

In this issue...

[Attention Program Directors!](#)

[CPE chair expresses adult education support](#)

[Audits show good standing for adult education programs](#)

[PowerPath success story](#)

[New library-based adult education center opens](#)

[More than half of Kentucky manufacturers plan hiring](#)

[KYAE Policy and Procedures Manual](#)

[Test security reminder](#)

[KYAE to accept GED transcript requests only online](#)

[Check your local websites – GED transcript links need correcting](#)

[Check it out](#)

[KHEAA scholarship tips](#)

[Health literacy resources](#)

Attention Program Directors!

Mark your calendars – the 2010 KYAE Program Director Institute begins in early December. The institute for Regions 1 and 2 will be presented in Bowling Green by Western Kentucky University (WKU) on December 6 and 7. The institute for Regions 3 and 4 will be presented in Lexington by Morehead State University (MoSU) on December 9 and 10. [Lennox McClendon](#), executive director of National Adult Education Professional Development and the Leadership Excellence Academy, will be the institute’s plenary speaker.

Participation is required as follows:

- All counties are required to be represented by a program director.
- Fiscal agents with multiple counties may determine whether to send one program director to represent all counties **or** multiple program directors not to exceed one per county.
- Counties with multiple program directors may send only one program director.

You may register through the [PD Course Catalog](#). Details follow.

**KYAE Regions 1 and 2, December 6-7, University Plaza
Holiday Inn, Bowling Green**

Institute registration

Register through the [PD Course Catalog](#). Select KYAE 108 Program Director Institute – Regions 1-2, Bowling Green.

Hotel reservations

- KYAE will pay for attendees’ hotel rooms (room and tax only). Other charges are the participant’s responsibility. Attendees are responsible for making their own hotel reservations.
- To be put on the KYAE room list and to receive the special rate of \$95, call (270) 745-0088 or 1-800-HOLIDAY and indicate that you are with the “Adult Education Program Director’s Retreat,” group code “MRH.”

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- If you plan to arrive after 6 p.m., call the hotel and guarantee the room for late arrival. If cancellation is necessary, contact the hotel prior to 6 p.m. on the night of the reservation. If you do not cancel the room and are a no-show, you will be responsible for the expense of the room.
 - **Hotel Registration deadline –November 15**

KYAE Regions 3 and 4, December 9-10, Downtown Hilton, Lexington

Institute registration

Register through the [PD Course Catalog](#). Select KYAE 109 Program Director Institute – Regions 3-4, Lexington.

Hotel reservations

- KYAE will pay for attendees' hotel rooms (room and tax only). Other charges are the participant's responsibility. Attendees are responsible for making their own hotel reservations.
- To be put on the KYAE room list and to receive the special rate \$89 single, \$99 double, call (877) 539-1548 and indicate you are with the "Adult Education Program Director's Institute."
- If you plan to arrive after 6 p.m., call the hotel and guarantee the room for late arrival. If cancellation is necessary, contact the hotel prior to 6 p.m. on the night of the reservation. If you do not cancel the room and are a no-show, you will be responsible for the expense of the room.
- **Hotel Registration deadline – November 17**

During November, WKU or MoSU will contact program directors to complete an online self-assessment. They will analyze the results for planning institute activities.

CPE chair expresses adult education support

In response to a recent *Ashland Daily News* editorial, Governor Paul Patton submitted a letter of strong support for KYAE and touted our system's accomplishments over the past several years. Patton, who is the Council on Postsecondary Education chair, has been an outspoken champion for adult education for many years. His submitted letter is copied below. The letter, edited by the newspaper, was printed October 10 and can be read at the newspaper's [website](#).

Dear Editor:

I am writing in response to your recent editorial about the needs and struggles of many of Kentucky's undereducated adults. First, let me commend you for highlighting this important issue. As the editorial points out, over half a million working age Kentuckians do not have a high school diploma or GED. They are our citizens who are most likely to live in poverty, least likely to be employed and struggle to make ends meet on a daily basis.

It was concern for these Kentuckians and their families that prompted my administration to advance the Adult Education Act of 2000, which significantly increased funding for adult education and led to the merger of Kentucky Adult Education (KYAE) with the Council on Postsecondary Education (CPE), positioning KYAE at the forefront of education in the Commonwealth.

continued on page 3

Aligning the goals and missions of KYAE and Kentucky's postsecondary system has brought a greater public awareness of the needs and challenges facing adult students, and it has sparked significant progress in the system. In the past nine years, nearly 97,200 Kentuckians earned a GED, ranking Kentucky 12th highest nationally in the percentage of non-high school completers earning a GED. This will have a significant impact on our economy, as well as on the lives of these individuals. In 2009 alone, the 9,382 students who earned GEDs potentially will increase their earnings by more than \$2.4 billion over a 30-year career given the average salary gap between high school dropouts and those citizens with a high school certification.

While we are making good progress, it is not enough. More of our adults need to earn the GED, and perhaps as important, they need to take that next educational step and get some postsecondary education. While GED attainment is extremely valuable, it is simply no longer enough to prepare Kentuckians for jobs today and in the future. All our citizens need at least some postsecondary education to be successful in the workforce, and the partnership between CPE and KYAE has created avenues for reaching adults and helping them transition to postsecondary education. Over the past six years, nearly 13,000 GED graduates have transitioned onto postsecondary education.

Far from treating Kentucky Adult Education as "a poor stepchild" as your editorial states, promoting and enhancing services for Kentucky's adults is a key priority for me as Chairman of the Council, our board, and for CPE President Bob King, VP for Adult Education Reecie Stagnolia, and the CPE staff, a third of whom are solely devoted to administration and support of KYAE.

While we have lobbied effectively over the past 24 months to spare KYAE from significant state budget cuts, the unfortunate reality is that adult education is underfunded. As a case in point, the number of adults without a high school credential is roughly the same as the number of school-age children; yet, the adult education budget is nearly \$31 million, while the K-12 appropriation is \$4.5 billion. Please let me assure you the Council clearly understands that educating our adult population is one of the most significant public policy challenges the Commonwealth faces. We will look to you and our other local leaders, as well as our Governor and state policy makers as we seek more resources to help our adults succeed.

For more information about earning a GED or programs to support adult learners, please visit www.kyae.ky.gov or call (800) 928-7323.

Paul E. Patton

Chair, Council on Postsecondary Education

Audits show good standing for adult education programs

State Auditor Crit Luallen released a series of performance audits on 30 adult education programs with grants totaling \$5.1 million in the 2009 fiscal year.

This is the sixth consecutive year that Luallen's office was requested to audit adult education grant recipients across the Commonwealth. Each year, KYAE selects nearly 25 percent of its programs to be audited. The programs are selected on a rotating basis. KYAE began appropriating funds for these audits in 2000.

"The overall management and administration of the CPE grants by the local adult education programs seems to be in good standing based on our audits," Luallen said.

Auditors examined 30 adult education programs, provided adult education services to 8,006 students in fiscal year 2009.

continued on page 4

The counties include: Boyle, Bracken, Breathitt, Breckinridge, Carroll, Franklin, Gallatin, Henry, Knott, Lee, Leslie, Letcher, Lewis, Logan, Madison, Mason, Monroe, Nelson, Nicholas, Owen, Owsley, Perry, Powell, Pulaski, Robertson, Russell, Shelby, Spencer, Trimble and Wolfe. To view the individual program audits and a summary of all the audits, visit www.auditor.ky.gov

Of the 30 programs audited, auditors found that seven programs had no reportable exceptions. These include: Carroll, Gallatin, Letcher, Lewis, Robertson, Russell and Trimble counties.

Five programs, however, had disallowed costs totaling \$2,067, or less than 1 percent. In the review area of “participant eligibility and record keeping,” auditors reviewed files for more than 1,250 participants and noted 97 findings for 16 of the 30 programs.

The highest number of findings in this category, 50, resulted from the lack of documentation to support the attendance hours in the Adult Education Reporting Information Network (AERIN) and evidence of hours in the participant’s file did not fully support the hours recorded in AERIN.

In the review area of “payroll and staff requirements,” auditors assessed nine programs with 32 findings in this category. Seven programs were unable to provide support that 14 staff members obtained the required level of professional development for their position. There were two programs that had staff whose personnel files did not contain support of a required bachelor’s degree.

In the review area of “purchasing/expenditure compliance,” auditors found that seven programs had findings in the category. All seven programs paid expenditure in excess of the amount due on an invoice, creating a balance with the vendor.

To determine the significance and frequency of the audit exceptions, auditors compiled a complete summary of the exceptions, which was sent to CPE along with recommendations on ways to strengthen its administrative support to local adult education programs.

PowerPath success story

“Shelly” had been studying for her GED diploma at the Mercer County Adult Education program for a year but could not pass the Official GED Practice Test (OPT) in language, social studies and language/writing, according to Mercer County instructor Amy Matthews. The program tried various instructors, techniques and styles to help the young woman, but nothing was successful ... until Amy and Delores Townsend attended [PowerPath](#) training.

PowerPath screens for key breakdowns in learning that result from challenges in vision and hearing, visual stress syndrome (VSS), attention and information processing. It provides tools for identifying the underlying barriers to education and employment success.

In the training, Amy and Delores immediately thought of Shelly when they learned about [VSS](#), in which a person sees the world in a distorted way. This can lead to difficulties with the reading process because the student does not see the printed page in the same way as a proficient reader. For some with VSS, the text on the page may even seem to move. Words can become blurry, change shape or reverse, and the page itself may flash, separate or pulsate. Colored overlays (also referred to as filters) may alleviate symptoms, making it more comfortable to read, write, and focus attention under bright light.

“As soon as Shelly came in, she wanted to take her OPT in language,” said Amy. “I asked her if she

continued on page 5

would participate in a bit of research with us. She agreed. After screening her and selecting a dark purple filter, Shelly tested in language. She received a 530 overall, an improvement from 440." Using the filter, Shelly then improved her social studies score by 30 points and reading improved 50 points.

"If she is the only one we help, and we know she will not be, then it was all worth it," Amy said. "Shelly commented that when she began tiring during her test she realized she was at the end instead of the middle! Proof positive that PowerPath is HUGE."

Adult educators interested in PowerPath screening and training can contact Meryl.Becker-Prezocki@ky.gov or (502) 573-5114, ext. 215.

New library-based adult education center opens

The Jefferson County Adult Education Program and the Louisville Free Public Library (LFPL) recently dedicated a new Library Learning Center on the second floor of the main library's historic west wing. In addition, the Library Foundation is paying for GED Tests for Jefferson County residents with a library card through the end of the year.

"We want to eliminate as many barriers to education as possible for our patrons," said Library Director Craig Buthod. "We see so many people everyday who are trying to make a better life for themselves and their families, and it is exciting to be able to help them."

Similar library and adult education collaborations are encouraged in all counties by Kentucky Adult Education, a unit of the Council on Postsecondary Education.

"The partnership between libraries and adult education is a natural collaboration because of our shared interest in advancing the literacy skills of Kentuckians," said Kentucky Adult Education Vice President Reecie D. Stagnolia. "We encourage all of our local programs to reach out to their libraries and discuss how to work together to reach more adults."

The new center at the LFPL features four furnished classrooms as well as state-of-the-art computer technology. The Main Library underwent a renovation as a result of flooding in August 2009. Additional funding to renovate and furnish the Library Learning Center was provided by donors to the Library Foundation. Over the past few years, the Library Foundation has underwritten all or part of the cost of the GED Tests for 4,475 students with library cards.

"Last year more than 1,000 adults received their GEDs in Jefferson County," said Julie Scoskie of the Jefferson County Adult Education program. "Most of the students taking the GED earn less than \$10,000 per year. Without the library's assistance with the \$55 testing fee, these adults would be forced to decide between buying groceries for the week or paying for the test. With the foundation's support, these adults and their families have greatly improved their opportunities for success."

"Our latest collaboration with adult education continues an important partnership to support lifelong learning," said Buthod. "Together, we are the foundation for educational success that improves individual lives and contributes to successful communities."

More than half of Kentucky manufacturers plan hiring

Gov. Steve Beshear announced that 57 percent of Kentucky manufacturers surveyed for the recently conducted 2010 Annual Manufacturing Wage and Benefits Survey said they are planning to hire between one and 19 employees in 2011, a 16 percent jump from last year's results. The annual report is sponsored by the Kentucky Education and Workforce Development Cabinet's Department of Workforce Investment and the Kentucky Association of Manufacturers (KAM).

"The results of this survey are good news for Kentucky businesses and Kentucky families," said Gov. Beshear. "Growth in the manufacturing industry will be critical to Kentucky recovering from the global economic crisis, and this survey shows that manufacturers find Kentucky a positive place to do business. In addition, businesses across Kentucky are able to maintain or add new jobs by taking advantage of the new incentives the state offers under my administration."

The survey showed that, for the first time, the average annual wage of manufacturing employees in Kentucky broke the \$50,000 mark. Manufacturing employees made an average of \$51,771 in 2010, up from \$48,277 in the 2008-2009 survey, for an increase of 7.2 percent. Compared to 2010, the average annual manufacturing wage has jumped from \$34,736 in 2000, and it has increased each year since 2000. Sixty-three percent of the 177 manufacturing job categories recorded a higher average wage in the 2010 survey.

KYAE Vice President Reecie D. Stagnolia points out that this good economic news may be used to motivate adult education students.

"It's estimated that by 2013, more than 40 percent of manufacturing jobs will require some form of postsecondary education, so it's important that Kentucky's adults prepare for these jobs that will be created over the next few years," Stagnolia said.

[Click here](#) to read more about the survey.

KYAE Policy and Procedures Manual

The 2010-11 KYAE Policy and Procedures Manual has been posted on [KYAE's website](#).

Test security reminder

The following is passed along to adult educators from the Center for Applied Linguistics (CAL).

From time to time, it is important for BEST Plus and BEST Literacy test administrators to review testing procedures and policies. In particular, it is important to remember that test materials must be kept in a secure location and that photocopying of any test materials is prohibited.

Photocopying test materials is a concern for two reasons. It violates the CAL copyright on BEST Plus and BEST Literacy. More importantly, it is a test security issue. In photocopying, you risk leaving copies of the test booklet in the copier for students to see. If an examinee sees the test items, the effectiveness of the test may be undermined and make scores unreliable. The test administrator also runs the risk of the copies coming out incorrectly or missing pages, which can have serious consequences for the examinee and test validity if the questions are missing or not in the right order.

As a reminder, you can refer to the following documents for information on testing procedures: Section II-2 in BEST Plus Test Administrator's Guide, the BEST Plus Test Administrator Registration Form User Agreement, and page 9 in the BEST Literacy Test Manual (June 2008). The BEST Plus and BEST Literacy Test Usage policies are also available online at www.cal.org/aea.

If you have any questions, please contact CAL by e-mail at aea@cal.org or by phone at (866) 845-2378, option 1, Monday through Friday from 10 a.m. to 6 p.m. ET.

KYAE to accept GED transcript requests only online

Effective January 1, 2011, KYAE will no longer accept GED transcript requests through the mail. KYAE will only accept GED transcript requests submitted online at <https://ged.ky.gov>. The \$10 processing fee must be paid online with a Visa or MasterCard credit, debit or prepaid card. If the person requesting the transcript does not already have a credit card, prepaid cards are available at many locations including grocery and retail stores.

Along with the transcript, the GED graduate will also receive a website address and access code that can be provided to an employer or other third party for viewing an unofficial transcript to verify the person has earned the GED® credential. The access code does not expire, and there is **no processing fee** when accessing the unofficial transcript online.

[Click here](#) to print a flyer to help KYAE inform all GED graduates that KYAE will only accept requests online beginning January 1, 2011.

Check your local websites – GED transcript links need correcting

KYAE has become aware that some local program websites have erroneous links and information for GED transcript requests, particularly the costs involved. Please check your website and ensure that people wanting transcripts are directed to <https://ged.ky.gov/default.htm>, which has the latest instructions and costs for requesting a transcript or replacement diploma. The costs are as follows.

- Official GED Transcript - \$10. This is the official document proving passage of the GED Tests.
- Replacement GED Diploma - \$25. Only the person whose name is on the GED record may request a replacement diploma. This is a memento for display. The diploma is not proof of earning the GED credential.
- GED Verification - \$10. A GED verification is a faxed statement indicating whether the individual has a GED diploma, and if so, the year it was issued. It does not include scores. Verifications are only for third parties, such as employers or employment agencies. Individuals may not request a verification.

Check it out

If you are looking for math aids to help students encountering challenges in basic skills, check out [PCI Education](#). This company specializes in Special Education and Learning Differences with products for adults. The website features many types of calculators that you might want to check out. Some are:

- A *Giant Calculator* is great for work with the entire class or for those who have vision difficulties.
- The *See 'N' Solve Visual Calculator* can help teachers work with students having difficulty with addition, subtraction, multiplication and division. A good feature includes the large display that will highlight the entire problem.
- The *Talking Calculator* is great for students who need extra help. This unit will state all entries and computation. This will provide an opportunity for students to see and hear the math using more of a multisensory approach to learning.
- The *See 'N' Solve Fraction Calculator* allows for students to add, subtract, multiply and divide fractions by pressing a special numerator and denominator key. Special keys will simplify fractions or convert them to decimals or percentages.

“Check it out...” is a regular *News to Use* feature spotlighting valuable resources for teachers.

KHEAA scholarship tips

If you're heading to college, following these tips from the Kentucky Higher Education Assistance Authority (KHEAA) may give you the edge in the yearly race for scholarship dollars.

- **Complete your Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1.** The FAFSA is used to apply for state and federal student aid. File online at www.fafsa.ed.gov.
- **Look for local scholarships in your newspaper.** Community organizations and businesses may have scholarships reserved for local students.
- **Talk with a financial aid officer** at the school you plan to attend. He or she can tell you about any aid the school has available.
- **Find out how to reduce student loan costs.** Most financial aid packages include student loans. Take out loans only after you have received all the free aid – grants and scholarships – for which you qualify. Federal student loans are generally better deals than private loans, but compare interest rates and repayment terms carefully.
- **Visit websites** with free information about college, financial aid and careers.
- **Be a neat freak.** Neat and complete counts when you're filling out applications.
- **Apply, apply, apply.** The more financial aid for which you apply, the better your chances of getting enough aid to pay for college. Make sure you meet all deadlines.

To find links to other useful education websites, go to www.gotocollege.ky.gov . For more information about Kentucky scholarships and grants, write KHEAA, P.O. Box 798, Frankfort, KY 40602-0798; or call (800) 928-8926, ext. 6-7372.

Health literacy resources

A team at the University of Michigan Taubman Health Sciences Library has developed a [Plain Language Medical Dictionary](#) to provide translation of common medical terms. The dictionary is easy to use – just choose a medical term from a drop-down menu and the plain language definition is displayed.

[Click here](#) to order a free 2011 women's health calendar from the U.S. Department of Health and Human Services. Individuals may order only one online, but bulk orders may be placed by calling the toll-free number on the website. Calendars are available in English and Spanish.

The [American College of Physicians Foundation](#) has a variety of health literacy resources, including an informational video and numerous articles on the topic.