

4.1 State Leadership Projects and Special Initiatives



Effective Date: July 1, 2007; titles updated July 1, 2008

Revises Previous Effective Date: N/A

I. Policy:

The purpose of State Leadership Projects and Special Initiatives establishes priorities annually to strengthen adult basic and literacy education programs through projects and initiatives that will be carried out in furtherance of the purposes of P.L. 105-220, Title II and may be coordinated with other agencies or programs funded under P.L. 105-220.

II. Applicability:

This applies to all Adult Education offices and employees associated with the Technical College System of Georgia.

III. Related Authority:

P.L. 105-220 Section 203-18

O.C.G.A. § 48-7-41

IV. Definitions:

Exceptional Adult Georgian in Literacy Education (EAGLE) Leadership Institute Manual: a manual with information and procedures for planning and organizing the local selection process, rules, application forms, judges' criteria, procedures and forms, guidelines for speech and interview, what to expect at State Leadership Institute, marketing and press releases.

TOFHLA (Test of Functional Health Literacy in Adults): an assessment instrument used to evaluate Health Literacy Learners and does not denote educational functioning level for Health Literacy.

- V. **Attachments:** (Use the back button on your browser to return to this section after viewing an attachment).

[Driver's License Certificate of Attendance – Form and Memo](#)

[CLCP – Certified Literate Communities](#)

[CLCP – Certified Literate Participants](#)

[EAGLE Leadership Institute Manual and Appendix](#)

[Georgia Tax Credit](#)

[Health Literacy Monthly Report](#)

[Workplace Literacy Monthly Report](#)

VI. **Procedure:**

As new goals are identified, the Office of Adult Education (OAE) may announce special state or federal initiatives which enhance the service level for the local eligible programs.

Acquiring or Reinstating a Georgia Driver's License for Adult Education Students

This procedure is for students that are currently enrolled in an OAE program, who have completed a learning contract with the adult education instructor and who need to provide verification of your classroom attendance to the Georgia Department of Motor Vehicles Safety (DMVS).

- The student will need to complete the Certificate of Adult Education Attendance form which requires the signature of an adult education teacher and program director.
- Students that are attending Adult Secondary Education/GED classes and receive the Certificate of Adult Education Attendance no longer have to apply for a hardship exemption. They take the Adult Education Attendance form, their GED diploma or their High School diplomas into any of the DMVS reinstatement facilities and have their license reinstated (if they are suspended because of a school violation) without the hardship exemption application.

Certified Literate Community Program (CLCP)

The local eligible program should actively seek and/or promote the Certified Literate Community Program.

- The Office of Adult Education provides a full-time Certified Literate Community Program Executive Director who is responsible for providing

technical assistance to communities as they develop the structure to attain Participant and final certification.

- Certified Literate Community Program (CLCP) establishes an independent non-profit collaborative with a mission of improving the literacy levels of children, families, and workers in their community through a business-education-government partnership.
- The CLCP promotes adult education in Georgia by involving entire communities. By making literacy a community-wide commitment, a broad variety of community resources are mobilized to promote and support literacy training.
- A community that is accepted into the program will receive certification twice, first when the community meets the eight criteria for becoming a Certified Literate Community Participant (which includes a numeric goal of serving 50% plus one of the target population) and later when the community meets all qualifications for achieving the designation Certified Literate Community.
- Road signs featuring the “Reading – Key to the Future” logo identify a community as a Participating Certified Literate Community. New CLCPs receive two signs when they reach Participant status.
- The Office of Adult Education is committed to keeping the literacy initiative alive, coordinating the community program on a statewide basis , providing advice on funding, creating informational materials for use throughout the state, providing measurable standards for individual and program progress and facilitating an information network among participating communities.

Exceptional Adult Georgia in Literacy Education (EAGLE) Program

Exceptional Adult Georgian in Literacy Education (EAGLE) Program recognizes outstanding students enrolled in adult literacy classes statewide.

- Adult education teachers in public, private, and grantee agencies nominate students to be selected at the local program level to participate in the EAGLE Program at the state level.
- From these students, one student (called an EAGLE Delegate) is selected to represent the local program at the state Leadership Institute.
- The Leadership Institute recognizes all delegates attending the state-level program and provides professional development sessions focused on increasing leadership, communication, and life management skills.
- Every EAGLE delegate is considered an ambassador and spokesperson for literacy servicing local communities and the state by promoting lifelong learning.

Refer to the **EAGLE Leadership Institute Manual** for additional information and procedures.

Georgia's Adult Education Teachers' Institute

The Teachers' Institute (Annual Teachers' Academy), is an intensive professional development experience for adult education teachers in Georgia, that addresses national and state trends in the delivery of adult education services.

- The sessions provide exploration of effective instructional strategies, field testing new methodologies, using technology in the classroom, and exploring vast tools available through Internet resources.
- The sessions often address local and state staff development needs and provide opportunities for colleagues to share information.

Georgia's Fall Literacy Institute

Staff development for adult education practitioners and support staff continues to be an important part of adult education's growth involving every level in the organization. The Fall Literacy Institute is Georgia's premier professional development event with training sessions for instructional staff, administrative staff, technical teams and support staff.

Health Literacy Program

Health Literacy Program is a literacy program offered by Georgia to increase the degree to which individuals have the capacity to obtain, process, and understand basic health information and services needed to make appropriate health decisions.

The National Assessment of Adult Literacy (NAAL) definition of health literacy focuses on one key aspect:

- The ability to use printed and written information associated with a broad range of health-related tasks to accomplish one's goals at home, in the workplace, and in the community.
- Health literacy involves more than just the ability to read and understand the words and procedures associated with health care. It involves comprehension, communication and action.

Refer to the attachment section for the Health Literacy Monthly Report to be completed only if health literacy instruction is exclusive of inclusion to the Statewide Curriculum Framework.

Workplace Literacy Program

Workplace Literacy Program is literacy services that are offered for the purpose of improving the productivity of the workforce through the improvement of literacy skills. The companies/employers sponsor adult basic skills classes for their employees at the worksite, plant or facilities.

Refer to the attachment section for the monthly Workplace Literacy Report.

Georgia Tax Credit for Adult Basic Skills Education is the tax credit program offered by the Georgia Department of Revenue to businesses/employers that sponsor a Workplace Learning Program. **Tax Credit** is the amount equal to 1/3 of the cost of education per qualified student for each employee that successfully completes an approved Workplace Learning Program. Some definitions that are helpful in completing the form are as follows:

1. **Cost of Education:** direct instructional costs incurred by a business or company within a workplace education program, as defined by TCSG and reviewed on an annual basis.
2. **Employer Documented Objectives:** educational goals or objectives requested by a workplace employer, designed and pre-approved by TCSG and/or Program Administrator to meet the specific needs of the company.
3. **Employer-Sponsored:** a contractual agreement between a business/company with a school, university, college or other instructional entity which offers approved adult basic skills education that is paid for by that company.
4. **Functional Context:** a curriculum that utilizes job related materials or work manuals to teach basic skills to improve employees overall job performance.
5. **Successfully Completed:** an employee enrolled in a workplace learning program offered by their employer has met the goals and objectives established for the program.

Work-based Project Learner Program is a short-term instructional program of at least 12 hours but no more than 30 hours duration to teach specific work-based basic or foundation skills such as statistical inventory. At intake, the learner is identified as a work-based project learner. The instruction must be designed to teach work-based skills and must specify the educational outcomes and standards for achievement. Due to the short duration of the class, the students are not assessed for an educational functioning level and are not included in data for the first four tables of the National Reporting System (NRS) but are recorded on the Work-based Project Learner Table 12 and Table 6.

VII. Records Retention:

Local eligible programs shall adhere to the Record Retention Chart available in the attachment section of Policy 2.3.

