



English Language Proficiency Assessments for California

Initial ELPAC 2019–20

Administration and Scoring Training Binder Order Form

ELPAC training binders may only be ordered by an individual who has completed training at a state-sponsored Administration and Scoring Training (AST) and has been certified as an ELPAC trainer. Orders may be **emailed** ahead of the purchase order; however, materials will not be shipped until a valid purchase order is received. Materials may also be purchased by credit card (use page 2 of this form). Allow 3–4 weeks for processing and shipping.

Shipping Contact Name: _____ Order Date: _____

Shipping Address: _____ District: _____

Shipping City, State, Zip: _____ Billing Address: _____

Phone: _____ Billing City, State, Zip: _____

Email: _____ Purchase Order Number: _____

Trainer Name: _____ Date Materials Needed: _____

State Training Attended/ing: _____

FOR OFFICE USE ONLY		
Attended: <input type="checkbox"/>	Verified by: _____	Date: _____

Item #	Description	Quantity	Unit Price	Line Total (Qty x Price)
2019–1A	Initial ELPAC Administration and Scoring Training Binder Includes tabs, cover and spine, all 15 binder sections, the Writing Rubric Cards and Writing Standards Cards in the binder pocket, and the colored pages in Section 10.		\$34.00	
2019–1B	Initial ELPAC Administration and Scoring Training Binder (No binder) Includes tabs, cover and spine, all 15 binder sections, the Writing Rubric Cards and Writing Standards Cards in the binder pocket, and the colored pages in Section 10. The 3-ring binder is not included.		\$31.00	
Subtotal				\$
Approximate 10% for Shipping and Handling (\$7.00 minimum)				\$
Sales Tax (based on zip code of shipping address)				\$
TOTAL				\$

Send completed order form and purchase order to:

Charlene Evangelista
Sacramento County Office of Education
P.O. Box 269003
Sacramento, CA 95826-9003
cevangelista@scoe.net

For billing questions:

Nikki Brindle
nbrindle@scoe.net

Authorized by *Date*

ELPAC Edition Training Binder Order Form

Credit Card Purchases

Complete the form on the front side of this page. Enter "Credit Card" on the purchase order number line. Only MasterCard and VISA cards are accepted. A receipt will be emailed to the address listed below.

Complete the information requested below and email to:

Charlene Evangelista at cevangelista@scoe.net
Sacramento County Office of Education

Cardholder Name (as it appears on the credit card)

Billing Address

City

State

Zip

Email Address

Card Number

Expiration Date

Cardholder Signature