AEBG

PARTNERING FOR A STRONG CALIFORNIA WORKFORCE

AEBG NOVA Webinar
2017-18 & 2018-19
August 3, 2018

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Agenda

- Big Picture
- Past FY Clean up Efforts (16-17 & 17-18)
- New 18-19 funds & Indirect
- 4Q Expense reporting & Final by Program Area
- Targets
- Annual Plans
- 18-19 Changes in NOVA

THE BIGGER PICTURE

AEBG Framework Milestones

Performance Based Programming

As student data systems align to planning and funding, it will provide the opportunity to shift to performance incentivizing and target high priority areas of focus.

Planning Vision

A statewide effort is currently in process to provide guidance to the AEBG members and regional consortia on developing long range plans to serve low income, at risk adults. Planning partners include Workforce, Social Services, Rehab, Corrections, and Education.

Adult Education Policy Alignment

Adult Education code alignment has begun with a review of current K12 adult code. Next steps involve review of Community College noncredit code, and creating new adult education code to bring the systems together.

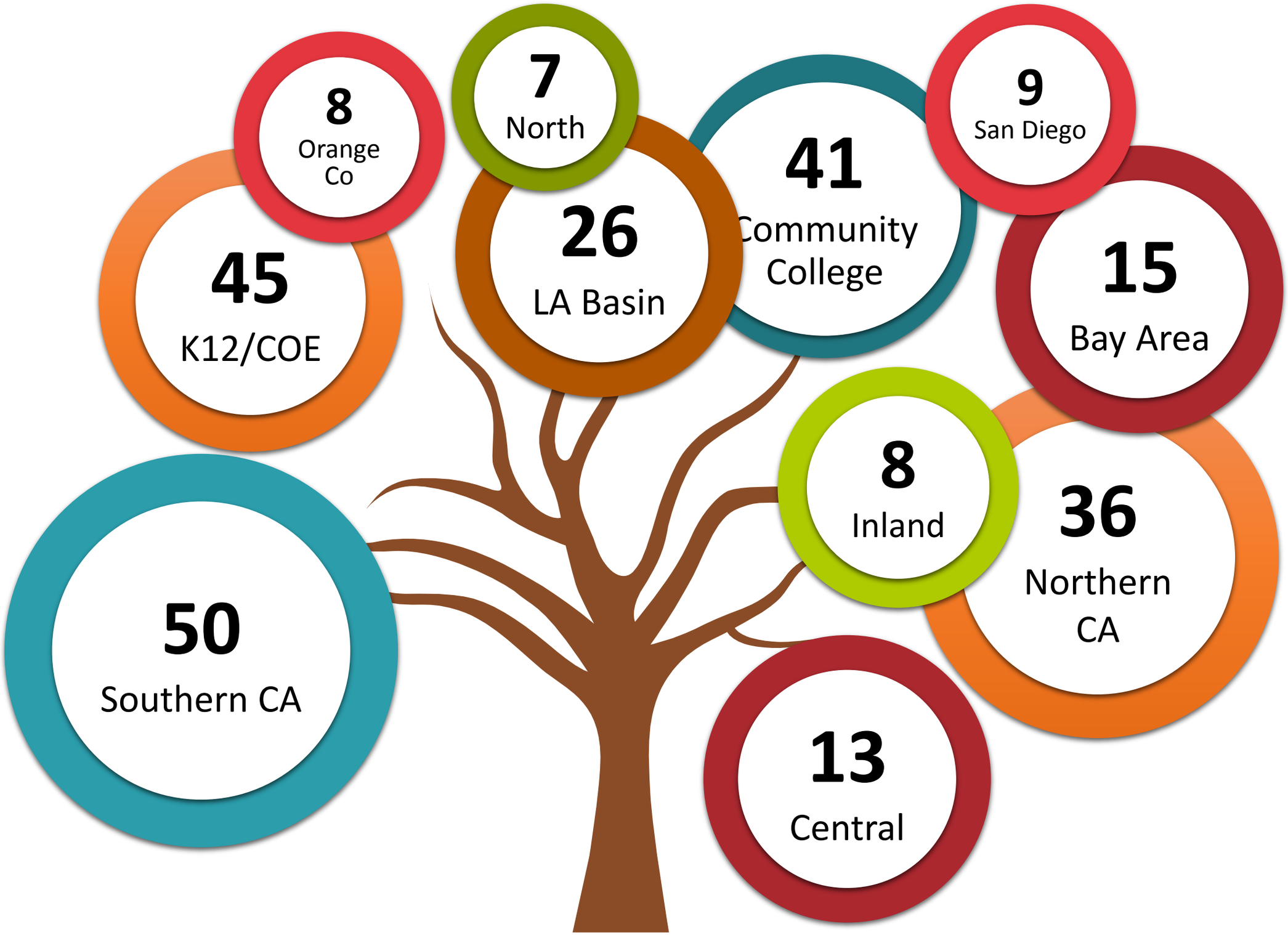
Data & Accountability Systems

System alignment has already begun as college & K12 adult/noncredit systems will be displayed on the Adult Education Launchboard. AEBG metrics align with all four WIOA Titles and other state programs. Agreements allow data matching between EDD, Colleges, & K-12.

NOVA Financial System

The new NOVA for AEBG will allow 400+ AEBG member districts to track expenses, leverage funds, and connect planning to funding.

AEBG Field Representation



AEBG Field Council Structure

Data and Accountability

Ongoing review of the AEBG Data and Accountability System. Team reviews metrics changes, improves local data collection, and defines interplay between AEBG metrics and planning efforts.

Regional Collaboration

Recommend policies/guidance local leaders need to collaborate across agencies, and defines shared populations and strengthen the “priority of service” link among AEBG, WIOA, Immigration Integration, and Social Services.

Member/Consortia Effectiveness

Define characteristics of effectiveness for activities, progress framework, and quality & quantity indicators. Develop plan to increase regional consortia capacity for using effectiveness in planning & evaluation.

Pathways

Promote alignment & strategies for coordinating state investments for pathway development (Chancellor’s Office, CDE, WDB, EDD, Rehab, and Social Services).

Professional Development

Support increased practitioner capacity for career pathway design and implementation, use of effectiveness indicators, improved local data collection, and define skills/training for leaders to collaborate across agencies.

Education Crosswalk

Create a unified crosswalk that will allow for alignment and consistent measuring of skills across WIOA and CB21 levels, with the ability to access the more granular information available in the college assessment test when it becomes available.

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Current NOVA Efforts

Reconciliation

- Consortia confirmed that they have documentation reconciling the two systems (in case of an audit).

18-19 COLA/Additional Funding

- Department of Finance has made a slight adjustment to the AEBG COLA.
- See email this week on updating your 18-19 allocation in NOVA.
- AEBG Office will work with consortia leads on adjusting totals.

Budget Revisions 17/18

- In the process of fixing an issue with NOVA not allowing budgets to be un-certified without having to un-submit and un-certify all of the expenditure reports for that fiscal year.

- Should be fixed by the middle of August in time for budget revisions.

- Please bear with us!!!

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Indirect

Indirect for 17/18 Expense Reporting

- Members must report their indirect (as defined in your accounting manual) on the indirect line in NOVA.
- Operational costs are not indirect costs.
- Indirect costs CANNOT be reported in object code 7000.
- Indirect rate for 17-18 is the CDE approved rate for K12/COEs and the negotiated rate for Community Colleges.
- If your 17-18 indirect rate in NOVA is red – please ignore for now. This was programmed for the 18-19 school year.

Indirect for 17/18 Expense Reporting

- One more fix…..
- We are fixing the way indirect rate is calculated (i.e., should be based on percentage of direct costs, not the total allocation).
- Sorry!!!

Indirect for 18/19 Budget & Expenses

- For 18-19 - K12/COE – use the CDE approved indirect rate or 5% whichever is less. CCDs use the agreed upon indirect rate or 5% whichever is less.
- See legislative trailer bill language via the link in the just released 18-19 CFAD Approval letter.

Indirect 18/19 (cont. 1)

- Don’t confuse the indirect for members with the consortia level administrative 5% cap.

- The AEBG Office is working on a prototype for consortium level budget & expense reporting – program related and administrative related in a separate report in NOVA.

Clarification

- Per state memos issued last year - DO NOT report any pass through funds in NOVA.
- Fiscal agents cannot report the passing through of funds in NOVA. These are not expenditures.
- Pass through is not revenue.
- See memos on the Adult Education website.

Expense Reporting

Expense Due Dates - 2017-2018

- September 1st - Member 4Q expense report due
- September 30th - Consortium Certification
- Must be positive numbers – no negatives…..
- Expenditure report cannot be submitted if expenditures exceed the allocated amount for a given object code (no negative balances).

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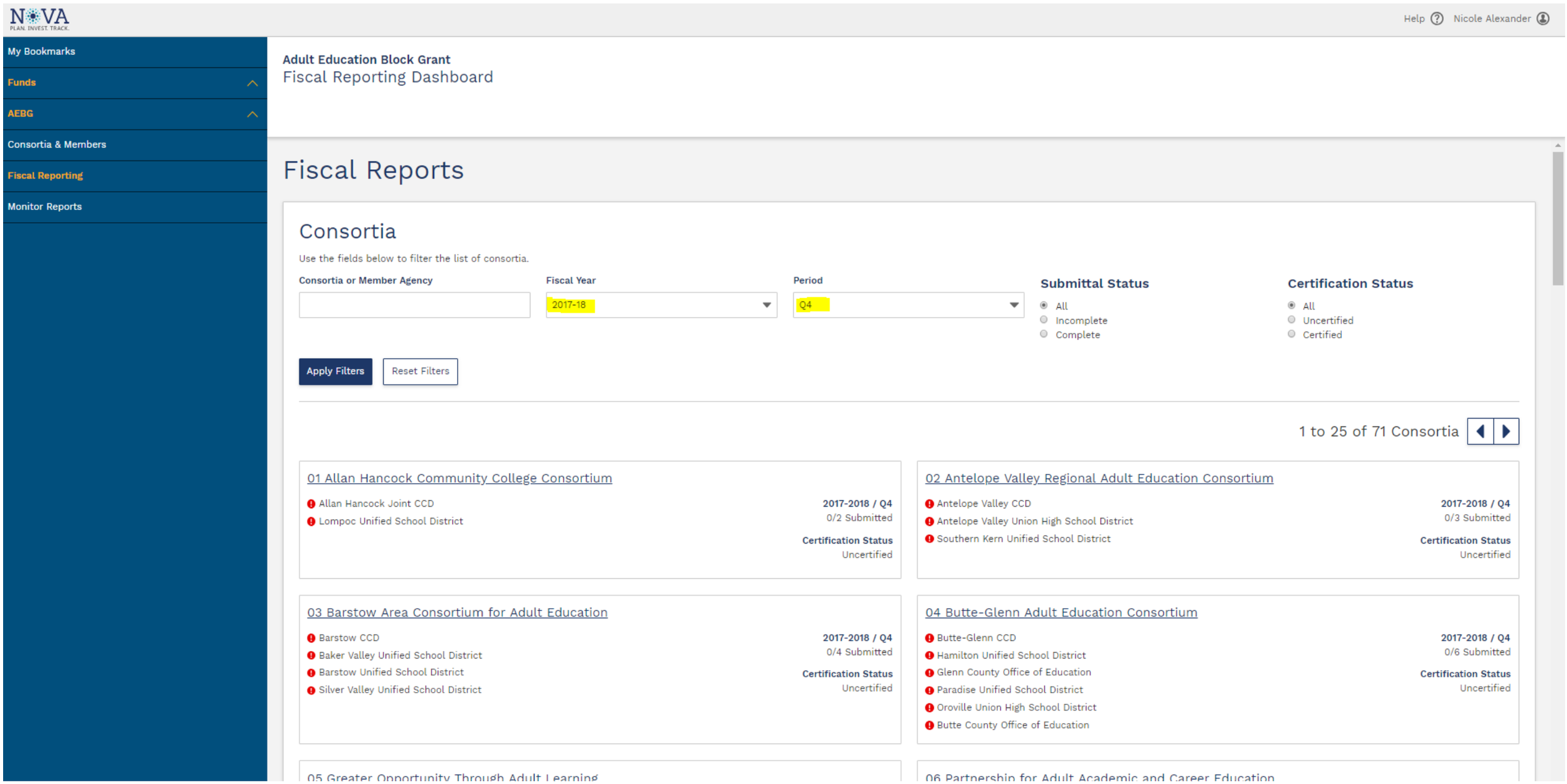
Expenditure Reporting



Expenditure Reporting

NOVA PLAN. INVEST. TRACK.

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My Bookmarks
Funds
AEBG
Consortia & Members
Fiscal Reporting
Monitor Reports

AEBG Fiscal Reporting
Barstow Area Consortium for Adult Education

2017 - 2018

Share PDF | Consortium Details

Filters

Fiscal Year *
2017 - 2018

Quarter *
Q4

Certification

Certification Authority
Mitch Rosin

Quarter 4 Status
Uncertified

All member agencies must submit their fiscal reports for this quarter before they can be considered for certification.

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Baker Valley Unified School District	✓	✓	✓	!
Barstow CCD	✓	✓	✓	!
Barstow Unified School District	✓	✓	✓	!
Silver Valley Unified School District	✓	✓	✓	!

Baker Valley Unified School District

Q1	Q2	Q3	Q4
7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30

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Expenditure Reporting

Q1 7/1 - 9/30 | Q2 10/1 - 12/31 | Q3 1/1 - 3/31 | Q4 4/1 - 6/30

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	$77,044	$54,000	142.67%	$90,000	85.6%	$12,956
2000 - Non-Instructional Salaries	$15,422	$24,000	64.26%	$40,000	38.56%	$24,578
3000 - Employee Benefits	$20,760	$30,000	69.2%	$50,000	41.52%	$29,240
4000 - Supplies and Materials	$46,631	$73,549	63.4%	$122,582	38.04%	$75,951
5000 - Other Operating Expenses and Services	$148,363	$227,577	65.19%	$379,295	39.12%	$230,932
6000 - Capital Outlay	$0	$0	100%	$0	100%	$0
7000 - Other Outgo	$112,267	$112,267	100%	$112,267	100%	$0
Indirect Costs	$0	$41,792	0%	$41,792	0%	$41,792
Totals	**$420,487**	**$563,185**	**74.66%**	**$835,936**	**50.3%**	**$415,449**

Expenditure is below the forecasted target. Please provide an explanation: *

Status

Unsubmitted

A member representative must submit the fiscal report.

Submit Q4 Report

Summary of Activities:

Expenditure Reporting

My Bookmarks

Funds

AEBG

Consortia & Members

Fiscal Reporting

Monitor Reports

AEBG Fiscal Reporting
Barstow Area Consortium for Adult Education

2017 - 2018

Share PDF | Consortium Details

Baker Valley Unified School District

Q1	Q2	Q3	Q4
7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	$15,000	$18,000	83.33%	$30,000	50%	$15,000
2000 - Non-Instructional Salaries	$2,500	$3,000	83.33%	$5,000	50%	$2,500
3000 - Employee Benefits	$5,000	$9,000	55.56%	$15,000	33.33%	$10,000
4000 - Supplies and Materials	$40,000	$25,200	158.73%	$42,000	95.24%	$2,000
5000 - Other Operating Expenses and Services	$12,000	$7,991	150.17%	$13,318	90.1%	$1,318
6000 - Capital Outlay	$70,000	$0	100%	$80,000	87.5%	$10,000
7000 - Other Outgo	$0	$0	100%	$0	100%	$0
Indirect Costs	$0	$0	100%	$0	100%	$0
Totals	**$144,500**	**$63,191**	**228.67%**	**$185,318**	**77.97%**	**$40,818**

Summary of Activities:

Status
Unsubmitted

A member representative must submit the fiscal report.

Submit Q4 Report

Expenditure Reporting

AEBG Fiscal Reporting
Barstow Area Consortium for Adult Education

2017 - 2018

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Baker Valley Unified School District

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Status
Submitted

Unsubmit Q4 Report

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Expenditure Reporting

AEBG Fiscal Reporting
Barstow Area Consortium for Adult Education

2017 - 2018

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Filters

Fiscal Year *
2017 - 2018

Quarter *
Q4

Certification

Certification Authority
Mitch Rosin

Quarter 4 Status
Uncertified

Certify Q4 Report | Send Reminder

Fiscal Report Submittal Status

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Barstow Unified School District	✓	✓	✓	✓
Silver Valley Unified School District	✓	✓	✓	✓

Baker Valley Unified School District

Q1	Q2	Q3	Q4
7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30

Expenditure Reporting

AEBG Fiscal Reporting
Barstow Area Consortium for Adult Education

2017 - 2018

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Filters

Fiscal Year *
2017 - 2018

Quarter *
Q4

Certification

Certification Authority
Mitch Rosin

Quarter 4 Status
Certified

Uncertify Q4 Report

Fiscal Report Submittal Status

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Barstow CCD	✓	✓	✓	✓
Barstow Unified School District	✓	✓	✓	✓
Silver Valley Unified School District	✓	✓	✓	✓

New Final Report for 2017-2018

- September 30th / Members will have a chance to file a final report for 17/18 by 9/30.
- October 15th / Consortium will certify this report by 10/15.

New Final Report beginning- 2017-2018

- The 17/18 Final Expense Report will allow members to make any final adjustments.

- In addition, members will report their final expense report by program area too.

- Reporting by program area helps us meet the state's federal adult education reporting requirement for supplemental WIOA II funding.

New Final Report beginning- 2017-2018 (cont.)

- The total 17/18 expenditure report by object code must match the total 17/18 expenditure by program area.

- Examples of how to calculate and disburse operational costs in just a few slides.

New Final Report by Program Area

- Mock up of the reporting table:

AEBG Program Area	**Expended in 2017-2018**
ABE/ASE	
ESL / EL CIVICS	
CTE	
K12 Success	
Adults w/ Disabilities	
Total Expenditures 17-18	

Shared Program Cost Allocation Formula Example I

LAUSD, Division of Adult and Career Education (DACE) will define the cost attributable to each program area such as the cost of teachers, materials, etc. (DACE created program codes for each of the seven program areas to tract expenditures).

For the shared operational costs, such as utilities, maintenance, administration, etc. DACE will allocate the shared operational costs in proportion to each program area expenditures.

Shared Program Cost Allocation Formula Example II

- The Community College developed budgets for each program area and assigned activity codes (attributes) to the budget numbers attached to each program area so we can sort our budgets or expenses accordingly.

- The College assigned a separate activity code for the overall consortium management and called it “project lead”.

- They will have to come up with our own or follow the state’s methodology in splitting the project lead expenses among all program areas.

NOVA Targets

- To continue to spend down 16-17 carry over funds to 12-31-18 – you will need a corrective action plan. Same will apply to 17-18 carry over for June 30, 2019.

- This is completed via the narrative field for corrective action plan.

- Header title: “Corrective Action Plan: Expenditures fall below target. Please provide the action steps that will be taken to address this issue.”

Annual Plan

Annual Plans

- Consortia must submit by August 15, 2018.

- Based on current 3 year plan (which is being extended to June 30, 2019).

- Submitted by the consortium lead (primary) with approval of all members.

- Annual plan will drive the member work plans and budget which are due in NOVA by September 30, 2018. Consortium leads certify member work plans and budget by October 30, 2018.

Annual Plans (cont.)

- AEBG planning is hierarchical – the 3-year plan aligns with the State's AEBG vision and goals. This aligns with the original AB86 framework or objectives.

- The annual plan contains those strategies that help you achieve those goals.

- Members will select a specific number of strategies from the annual plan to focus on from July 1st to June 30th. They can select those strategies by checking a box (no need to rewrite the strategies or provide additional information).

Annual Plans (cont.1)

- The strategies in the member work plan must tie directly to the member's budget for 18-19.

- This budget includes carry over and new funds.

- Although the State AEBG Office does not require a member tactical or activity plan to show who is doing what and when, the consortium may require that members follow up with such a plan and share at a public meeting.

Annual Plans Tools

For more information, please access the following resources:

[Annual Plan Tips Guide]

NOVA Technical Assistance Tools

[NOVA AEBG Functionality YouTube Page]

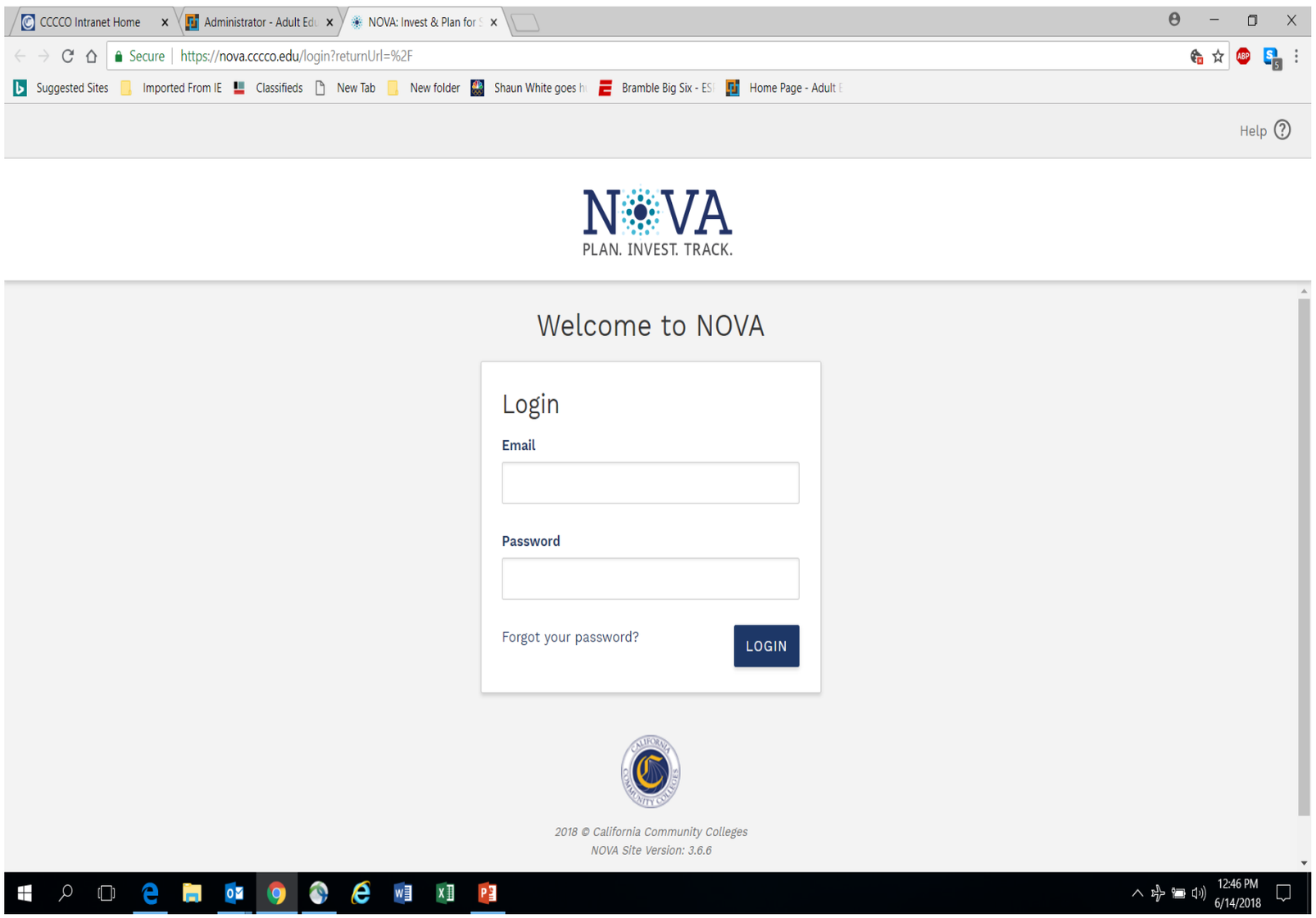
[NOVA AEBG User Manual]

[NOVA Webinar Questions and Answers]

[NOVA You Tube Annual Plan Video]

[Other NOVA videos]

NOVA Walk Through



Annual Plan

NOVA PLAN. INVEST. TRACK.

Help Nicole Alexander

- My Bookmarks
- Funds
- AEBG
- Consortia & Members
- 01 Allan Hancock
- Fiscal Reporting
- Monitor Reports

ADULT EDUCATION BLOCK GRANT 2017-18

01 Allan Hancock Community College Consortium

Annual Plans

Title	Fund Year	Status	Completed
Annual Plan	2018-19	Draft	
Annual Plan	2017-18	-	
Annual Plan	2016-17	-	
Annual Plan	2016-17	-	
Annual Plan	2015-16	-	

Supporting Documents

Document Title	Version	Fund Year	Uploaded	
AEBG Fiscal Report PDF	Other	2017-18	5/31/2018, 5:12:18 PM	
AEBG Fiscal Report PDF	Other	2017-18	5/30/2018, 7:20:48 PM	
Data and Accountability Plan	Original	2017-18	-	
Member Allocations	Original	2016-17	-	

Annual Plan – Plans & Goals

NOVA PLAN. INVEST. TRACK.

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My Bookmarks

Funds

AEBG

Consortia & Members

03 Barstow

- Plans & Goals
- Gaps in Service
- Seamless Transitions
- Student Aceleration
- Professional Development
- Leveraging Resources
- Fiscal Management
- Preview

Fiscal Reporting

Monitor Reports

ADULT EDUCATION BLOCK GRANT : ANNUAL PLAN : 2018-19

03 Barstow Area Consortium for Adult Education

DRAFT

NEXT

Plans & Goals

Executive Summary *

Please provide an Executive Summary of your consortium's implementation plan for the **2018-19** Program Year. In your summary, please include a narrative justifying how the planned allocations are consistent with your three-year adult education plan. Include a clear and concise description of your consortium's vision, list accomplishments made during the prior Program Year, and list primary goals for the upcoming Program Year.

As you complete the required fields in your annual plan, a green check mark will appear on the left blue navigation pane next to that section.

143/2500

Regional Planning Overview *

Although this 2018-19 annual plan, and the strategies, are based on your current 3-year plan, how is your consortium organizing and planning for the next 3-year plan due in May/June of 2019? How will your planning process for the next 3-year plan be different than the original process some 3 years ago?

As you complete the required fields in your annual plan, a green check mark will appear on the left blue navigation pane next to that section.

143/2500

PLANS & GOALS TIPS

The Executive Summary will allow you to:

- Explain how planned allocations are consistent with your three-year adult education plan.
- Explain the transition between old & new 3 year plans.
- Explains how you are building on what you have been doing, learning along the way, which may result in some changes along the way.
- The annual plan would reflect any adjustment from last year.

PLANS & GOALS TIPS (cont.)

Feel free to use the executive summary to express that, and explain any critical innovation that is going on in the region that might not be reflected in the AEBG objectives.

The Regional Planning Overview is the consortium's opportunity to include your plan for planning or to describe any progress you have made on next year's 3-year plan update.

Annual Plan – Gaps in Service

Gaps in Service

2018-19 Strategies: What strategies are planned to incrementally increase capacity in identified gap areas and / or help maintain established levels of service? (You must list at least one.)

Identify strategies planned to incrementally increase capacity in identified gap areas as well as strategies that help maintain established levels of service. These might include, but are not limited to, working with other partners in the service area, developing or expanding programs and plans to assess the effectiveness of these expanded efforts. List identified programming and service gaps, including lack of providers, services, access, attainment, and/or performance.

Strategy #1 *

Briefly describe strategy that is planned.

0/500

DELETE

+ ADD ANOTHER GAP IN SERVICE

Annual Plan – Seamless Transitions

Seamless Transitions

2018-19 Strategies: What new and/or existing strategies are planned to integrate existing programs and create seamless transitions into postsecondary education or the workforce? (You must list at least one.)

How will the Consortium align and connect existing and future adult education programs to postsecondary academic pathways and/or career pathways leading to employment? Strategies should address how the Consortium will align placement tools, curriculum, assessment tools and rubrics, and student performance outcomes across delivery systems to ensure that student transition paths, both between providers and into postsecondary credit programs, are understood and supported across all systems.

Strategy #1 *

Briefly describe strategy that is planned.

0/500

DELETE

+ ADD ANOTHER SEAMLESS TRANSITION

Annual Plan – Student Acceleration

Student Acceleration

2018-19 Strategies: What new and/or existing strategies are planned to accelerate student progress? (You must list at least one.)

Identify strategies that you will implement and/or improve upon by using specific evidence-based strategies across the region, within and between systems where they currently don't exist, to accelerate students' progress. Common strategies include compressing courses into shorter, more intensive terms (accelerated), individualized instruction based on a student's competencies (competency-based), and putting basic skills content into the context of a student's goals and career path (contextualized).

Strategy #1 *

Briefly describe strategy that is planned.

0/500

DELETE

+ ADD ANOTHER STUDENT ACCELERATION

Annual Plan – Professional Development

Shared Professional Development

2018-19 Strategies: What new and/or existing strategies are planned to provide shared professional development? (You must list at least one.)

Professional development is a critical element to ensure the effective implementation of the Consortium's plans to improve adult education programs. Professional development fosters learners' persistence and goal achievement. It serves to equip faculty and staff with the skills, knowledge, and tools needed to deliver high-quality instruction and support strategies. Significant and effective professional development is required to build capacity within the existing systems to deliver this new vision for adult learning throughout the state.

Strategy #1 *

Briefly describe strategy that is planned.

0/500

DELETE

+ ADD ANOTHER PROFESSIONAL DEVELOPMENT

Annual Plan – Leveraging Resources

Leveraging Resources

2018-19 Strategies: What new and/or existing strategies are planned to leverage existing regional structures with, including but not limited to, local workforce investment areas? (You must list at least one.)

Identify strategies planned to leverage existing regional structures and utilization of resources, including leveraging existing assets or structures to benefit the adult learners in the region. These assets or structures might include, for example, contributions from, or collaborations with, local Workforce Investment Boards (WIBs), industry employer groups, chambers of commerce, and county libraries.

Strategy #1 *

Briefly describe strategy that is planned.

0/500

DELETE

+ ADD ANOTHER PROFESSIONAL DEVELOPMENT

ANNUAL PLAN STRATEGY TIPS

- It is ok to copy and paste from last year's annual plan or modify existing strategies that are ongoing.

- The annual plan can have a mixture of new and/or existing strategies.

- If your annual plan is similar to the prior year, please do your best to describe what is different from last year to this year (i.e. maybe you have complete some of the strategy action steps, but not all).

ANNUAL PLAN STRATEGY TIPS (cont.)

- Your annual plan can consist of implementing existing strategies, as we know some strategies are long term in nature.

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Annual Plan – Fiscal Management

Fiscal Management

Please provide a narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your AEBG 3-year plan. *

Provide a narrative.

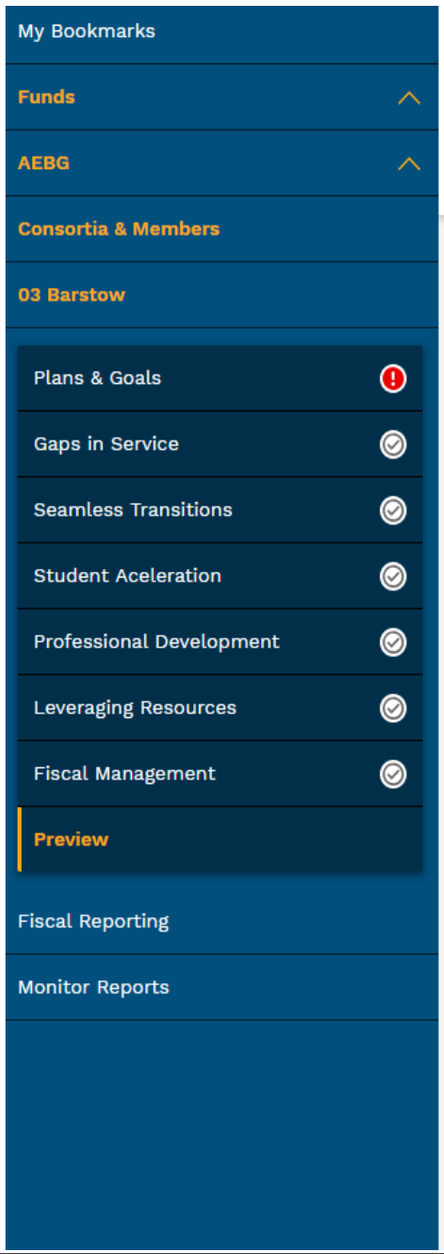
0/2500

Please describe your approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2018-19. *

Describe your approach to incorporating remaining carry-over funds.

0/2500

Annual Plan – Preview & Submit



ADULT EDUCATION BLOCK GRANT : ANNUAL PLAN : 2018-19

03 Barstow Area Consortium for Adult Education

DRAFT

SHARE PDF SUBMIT

Annual Plan Summary

Plans & Goals - Draft

Executive Summary

Regional Planning Overview

Meeting Regional Needs

Regional Need #1

Gaps in Service / Regional Needs

How do you know? What resources did you use to identify these gaps?

How will you measure effectiveness / progress towards meeting this need?

Gaps In Service

New Strategies

Strategy #1

Seamless Transitions

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Annual Plan – Member Review & Approval

Certification

MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE
Nicole Alexander	Jason Cozy	Connie Van Luit
REJECT APPROVE	APPROVED	APPROVED
Awaiting Approval	Mar 7, 2018	Mar 7, 2018

MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE
Steve Curiel	Vanessa Galey	Mary Lou
APPROVED	APPROVED	APPROVED
Mar 7, 2018	Mar 7, 2018	Mar 7, 2018

Annual Plan – Member Review & Approval

Certification

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AEBG
PARTNERING FOR A STRONG CALIFORNIA WORKFORCE

Annual Plan – Member Review & Approval

Certification

MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE
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SEND REMINDER	APPROVED	APPROVED
Awaiting Approval	Mar 7, 2018	Mar 7, 2018

MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE
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APPROVED	APPROVED	APPROVED
Mar 7, 2018	Mar 7, 2018	Mar 7, 2018

SNEAK PEEK!!!

More 18-19 Changes in NOVA

- FY 18-19 consortium level reporting for administrative budget & expenditures
- 3 years plans will be uploaded and certified in NOVA.
- Member certification required for all allocation amendments.
- CFAD for 19-20 will include leverage funds and CTE program costs (fees, grants, etc.)

More 18-19 Changes in NOVA

Develop Community Services reporting in NOVA for all member agencies.

- Members check boxes to indicate the programs and services that they provide.
- Share the latest data via the API to the Adult Education website (in file format that allows SCOE to manipulate the info).
- Reporting: Ability to generate report that provides the member programs and services at the consortium and statewide levels.

AEBG
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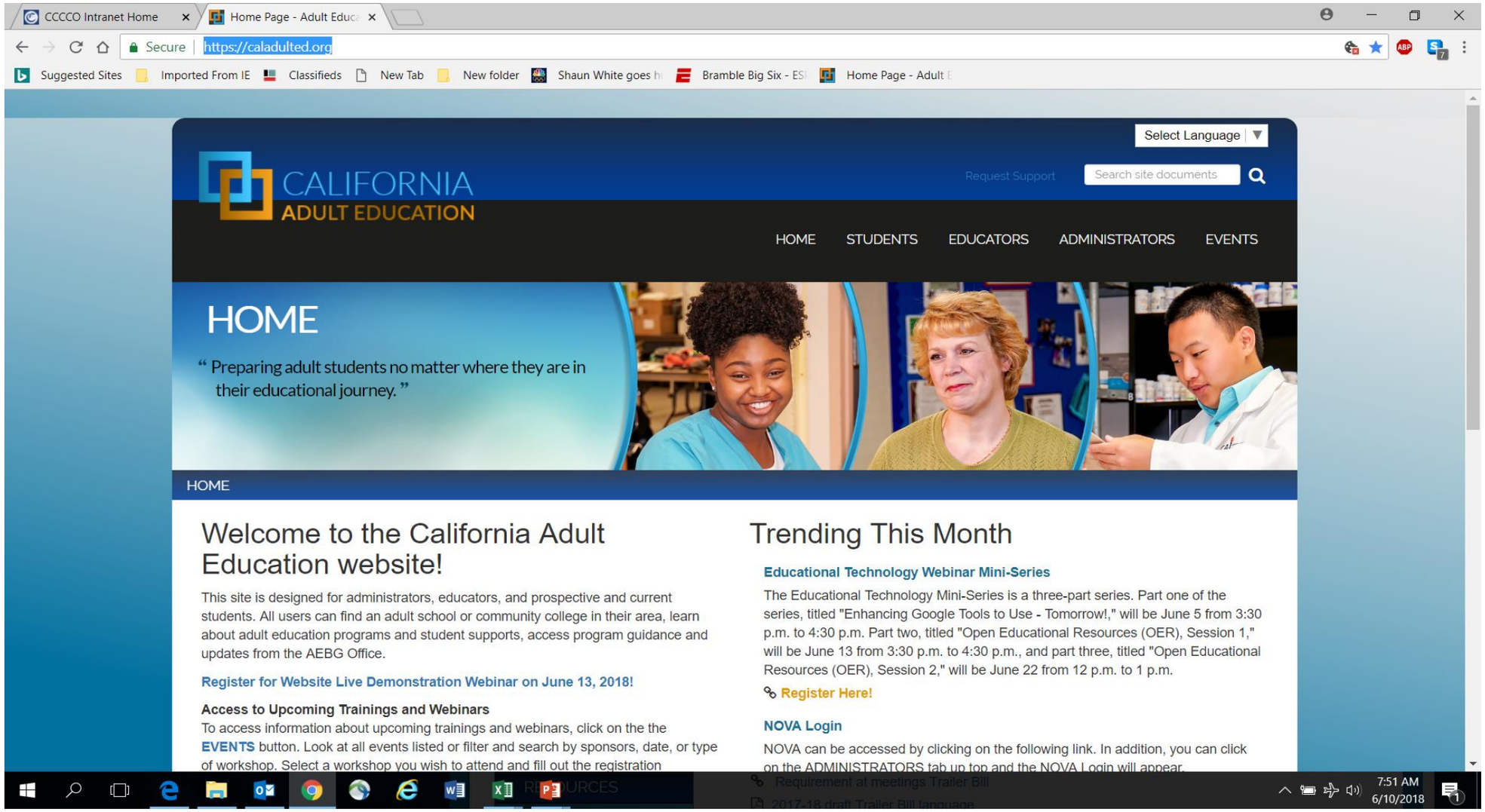
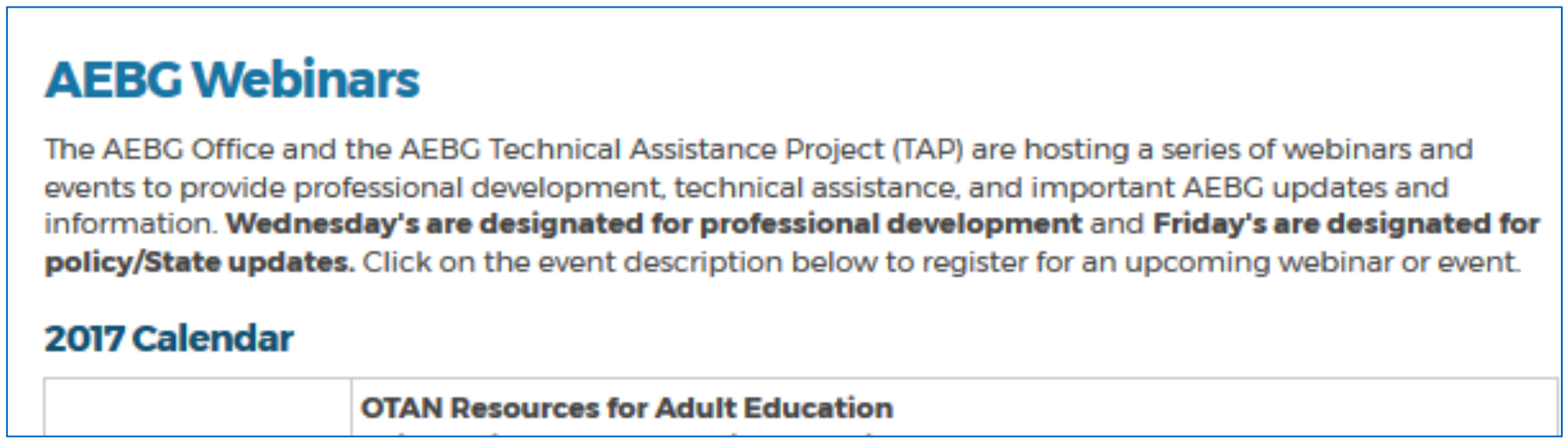
AEBG Web Site



https://caladulted.org/

AEBG TAP

The AEBG Technical Assistance Program (TAP) provides professional development resources for all AEBG agencies statewide.



AEBG Webinars

The AEBG Office and the AEBG Technical Assistance Project (TAP) are hosting a series of webinars and events to provide professional development, technical assistance, and important AEBG updates and information. **Wednesday's are designated for professional development** and **Friday's are designated for policy/State updates.** Click on the event description below to register for an upcoming webinar or event.

2017 Calendar

	OTAN Resources for Adult Education