

Subject: ELPAC 2018–19 Edition Initial Assessment Administration and Scoring Training Registration  
To: LEA ELPAC Coordinator  
Send Date: Send January 31, 2018  
Purpose: Registration Information Link



Dear LEA ELPAC Coordinator:

Required registration for the English Language Proficiency Assessments for California (ELPAC) Initial Assessment Administration and Scoring Trainings opens tomorrow, February 1, 2018. You may register your local educational agency (LEA) trainers for the ELPAC Initial Assessment Administration and Scoring Training at [ELPAC Registration](#). To register, you will need the registration code provided below. Follow-up information will be sent via e-mail; therefore, please be sure the e-mail address(es) is accurate on the registration form.

Registration code: <Specific to each LEA>

Once you log on to the registration site, you will need to either register participants to attend a state-sponsored training location or select that your LEA will only be attending a regional training.

Upon completing registration, a confirmation of registration will be e-mailed to each participant at the e-mail address provided. Approximately one week before the ELPAC Initial Assessment Administration and Scoring Training, a reminder e-mail will be sent to each confirmed participant.

Registration for each training will close when the training is full or 10 days prior to the training date, so please register early. You may register staff members on a first-come, first-served basis up to your seat allocation; subsequent registrants will be wait-listed for a possible last-minute slot in a training. You will be able to make changes to participants or participant information through the online registration site until 10 days prior to the training, at which time registration will be closed and any available seats will be filled from the waiting list. Participants must be registered and receive a registration confirmation e-mail in order to gain entrance to a training. Drop-ins may be turned away due to capacity limitations. Staff placed on the waiting list will receive an e-mail confirmation that they are on the waiting list and will be notified seven days prior to the training if a seat is available.

Check-in for each training will begin at 7:30 a.m., and the training will run from 8 a.m. to 4 p.m. Continental breakfast and lunch will be provided.

E-mail #2  
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This training will be a training-of-trainers model. All LEA staff who intend to provide a regional training must also attend the 2018–19 Initial Assessment training before conducting their own.

For further inquiries about the ELPAC Initial Assessment Administration and Scoring Training, please contact the ELPAC Customer Support Center by phone at 844-782-2714 or by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org).

We look forward to seeing you there.

Sincerely,

The ELPAC Project Team  
Educational Testing Service