

Dear Adult Education Administrator,

We recognize the uncertainty that COVID-19 is causing in the workplace and on personal lives in the adult education community throughout the state. Several of you have shared not only your concerns, but the actions you are taking to protect students and staff. Needless to say, we appreciate the attention you have given to this crisis.

On the OTAN website you will find several resources under the COVID-19 Field Support button. These resources include:

- Distance and on-line learning for students
- Professional development for instructors to teach in a distance or on-line learning format
- Information for collecting distance learning hours in CASAS TOPSpro Enterprise®

As conferences are canceled and staff are unable to attend professional development we want you to know that our three state leadership projects, CALPRO, CASAS, and OTAN will ensure that there is access to webinars for instructors to participate in to further their own learning.

As this situation is ever evolving, this may also be a good time to ensure that you are updating student and staff contact information.

We also want to remind you that the National Reporting System (NRS) does not allow for remote testing. Therefore, you may not do any CASAS testing remotely. Agencies will have to test students upon the reopening of classes.

In an effort to gain a better understanding of the statewide actions taking place, we have developed a short survey. It is located on the OTAN website at WWW.OTAN.US . Please take a few minutes to complete it. Your participation ensures the AEO will get a comprehensive view of the impact on adult education, staff and students.

We will continue to monitor the ongoing situation and when appropriate, communicate additional pertinent information to the field.

Sincerely,

The Adult Education Office
