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## OVERVIEW OF PROFESSIONAL DEVELOPMENT IN NH

The NH Bureau of Adult Education has long recognized the importance of lifelong learning by developing a comprehensive, high-quality professional development program for all adult educators in New Hampshire. A variety of activities are provided for all levels of instructional, counseling and administrative staff throughout the year.

New Hampshire does not require an Adult Educator license or certificate and therefore does not have mandatory continuing education credits or in-service training requirements. Instead, each local center is encouraged to set its own professional development policy.

The Bureau works closely with local program directors and staff to identify current issues, best practices and evidence-based research to incorporate into the professional development program. Feedback and suggestions are constantly sought through evaluations at every event, frequent surveys and a periodic newsletter. Professional development in New Hampshire is administered by the Bureau of Adult Education through a Statewide Staff Development grant. The current grantee is Second Start in Concord. The grant provides a part-time Professional Development coordinator, Robin Letendre, who works closely with the staff at the Bureau of Adult Education. The PD Coordinator is responsible for convening the Mentor Team and providing administrative support for all professional development activities.

The Mentor team is a group of adult educators recognized for their experience and leadership skills; each one representing a specific adult education population or program. Mentors are compensated through the Statewide Staff Development (SSD) grant. More information on the role, responsibilities and services of the Mentor team is included in this section.

The SSD grant also includes a part-time Learning Disabilities Consultant, filled by Karen Steinbeck, who provides support to all programs to ensure access to adult education for all learners. More information about Disabilities Services can be found in the section on Special Populations.

The BAE has worked hard to make professional development opportunities available and accessible for NH's adult educators. Employees of Bureau-sponsored programs are compensated for their participation in most activities and encouraged to take advantage of opportunities for curriculum development

## THE MENTOR TEAM

### HISTORY OF THE MENTOR TEAM

In 2000, Debbie Tasker, former Educational Consultant to the Bureau of Adult Education, brought up the idea of a Mentor Team at a Program Director's meeting. The Directors were asked to nominate exemplary and experienced teachers. The idea was to have these practitioners work with newly hired adult education teachers to shorten their learning curve.

Originally, the mission was to work with new teachers. Other activities were added such as bringing in new ideas in the field. One of the first projects was to work on the New Staff workshop and mentors eventually came to be the "go to people" for conferences and other professional development activities.

After several years, it was determined that the Mentor Team should have representation from each type of program. Currently, the team has representation from Adult Basic Education, English as a Second Language, Adult Learner Services, Technology, Post-Secondary Transitions, Adult Diploma Program, HiSET, Director, and the Disabilities Coordinator. There was also an attempt to have the Mentor Team geographically represented across the state.

Most of the work of the Mentor Team has generated from the field. As practitioners expressed needs, the Mentor team addressed those needs through workshops, classroom observations, one-on-one evaluations and mentoring services.

In 2013, the Mentor Team created a Job Embedded Professional Development Guidebook. Some other projects include the NH Adult Ed website, the New Staff Primer and Mentor Tip Sheets. More recent projects include the addition of “traveling” ABE/ESL sharing sessions, a well-attended presentation on preparing for the 2016 HiSET changes and training on “how to be a presenter” with a guidebook.

*~From the 2015-2016 Mentor Team*

## MENTOR ROLES

### MENTOR JOB DESCRIPTION

1. Attend bi-annual meetings, currently scheduled for Fridays, for 6 hours, in Concord
2. Participate in planning and presenting statewide staff development opportunities in response to the needs of the field as needed.
3. Be available to adult educators, especially new staff, for consultation by email, telephone, or visits.
4. Serve as professional development advisors to communicate needs of the field and to help design services to meet the needs.
5. Serve as role models for other adult educators and be willing to invite new staff members to observe their work, as well as go to visit a program center and offer support
6. Serve as professional development resources for local directors by responding to requests for teacher guidance and offering onsite staff development.
7. Provide information about resources to adult educators, including information on the NH adult education website, and help develop new resources and curriculum materials to meet identified needs.
8. As needed, conduct training sessions and facilitate sharing groups in areas of specialty.
9. New mentors are sought through recommendations from local adult education directors and coordinators. Mentors are eligible for compensation of \$25 an hour for up to 90 hours per year.

### MENTOR TITLES

- Technology Mentor
- Adult Learner Services Mentor
- Adult Diploma Mentor
- Learning Disabilities Mentor
- English as a Second Language Mentor
- Postsecondary Transitions Mentor
- ABE Mentor
- Director Mentor
- HiSET Mentor

## MENTOR SERVICES

### ONE ON ONE MENTORING

1. Consult with individual employees of programs sponsored by the Bureau of Adult Education by answering questions, suggesting strategies, recommending materials and resources.
2. Requests can be made by individual teachers, directors, or program administrators who are looking for assistance in improving teaching, tackling new content area or looking for a “breath of fresh air”.
3. These services might include meeting with new teachers to welcome them to adult education.
4. A BAE program director might request a mentor to work with a paid practitioner to provide some new ideas, a different perspective or access to additional resources. The mentor should not be expected to evaluate employee performance.
5. See fee scale.

### MENTOR WORKSHOPS FOR BAE PROGRAMS

1. Mentors can be requested to provide up to two on-site workshops addressing specific areas of need for a local program. For example, teaching strategies for adults with learning disabilities; pronunciation in ESOL; differentiated instruction; developing classroom website. See mentor areas of expertise for a complete list.
2. Program directors requesting workshops are responsible for providing an appropriate meeting area, refreshments, photocopying services and any technology set-up.
3. Mentor workshops are designed for programs sponsored by the Bureau of Adult Education.

### PROGRAM CONSULTATION

A program director might request a mentor to work with a group of teachers to assist with curriculum development, building community, teaching strategies, presenting new information, supporting program goals and professional growth.

### COMMUNITY WORKSHOPS

Social services agencies, non-profit or other community organizations may request a workshop from the mentors on topics such as services in adult education, assistance with a specific learning need in the community or a topic from the mentor list.

1. This service is free for the community agency.
2. Workshop must have a minimum of 8 participants.
3. The community agency is responsible for providing an appropriate meeting space, refreshments, photocopying and attendee compensation if applicable.
4. For more than 2 workshops, the community agency will need to develop a contract with the Bureau of Adult Education to cover the cost of providing continued services.

## CURRENT MENTOR TEAM

See Table on the next page.

## NH Adult Education Mentors 2018-2019

### Your Resource Connection

Personal consultation by telephone and email available. Please take advantage of this opportunity. The mentors are ready and willing to support your work in adult education. These services are provided to you for free.

\*\*\*At the time of this printing, we are still looking for mentors for the following areas of expertise:

- Corrections
- Adult Basic Education
- Adult Diploma

Name	Mentor Role	BAE Position	Email
Tiffany Brand	Technology	Technology Teacher/ Coordinator	<a href="mailto:t.brand@dalc-online.org">t.brand@dalc-online.org</a>
Katie Walker	Adult Learner Services	Adult Learner Services Coordinator	<a href="mailto:kwalker@sau16.org">kwalker@sau16.org</a>
Kim Hanson	Math	Math Instructor	<a href="mailto:kim.arna.hanson@gmail.com">kim.arna.hanson@gmail.com</a>
Vacant	Postsecondary Transitions		
Crystal Sawyer	HiSET	Carroll County Adult Education Program Director	<a href="mailto:cmsawyer@govwentworth.k12.nh.us">cmsawyer@govwentworth.k12.nh.us</a>
Kristina Boufford	Learning Disabilities	Learning Disabilities Consultant	<a href="mailto:kboufford@second-start.org">kboufford@second-start.org</a>
Lauren Osowski	Director	Nashua Adult Learning Center Program Director	<a href="mailto:losowski@adultlearningcenter.org">losowski@adultlearningcenter.org</a>
Lien Harris	ESL	ESL/ESOL Instructor	<a href="mailto:l.harris@doveradultlearning.org">l.harris@doveradultlearning.org</a>
Rachelle Cox	Adult Diploma	ADP Director	<a href="mailto:rcox@littletonschools.org">rcox@littletonschools.org</a>
Ginette Chandler	Professional Development	PD Director	<a href="mailto:gchandler@second-start.org">gchandler@second-start.org</a>
Vacant	Adult Basic Education		

## PROFESSIONAL DEVELOPMENT COMPENSATION AND CERTIFICATION

### PROFESSIONAL DEVELOPMENT CERTIFICATES

Professional Development certificates will be available upon request for any BAE-sponsored professional development activity.

Compensation for Professional Development activities is dependent on employment status. Complete explanation of eligible activities can be found below for the following categories:

- Employees of Programs Sponsored by the NH Bureau of Adult Education
- Invited Speakers, Presenters, Instructors
- Volunteer Program Staff
- Adult Educators Not Associated with the NH Bureau of Adult Education

## COMPENSATION BY CATEGORY OF EDUCATORS AND TYPE OF EVENT

### EMPLOYEES OF PROGRAMS SPONSORED BY THE BUREAU OF ADULT EDUCATION

The following information applies to individuals who are employed by adult education programs funded through the NH Bureau of Adult Education.

#### ATTENDING BAE SPONSORED EVENTS

Attendees of workshops or conferences sponsored by the Bureau of Adult Education are eligible for the following compensation:

- A stipend of \$15/hour (the number of hours will be designated on the registration form) **IF** the attendee is not otherwise compensated.
- Mileage reimbursement for the distance traveled roundtrip between home and the location of the workshop/conference at the annual federal rate.
- This does not apply to the Fall State ABE Conference.

#### ATTENDING NON-BAE SPONSORED EVENTS

If a BAE program employee wishes to attend a workshop not sponsored by the Bureau of Adult Education, he/she must get prior approval from the Staff Development Coordinator at Second Start.

The following guidelines apply:

1. The conference/workshop must be in New Hampshire.
2. Events in close proximity to New Hampshire may be considered, Prior approval must be provided by the Bureau of Adult Education for any out-of-state activities. Under special circumstances travel, lodging and meals may be reimbursed. Decisions are made on a case-by-case basis, are dependent on available funding and may include partial reimbursement.
3. The Bureau will not reimburse the cost of lodging or meals.

Upon approval, an attendee may be eligible for the following compensation:

- Registration fees up to \$150.
- Mileage reimbursement for the distance traveled roundtrip between home and the location of the conference/workshop at the annual federal rate.

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## SERVING AS COMMITTEE OR ADVISORY BOARD MEMBER

The following information applies to employees of programs sponsored by the Bureau of Adult Education who have been invited by the Mentor Team or the BAE staff to serve as a member of a committee, either standing or ad-hoc; as a representative of NH Adult Education; or as an advisor to a specific group.

Committee or Advisory Board members are eligible for the following compensation:

- A stipend of \$25 per hour for meetings **IF** not otherwise compensated.
- Mileage reimbursement for the distance traveled roundtrip between home and the location of the meeting at the annual federal rate. The current rate can be found at: <https://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>

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## EARN AND LEARN APPLICANTS

Any paid employee of a BAE funded program is eligible to apply for an Earn and Learn grant from the Bureau of Adult Education. Grants are awarded to individuals for the development of instructional materials or to conduct an individual research project.

Each year, there are two Earn and Learn cycles:

- Summer
- Winter

The number of grants awarded is dependent on funding. The maximum grant amount is \$700 with some restrictions on its use.

The Earn and Learn application is available on [www.nhadulted.org](http://www.nhadulted.org) website and requires the support of applicant's program director.

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## MENTORS

The following information applies to individuals who have been accepted on the NH Adult Education Mentor Team. For more information on the Mentor Team, please see page 4.

Mentors are eligible for the following compensation:

1. A stipend of \$25 per hour for mentor meetings, one-on-one mentoring services, program consultations, or workshop/discussion facilitation and other services for an individual or small group.
2. Mileage reimbursement for the distance traveled roundtrip between home and the location of the meeting at the annual federal rate.

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## INVITED SPEAKERS, PRESENTERS, INSTRUCTORS

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### LEAD INSTRUCTORS

Lead instructors are those practitioners who have been identified by staff at the Bureau of Adult Education and/or the Mentor Team as an expert in a particular area of adult education. Lead instructors may be asked by the BAE or the Mentor Team to present community/local workshops, provide one-on-one mentoring services or facilitate workshops/discussions.

1. A stipend of \$25 per hour for one-on-one mentoring services, workshop/discussion facilitation and other services for an individual or small group under the guidance of the BAE staff and/or the Mentor Team.
2. Lead Instructors may be compensated at \$25 per hour for preparation activities as determined by the staff at the BAE and/or the Mentor Team and designated in the Professional Development contract.
3. Mileage reimbursement for the distance traveled roundtrip between home and the location of the meeting at the annual federal rate.



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## SPEAKERS OR PRESENTERS

The following information applies to individuals who have been invited by the Mentor Team or the Bureau of Adult Education to provide a workshop, seminar, conference, panel discussion or other professional development activities for a group.

Speakers and Presenters are not compensated for their preparation time. A honorarium is offered depending on the type of activity. All speakers and presenters are eligible for mileage reimbursement between home and the location of the activity at the annual federal rate.

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### *WORKSHOP – SINGLE PRESENTER*

- An honorarium of \$100 per hour for delivery of the workshop.

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### *WORKSHOP – MORE THAN ONE PRESENTER*

- An honorarium of \$50 per hour for delivery of the workshop.

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### *PANEL MEMBER*

- An honorarium of \$50 per hour during the panel discussion.

## VOLUNTEER PROGRAM STAFF

This information applies to volunteers who work in programs sponsored by the Bureau of Adult Education. Volunteers are welcome to attend any BAE-sponsored workshop, seminar or other professional development event.

The following guidelines apply:

1. Volunteers are not eligible for any compensation from the Bureau of Adult Education.
2. Seating may be limited for some events. If the event is at capacity, priority will be given to paid employees of BAE funded programs.
3. Volunteers must follow the same registration procedure as paid staff.
4. Volunteers are eligible for professional development certificates.

## ADULT EDUCATORS NOT ASSOCIATED WITH THE BUREAU OF ADULT EDUCATION

This information applies to any adult educator who is not a paid employee or volunteer in a program funded by the Bureau of Adult Education.

The Bureau of Adult Education welcomes any adult educator interested in professional development to attend any BAE-sponsored workshop, seminar or other professional development event.

The following guidelines apply:

1. Adult educators not associated with BAE-programs are not eligible for any compensation from the Bureau of Adult Education.
2. Seating may be limited for some events. If the event is at capacity, priority will be given to paid employees of BAE funded programs.
3. Adult educators must follow the same registration procedure as paid staff.
4. Adult educators are eligible for professional development certificates.
5. The Bureau of Adult Education reserves the right to charge a registration fee. If the Bureau chooses to exercise this option, information pertaining to fees will be disseminated with registration information.

## BUDGETING FOR PROFESSIONAL DEVELOPMENT

### BAE RESPONSIBILITIES

The Bureau of Adult Education sponsors a variety of professional development activities throughout the year. Compensation and availability of these activities is dependent on the employment status of the individual.

Please see the previous section for each category of adult educator:

- [Employees of Programs Sponsored by the Bureau of Adult Education](#)
- [Mentors](#)
- [Speaker or Presenters](#)
- [Volunteer Program Staff](#)
- [Adult Educators Not Associated with a BAE program](#)

The Bureau funds the following activities under the Professional Development program:

- Mentor Team and activities
- 2 New Staff Workshops
- ESL/ABE Sharing Workshops
- Earn and Learn Grants (2 cycles per year)
- Community of Practice groups
- Disabilities Committee meetings and activities
- Disabilities Coordinator Annual Meeting
- Fall Conference
- Spring Conference
- Blended Learning Course
- Non-BAE Sponsored Conference/ Workshop Fees
- NRS Database Training
- Program Director, ALS Coordinator, Transition Program Director meetings
- Various other activities
- Professional Advisory Group (Ad hoc)

### CENTER/PROGRAM RESPONSIBILITIES

Programs may request funds for professional development in a Bureau of Adult Education grant application. The application should address how program professional development will complement or extend professional development opportunities already provided by the Bureau.

## DESCRIPTION OF ANNUAL PROFESSIONAL DEVELOPMENT ACTIVITIES

### COMMUNITY OF PRACTICE GROUPS

These work sessions are held at regular intervals throughout the academic year, dependent upon the work and subject area to be developed. One of our mentors will facilitate the group. Example Community of Practice (CoP) Groups may include ESL CoP or Postsecondary Transitions CoP groups.

### DISABILITIES COORDINATOR MEETING

The Disabilities Committee coordinates this half-day training each winter. While specifically designed for Disabilities Coordinators from each center, others interested in working more effectively with students with disabilities are welcome to attend.

## FALL CONFERENCE

Each year, the Mentor Team coordinates a Fall Conference with a variety of workshops and seminars on topics of interest to adult educators in all types of programs. These high quality workshops are combined with an opportunity to network with other adult educators and vendors. The conference usually alternates between the last Saturday in October or the first Saturday in November.

## HIGH SCHOOL EQUIVALENCY EXAMINERS ANNUAL MEETING

All High School Equivalency Test Administrators are required to attend the Annual Examiners Meeting. Every fall, examiners review any upcoming changes to the test, analyze the previous year's test administration process and update test security procedures.

## HIGH SCHOOL EQUIVALENCY PREPARATION WORKSHOP

This workshop is for teachers who work with students preparing for the high school equivalency test. Topics include:

- Upcoming changes to the test format
- Testing taking strategies
- Review of specific content included on the test
- Best practices for instruction of test materials

## EARN AND LEARN GRANTS

Twice a year, the Bureau of Adult Education issues grants up to \$700 for teachers to develop curricular materials, conduct research studies or other independent projects. Grantees are required to share the work that they produce with other NH adult educators in print, electronic or in workshop format.

Proposals will be evaluated on the following criteria:

- Responsiveness to the needs of adult learners
- Probability of improving learning for NH adult education students
- Potential for providing a useful product to share

The number of grants awarded is dependent on funding. Applications will be prioritized based on current needs in the adult education field. Applicants are limited to one project per grant cycle. New applicants are encouraged.

A collection of previous mini-grants can be found on the adult education website, [www.nhadulted.org](http://www.nhadulted.org)

The application is also available online at: [www.nhadulted.org](http://www.nhadulted.org)

## NEW STAFF WORKSHOPS (PART 1 AND PART 2)

New Staff Workshops are designed for adult education new to the field or returning to the field after several years. Program Directors are encouraged to support staff attendance at these two workshops; one in the Fall and one in the Winter.

### Objectives for Part I:

- To introduce you to the adult education system in New Hampshire
- To explore the Adult Education Teacher Competencies as a framework for your work in Adult Education
- To provide you with a network of mentors that will assist you as needed in your adult education role
- To provide you with information and resources for your work

### Objectives for Part II:

- To continue to explore some issues prevalent in the lives of adult learners
- To continue to explore the Adult Education Teacher Competencies as a framework for your work in Adult Education
- To reintroduce you to the network of mentors that will assist you as needed in your adult education role
- To provide you with information and resources for your work

## NRS – NH ADULT EDUCATION DATABASE TRAINING

Introductory and advanced workshops for data collection are offered throughout the year. These workshops are recommended for any staff responsible for entering data or certifying data in the NH Adult Education database. According to the NH Assessment & Data Policy, the Bureau is also required to offer training on assessments at least once a year. The following two assessments are approved for use in New Hampshire.

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### TABE OVERVIEW

This training provides an overview of the Test of Adult Basic Education including the administration of the Locator Test, the Survey and the Complete Battery. Diagnostic information from test results is also reviewed.

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### CASAS OVERVIEW

This training provides an overview of the Comprehensive Adult Student Assessment Systems including using different forms of the test for reading, math and listening skills.

## SPRING CONFERENCE

The Mentor Team organizes a spring activity each year. The topic and theme is related to topics of interest expressed by NH adult educators.

## COMMITTEES AND ADVISORY GROUPS

### ADULT LEARNING SERVICES COORDINATORS

The Adult Learner Services Program Coordinators meet on a quarterly basis to discuss issues specific to operating a tutorial program including sharing best practices and resources. Each meeting includes program updates such as changes to legislation, program administration information and expanded services.

### DISABILITIES COMMITTEE

The Disabilities Committee is an advisory group of adult educators with a background in disabilities and the Learning Disabilities Consultant. The purpose of the group is to plan professional development and coordinate services to help New Hampshire adult educators help their students with disabilities succeed in learning. Their responsibilities include training the local Disabilities Coordinators, providing updated information to local center staff on the application process for HiSET accommodations and sharing recommended resources for all NH adult educators. Each year, specific goals for the committee are established through feedback from the field and recommendations from the Bureau of Adult Education.

### MENTORS

The Mentors primarily work to support individuals, program directors, and administrators in the adult education field. They also serve provide support with planning professional development activities, reviewing current research in adult education and developing materials for adult educators across the state.

### PROGRAM DIRECTORS

All Bureau sponsored Program Directors are asked to attend three meetings per year. The meetings are divided into WIOA Adult Program Director meetings and State-Funded Program Director meetings. Please see the Professional Development calendar for dates.

Meetings usually cover important program updates including changes in legislation that might affect programs; new contracts, and expanded services. There is dedicated time for sharing best practices, resources and networking at every meeting.

## NH ADULT EDUCATION WEBSITE

[www.nhadulted.org](http://www.nhadulted.org) is the New Hampshire Adult Education Website.

Students can find....

- Locations of NH adult education programs
- Information on English as a Second Language (ESL), Adult Basic Education (ABE), Adult Learner Services, Adult High School, Postsecondary Transitions, Integrated Education (IET), Integrated English Literacy & Civics Education (IELCE), and High School Equivalency Testing
- Community Service information

Teachers can find....

- Annual professional development calendar
- Registration links for upcoming professional development activities
- Staff development information
- Mentor Information
- Recommended resources and websites
- Earn and Learn application and completed projects
- State initiatives and projects
- Printable forms
- Professional connections and organizations

## NEW ENGLAND LITERACY RESOURCE CENTER

New Hampshire is a member state in the New England Literacy Resource Center along with other New England states. The State Director, the Professional Development Coordinator and two practitioners from New Hampshire join representative from each of the other New England states on a quarterly basis to discuss trends in adult education, current research, best practices and to support the work of NELRC on other projects.

Historically, NELRC has offered professional development opportunities for NH educators including online courses, workshops and a variety of publications.

### THE CHANGE AGENT

The Change Agent is a publication from NELRC that is provided for free, as a part of our membership, online and in print, twice a year. This newspaper is written by and for adult education students. Differentiated lesson plans and ideas are available on their website at: <http://changeagent.nelrc.org/>

NH adult educators can sign up for a free subscription online at: <http://changeagent.nelrc.org/nelrc-member-states/>

### VERA (VOTER EDUCATION, REGISTRATION AND ACTION)

The Voter Education, Registration, and Action (VERA) campaign of 2016 is a non-partisan effort designed for adult learners and program staff in the New England states. Its goal is to educate adult learners about voting and current election issues, and mobilize them to vote in the 2016 elections. VERA is sponsored by the New England Literacy Resource Center (NELRC) at World Education.

## LINCS – LITERACY INFORMATION AND COMMUNICATION SYSTEM

LINCS is a national leadership initiative of the US Department of Education, Office of Career, Technical and Adult Education (OCTAE) to expand evidence-based practice in the field of adult education. The site includes a Resource Collection, Regional Professional Development Centers, the LINCS Community and the Learning Portal. Available at <http://lincs.ed.gov>

The LINCS Community is a community of practice for adult education practitioners funded by OCTAE. This professional learning space bring together adult educators worldwide to work together toward one common goal – providing high-quality, evidence-based learning opportunities to adult students.

On the LINCS website, practitioners can join specific discussion groups, access numerous online resources and take online professional development courses.

## COALITION ON ADULT BASIC EDUCATION

The Coalition on Adult Basic Education is organized to advance national and international adult education and literacy opportunities for all persons. One purpose of COABE is to promote adult education and literacy programs, including Adult Basic Education, Adult Secondary Education, English for Speakers of Other Languages, Family Literacy, Skills Development, Workforce Development, and other state, federal, and private programs which assist undereducated and/or disadvantaged adults to function effectively. Retrieved from <https://www.coabe.org>

The New Hampshire Bureau of Adult Education first joined COABE in 2017. As a member of COABE, you will have access to webinars, reports, a virtual conference, and much, much more. Contact the Statewide Professional Development Coordinator to find out how to join.