Dear Local Educational Agency (LEA) ELPAC Coordinator,

In light of the measures being taken nationwide to slow the spread of the novel coronavirus 2019 (COVID-19), and the shelter-in-place mandates in effect across California, Educational Testing Service, the California Department of Education, and the Sacramento County Office of Education (SCOE) are changing the format of the Initial English Language Proficiency Assessments for California (ELPAC) Administration and Scoring Training this spring to an online version.

The in-person trainings scheduled across California have been canceled.
New Mandatory LEA Certification

We are in the process of creating virtual training modules for LEA ELPAC coordinators and ELPAC test examiners. Due to this new training format, the Moodle Training Site will not be opening until May 1, 2020.

ELPAC regulations require annual training. Each LEA ELPAC coordinator or their designee is required to complete the online certification course. This LEA certification meets the training requirement for the LEA. A certificate of completion will be produced upon completion of the LEA certification course. Test examiners will still need to be calibrated to score Speaking and Writing, and will need to calibrate in the Examiner's course.

The LEA certification course will take approximately 2-3 hours. It is comprised of 6–8 video modules, depending on the certification course, including an Introduction and Overview, DFA Overview, Teacher Hand Scoring System Overview tutorial, and Writing task type scoring overview videos.

Questions regarding training and administration of the Initial ELPAC can be submitted via the Questions and Comments link in the certification courses and the Trainer's Resource section in Moodle.

Training Binder

Each LEA will also be shipped one printed copy of the Initial ELPAC training binder. Training binders will begin shipping at the end of April 2020. LEA ELPAC coordinators must email elpac@scoe.net with the address where your training binder will be received. This address can be different from the address listed for the LEA, and can be a home address. **If we do not receive an email from the LEA coordinator confirming an address for shipment, no binder will be sent.** As

these are secure materials, an email will be sent to you when the training binder has been shipped. As in past years, the training binder is available for download as a PDF within the Moodle Training Site. LEAs may also purchase additional binders. If you do not want a shipped binder, please email this request to elpac@scoe.net.

Available resources in the Moodle Training Site:

- Two new certification courses (Kindergarten through grade twelve [K–12] or grades six through twelve [6–12]) for LEA ELPAC coordinators or their designee
- Training videos and presentations
- Training quizzes and calibration quizzes
- PDF versions of the training binder

Accessing Moodle Keys

Using the Moodle Training Site requires trainers, LEA ELPAC coordinators, and test examiners to set up individual user accounts and have enrollment keys. The LEA ELPAC coordinator, who has access to the ELPAC Administration and Scoring Training registration site, is the only person with access to the LEA Moodle keys and is responsible for distributing these keys to the appropriate staff. Users who have already established a Moodle Training Site account for the 2020 Summative ELPAC or 2019–2020 Initial ELPAC do not need to create a new account.

Questions regarding training and administration of the Initial ELPAC can be submitted via the Questions and Comments link in the certification courses and the Trainer's Resource section in Moodle.

If you have any questions regarding the computer-based Initial ELPAC Administration and Scoring Moodle Training Site, please contact the California Technical Assistance Center (CalTAC) by phone at 800-955-2954 or by email at caltac@ets.org.

We appreciate your patience and support while we navigate these changes.

Sincerely,

California Technical Assistance Center (CalTAC)
Phone: 800-955-2954
Fax: 800-541-8455
Email: caltac@ets.org
Website: http://www.elpac.org/