists teachers with providing preparation classes for the California Teachers of English Learners (CTEL) examinations. The CTEL examination is one route to attain English Learner authorization necessary for teachers of English Learners. The California Commission on Teacher Credentialing will issue a CLAD certificate to candidates that pass all three CTEL examinations and meet all other requirements. The CTEL Exam 1, 2 and 3 is scheduled for November 15, 18, 19, 21, 22 and 23, 2011.

The CTEL preparation classes are organized around three modules. Module One focuses on Language and Language Development, Module Two focuses on Assessment and Instruction, and Module Three focuses on Culture and Inclusion. In addition, there is a one-day intensive review prior to the examinations. Participants can register for the series or only attend those classes that they need to prepare them for the exams.

Class meetings will be held 8:00 a.m. – 4:30 p.m. at Paramount USD. The cost of each module varies. Please see the registration form for the prices of each class.

The textbook, *A Course for Teaching English Learners*, will be available for on-loan use with a check deposit of \$50 made to LACOE. Once the book is returned to our office, the check will be returned to the participant. Participants can also purchase the book from bookstores.

Paramount USD
15110 California Ave.
Paramount, CA 90723

Room: Bungalow next to the district office building

Please return the enclosed registration form with a check or purchase order to:

Vicky Wright,
Los Angeles County Office of Education,
9300 Imperial Hwy., Ed. Center West, ECW 3148
Downey, CA 90242-2890
Telephone #: (562) 922-6332
FAX #: (562) 922-6291

YMB:RS:MRG:vaw
Attachment
ES-03-2011-2012



**Los Angeles County
Office of Education**

Leading Educators • Supporting Students • Serving Communities

Division of Curriculum and Instructional Services

**English Language Development (ELD)/Bilingual Teacher Training Program
(BTTP)
CTEL Coursework
2011-2012
Registration Form**

Participant:	_____	E-Mail	_____
Contact Person:	_____	District:	_____
E-Mail Address:	_____		_____
District/School	_____	City/	_____
Address:	_____	Zip Code	_____
Telephone:	_____	Fax:	_____

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Training	Day of Week	Dates	Time	Price	Registration Deadline
CTEL 1	Saturdays	September 17 and 24, 2011	8:00 a.m.–4:30 p.m.	\$240	September 9, 2011
CTEL 2	Saturdays	October 1, 8, 15 and 22, 2011	8:00 a.m.–4:30 p.m.	\$360	September 23, 2011
CTEL 3	Saturdays	October 29 and November 5, 2011	8:00 a.m.-4:30 p.m.	\$240	October 14, 2011
CTEL 1, 2, 3 Intensive Review	Saturday	November 12, 2011	8:00 a.m.-4:30 p.m.	\$130	October 28, 2011

Registration Policies: A confirmation letter will be sent to each participant upon receipt of the registration form and check or purchase order made payable to the Los Angeles County Office of Education. Ten days advance notice in writing is required for any cancellations/refunds. Registration will not be refunded and districts will be billed for any “no shows.”

LACOE does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. LACOE complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you are disabled and require assistance in accessing this event, please contact the LACOE Title II Coordinator at (562) 803-8297.

Please return the attached registration form with a check or purchase order to:

Vicky Wright, Division Secretary
Los Angeles County Office of Education,
Division of Curriculum and Instructional Services
9300 Imperial Highway, Ed. Center West, ECW-3148
Downey, CA 90242
Telephone (562) 922-6332 FAX (562) 922-6291

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